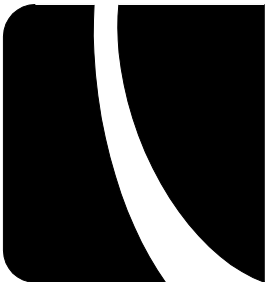
SOUTHERN CRESCENT
TECHNICAL COLLEGE

2013 - 2014

Student Handbook
Course Catalog



SOUTHERN CRESCENT
TECHNICAL COLLEGE

2013-2014
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

Jasper County Center
112 Industrial Park Drive
Monticello, GA 31064
706-468-9930

Taylor County Center
196 East Main Street
Butler, GA 31006
478-862-2323

The statements set forth in this 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.

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

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

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Academic Affairs – Griffin Campus	(770) 228-7386
Academic Affairs – Flint River Campus	(706) 646-6234
Activities/Athletics	(770) 229-3049
Admissions – Griffin Campus	(770) 228-7348
Admissions – Flint River Campus	(706) 646-6159
Adult Education – Griffin Campus	(770) 229-3176
Adult Education – Flint River Campus	(706) 646-6121
Advisement Center – Griffin Campus	(770) 229-3356
Advisement Center – Flint River Campus	(706) 646-6143
ANGEL LMS	(770) 229-3066
Bookstore – Griffin Campus	(770) 229-3135
Bookstore – Flint River Campus	(706) 646-6158
Butts County Center	(770) 504-7590
Career Services	(770) 467-6011 (770) 229-3043
Cashier/Business Office – Griffin Campus	(770) 228-7275
Cashier/Business Office – Flint River Campus	(706) 646-6239
Community Development Center	(706) 646-6121
Continuing Education – Griffin Campus	(770) 228-7364
Continuing Education – Flint River Campus	(706) 646-6151
Cosmetology – Griffin Campus	(770) 228-7374
Cosmetology – Flint River Campus	(706) 646-6169
Economic Development – Griffin Campus	(770) 228-7364
Economic Development – Flint River Campus	(706) 646-6161
Facilities and Operations – Griffin Campus	(770) 229-3455
Facilities and Operations – Flint River Campus	(706) 646-6319
FAX Number – Griffin Campus	(770) 229-3227
FAX Number – Flint River Campus	(706) 646-6063
Financial Aid – Griffin Campus	(770) 228-7368
Financial Aid – Flint River Campus	(706) 646-6138
Foundation	(770) 467-6038
GED Testing – Griffin Campus	(770) 229-3176
GED Testing – Upson Center	(706) 646-6121
High School Coordinator	(706) 646-6122 (770) 229-3065
Human Resources – Griffin Campus	(770) 229-3456
Human Resources – Flint River Campus	(706) 646-6129
Information – Griffin Campus	(770) 228-7348
Information – Flint River Campus	(706) 646-6148
Institutional Advancement	(770) 229-3417
Institutional Effectiveness	(770) 229-3442
Jasper County Center	(706) 468-9930
Library – Griffin Campus	(770) 412-4755
Library – Flint River Campus	(706) 646-6173
Marketing/Public Relations	(770) 233-5560
President's Office	(770) 228-7365
Provost – Flint River Campus	(706) 646-6144
Quick Start – Griffin Campus	(770) 228-7367
Quick Start – Flint River Campus	(706) 646-6161
Recruiting	(770) 233-5590
Registrar – Griffin Campus	(770) 228-7362
Registrar – Flint River Campus	(706) 646-6382
Scholarships	(770) 229-3466
Special Needs	(770) 228-7258
Special Populations	(770) 228-7382
Student E-mail	(770) 229-3066
Student Emergencies	(770) 228-7386 (770) 228-7363
Taylor County Center	(478) 862-2323
Tutoring Center – Griffin Campus	(770) 229-3078
Tutoring Center – Flint River Campus	(706) 646-6977
Tender Tech Child Care Center	(706) 646-6200
Veteran's Affairs – Griffin Campus	(770) 229-3095
Veteran's Affairs – Flint River Campus	(706) 646-6382

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) 646-6159.

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, Jasper, or Taylor counties.

Both in equipment and 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 now 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 will 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.

Construction is currently underway for a 35,700 square foot, $7.5 million Henry County Center. Located in McDonough, Georgia, this building will sit adjacent to Henry County High School on 25 acres of land generously donated by the Henry County Board of Education.

Plans are also currently being developed for a new 30,000 square foot, $7.5 million facility on the Griffin Campus to house adult education classes and continuing education programs as a result of an educational SPLOST passed by the citizens of Spalding County. Funds will be collected by the end of January 2014 and SCTC will begin construction shortly after.

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.

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.

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 which 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.

College Mission

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 through workforce 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

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

Southern Crescent Technical College is guided by the practice of the following 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 as defined in the standards, 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

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.

Southern Crescent Technical College is a unit of the Technical College System of Georgia.

Southern Crescent Technical College is also accredited or certified at the academic program level by the following organizations:

Air Conditioning Technology
HVAC Excellence
1350 W Northwest Hwy
Mount Prospect, IL 60056
(800) 394-5268

Automotive Technology
National Automotive Technicians Education Foundation (NATEF)
101 Blue Seal Drive, Suite 101
Leesburg, VA 20175
(703) 669-6650

Commercial Truck Driving and Commercial Straight Truck and Passenger Driving
Georgia Department of Driver Services
Department of Driver Services
Post Office Box 80447
Conyers, GA 30013
(678) 413-8400

Cosmetology
Georgia State Board of Cosmetology and
Georgia State Board Master Cosmetology Examination
237 Coliseum Drive
Macon, GA 31217-3858
(478) 207-2440

Dental Assisting
Commission on Dental Accreditation
211 East Chicago Avenue
Chicago, IL 60611
(312) 440-4653

Early Childhood Care and Education
Bright from the Start
Georgia Department of Early Care Learning
10 Park Place South, Suite 200
Atlanta, GA 30303
(404) 656-5957/(404) 657-5562

Health Information Technology
Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)
233 N. Michigan Avenue, 21st Floor
Chicago, IL 60601-5519
(312) 233-1129

Medical Assisting – Griffin Campus
Commission on Accreditation of Allied Health Education Programs (CAAHEP)
1361 Park Street
Clearwater, FL 33756
(727) 210-2350

Orthopaedic Technology
Recognized by National Association of Orthopaedic Technologists
8365 Keystone Crossing, Suite 107
Indianapolis, IN 46240
(317) 205-9484

Patient Care Assisting
Georgia Health Partnership Nurse Aide Program
c/o Georgia Nurse Aide Training Program
1455 Lincoln Parkway East, Suite 750
Atlanta, GA 30346

Polysomnography Technician
Commission on Accreditation for Respiratory Care (CoARC)
1248 Harwood Road
Bedford, TX 76021
(817) 283-2835

Practical Nursing
Georgia Board of Licensed Practical Nurses
237 Coliseum Drive
Macon, GA 31217-3858
(478) 207-2440

Radiologic Technology
The American Registry of Radiologic Technologists (ARRT) recognizes the Radiologic Technology program. Graduates are eligible to apply to sit for the Radiography examination of the ARRT.
1255 Northland Drive
Mendota Heights, MN 55120
(651) 687-0048

Respiratory Care Technology
Commission on Accreditation for Respiratory Care (COARC)
1248 Harwood Road
Bedford, TX 76021-4244
(817) 283-2835

Surgical Technology
Accreditation Review Committee of Education in Surgical Technology
6 W. Dry Creek Circle, Suite #210
Littleton, CO 80120
(303) 694-9262

Statement of Equal Opportunity

Southern Crescent Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Investment Act of 1998 (WIA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans , student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

Title IX/Equity Coordinator (serving students attending classes at the Griffin Campus, Butts County Center, and the Jasper County Center) Toni Doaty, Assistant Director of Student Support Services, Griffin Campus, 501 Varsity Road, Griffin, GA 30223, (770) 228-7382, tdoaty@sctech.edu.

ADA/Section 504 Coordinator (serving students attending classes at the Griffin Campus, Butts County Center, and the Jasper County Center) Teresa Brooks, Special Services Coordinator, Griffin Campus, 501 Varsity Road, Griffin, GA 30223, (770) 228-7258, tbrooks@sctech.edu.

Title IX/Equity and ADA/Section 504 Coordinator (Serving students attending classes at the Flint River Campus and Taylor County Center) Mary Jackson, Special Services Coordinator, Flint River Campus, 1533 Highway 19 South, Thomaston, GA 30286, (706) 646-6224, mjackson@sctech.edu.

Title IX/Equity and ADA/Section 504, (Employee complaints) on any campus/center shall be investigated by Sharon Irby, Director of Human Resources, Griffin Campus, 501 Varsity Road, Griffin, Georgia 30223, (770) 229-3454, sirby@sctech.edu.

Any complaints filed against the Title IX/ Equity Coordinator or ADA/Section 504 Coordinator on any campus/center shall be handled by Xenia Johns, Vice President for Student Affairs, Griffin Campus, 501 Varsity Road, Griffin, GA 30223, (770) 228-7348, xjohns@sctech.edu.

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 who seeks access to quality instruction designed to develop or improve

occupational competencies is eligible for admission. The president of the College may waive the "16 years of age" requirement for secondary students who are participating in an articulated program of study.

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 $20 application fee (former students may be exempt). Applications from persons who do not actually enroll in Southern Crescent Technical College will be maintained for one year. Applicants furnishing false, incomplete, or misleading information will be subject to rejection or dismissal without a refund.
2. **Required Academic Criteria** - A General Education Diploma (GED) or high school diploma (verified by an official transcript including graduation date and diploma type) will be required for admission to Southern Crescent Technical College unless otherwise specified by the program's standards. Home-schooled students may follow an alternative path for admission, described below. High school diplomas from unaccredited institutions, Certificates of Attendance, or special education diplomas are not recognized for admission purposes. Students with diplomas from secondary schools located outside the United States must have their transcripts evaluated for equivalency by an approved outside evaluation organization. Applicants who have successfully completed (C or better) a minimum of 30 semester or 45 quarter hours at the degree level may submit official transcripts from all previously attended colleges accredited by an accepted accrediting agency in lieu of a GED or high school diploma. All applicants must provide Admissions with official transcripts from all post-secondary colleges and schools attended. *Official transcripts must be in a sealed envelope. Official documents and credentials submitted to the College for admission and placement purposes, become and remain the property of SCTC and will not be returned to the applicant, duplicated, or transferred to another institution.

Applicants of home schools LOCATED IN Georgia who did not attend a recognized accredited program must adhere to the following alternative path for admission:

- Submit a letter from the local superintendent's office verifying that (1) the parent or legal guardian notified the superintendent of intent to home school and (2) that the parent or legal guardian submitted the required attendance reports to the superintendent's office on a monthly basis as required by O.C.G.A. § 20-2-690.
- Submit annual progress reports or a final transcript for the equivalent of the home-schooled student's junior and senior years. The final progress report should include the graduation date.

Applicants of home schools LOCATED OUTSIDE the state of Georgia who did not attend a recognized accredited program must adhere to the following alternative path for admission:

- Submit annual progress reports or a final transcript for the equivalent of the home-schooled student's junior and senior years. The final progress report should include the graduation date.
- Submit SAT or ACT scores that meet the TCSG system minimum requirements.

3. **Assessment** - The ability of a student to succeed in a program at Southern Crescent Technical College is greatly determined by the math and language skills possessed by that student. Southern Crescent Technical College is committed to assisting each student to achieve at their maximum potential. All students applying for diploma, degree, and certificate programs must be assessed prior to acceptance to a program of study at Southern Crescent Technical College. Once assessed, students will then be admitted in accordance with the academic standards applicable to that program.

   Southern Crescent Technical College utilizes COMPASS or ASSET, the TCSG-approved assessment instruments, when evaluating students for program readiness. However, in the place of COMPASS, Southern Crescent Technical College may accept a student's official entrance score on a validated assessment instrument (such as SAT, ACT), or Georgia High School Graduation Test in English/Language Arts if the scores meet the college program's required minimums. If a student's SAT, ACT, or Georgia High School Graduation Test in English/Language Arts scores do not meet the college's program minimums for regular admission, the student must be assessed using COMPASS or ASSET valid for placement purposes for a period of 60 months and are transferable to any TCSG college. Southern Crescent Technical College has developed its own retesting policy and charges may apply.

High school graduate who completed high school within the past three years can be admitted with at least a 3.0 GPA.

Official transcripts from a regionally or nationally accredited post-secondary 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 COMPASS or ASSET.

Applicants may also be required to complete additional admission requirements for certain programs.

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 are 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 or 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.

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 Admission

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.
- **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.
- Should adhere to the specific institutional pre-requisite requirements when selecting courses.
- 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.

Note: Home transient students will only receive permission to take courses required for his/her program of study at other colleges.

Transfer Student Admission

Requirements:

Applicants to Southern Crescent Technical College who had been previously enrolled at another post-secondary institution will be considered for admission under the following categories:

- Applicants who are in good standing at the former school may be accepted in good academic standing.
- Applicants who are on academic probation at their former institution may be accepted only on academic probation.

In addition to the general requirements, an applicant seeking admission 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 or hand delivered in a sealed official envelope. 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.

A Transfer Credit Evaluation Request Form must be completed to have a transcript evaluated for transfer credit. 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 and computer sciences and related courses greater than five years old are not transferable and are subject to review due to the nature of the subject matter. 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 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. Should a student receive advanced standing through transfer of credit, credit by exemption, credit by experience, or articulation, the student must still complete at least 25% of the credit hours of the required curriculum for graduation in residence at Southern Crescent Technical College.

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 $20 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 (COMPASS, ASSET, SAT, ACT). Test scores must be less than five (5) years old.
3. Provide copies of resident alien identification cards.
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 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

Requirements

Students who are inactive at Southern Crescent Technical College for two full semesters or more will be required to:

1. Submit a completed application form to the Student Affairs 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.

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.

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 have to take the COMPASS or ASSET 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 (Pre-Algebra/Algebra). The Testing Center will supply paper, pencil, and calculators (personal calculators are not permitted). Food, beverages, cell phones, and personal items are not allowed in the testing facility. New students will be able to test one time. If students test within five points of their required test score, retesting is available for that section only. Learning support classes are required if a student does not meet the minimum test score requirement for the chosen program area. These classes are remedial classes taken to refresh a student's skill in the specific subject area. Once a learning support course is completed satisfactorily, and a final grade has been posted, students 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 courses. Test results can be viewed upon completion of testing. An unofficial copy of test results will be given to students upon completion of their exam. An official copy can be picked up in the admissions office. Contact the Testing Center if you need additional information on testing.

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 less than 12 credit hours is considered a part-time student. 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.

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 in-state 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.

The state of Georgia complete Residency Policy may be viewed in the Student Affairs Office.

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.

Verification of Lawful Presence in the United States

Effective January 1, 2012, all students applying for in-state tuition must provide validation of lawful presence in the United States. The following documents will serve as proof of lawful presence in the United States and documentation will be required before you are eligible for consideration of in-state tuition:

- A current driver's license issued by the state of Georgia after January 1, 2008.
- A current ID issued by the state of Georgia after January 1, 2008.
- A current driver's license or ID issued by a state that verifies immigration status and only issues to persons lawfully present in the United States.

The Technical College System of Georgia (TCSG) will accept the following:

- Alabama: Issued after August 1, 2000
- Florida: Issued after January 1, 2010, AND have a gold star in the upper right-hand corner
- South Carolina: Issued after November 1, 2008
- Tennessee: Issued after May 29, 2004
- A certified U.S. birth certificate showing the student was born in the U.S. or a U.S. territory. A photocopy is not acceptable
- An approved completed FAFSA for the current financial aid year
- A current, valid Permanent Resident Card (USCIS form 1-151 or 1-551)
- A current, valid military identification card for active duty soldiers or veterans
- A U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240)
- A current U.S. passport
- A U.S. Certificate of Citizenship (USCIS form N-560 or N-561)
- A U.S. Certificate of Naturalization (USCIS form N-550 or N-570)

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.

Seamless Education Enrollment Opportunities

Any Georgia high school student who is classified as a junior or senior, who is at least 16 years of age, and who meets the regular admission requirements of his/her chosen program of study at Southern Crescent Technical College is eligible to participate in the following seamless education enrollment opportunities.

1. Dual Enrollment

The dual enrollment program offers additional educational opportunities for motivated high school students to earn dual course credit from both the Georgia Department of Education secondary schools and the technical colleges governed by the State Board of the Technical College System of Georgia while the students are still enrolled in high school. High school students enrolling in this program are eligible to take required non-general education courses within technical certificate or diploma programs. High school students must have a minimum grade point average of 2.0 to participate in the dual enrollment program.

Students should meet with their counselors to discuss the opportunities available through this program. To participate in dual enrollment at SCTC, applicants must:

1. Be at least 16 years of age;
2. Be a high school junior or senior;
3. Complete, sign, and submit the College's application for admission;
4. Submit appropriate COMPASS, ASSET, SAT, or ACT scores;
5. Have a 2.0 high school GPA;
6. Complete, sign, and submit a Dual Enrollment Agreement to Participate form in which parents/guardians and high school administrators authorize students to participate in the program;
7. Complete and submit a HOPE Grant application and meet all HOPE Grant eligibility requirements; and
8. Select courses approved by the Georgia Department of Education.

Some technical certificate and diploma programs of study require students to be over the age of 16 to enroll in coursework associated with those programs. Applicants for the dual enrollment program must gain regular admission

status to participate. Applicants whose test scores place them in learning support coursework are not eligible to participate in this program. High school students and their parents, high school counselors or principals, and post-secondary institution officials should be confident that it is in the best interest of students to participate in the dual enrollment program. Dual enrolled students are not eligible for Pell and the Hope Scholarship.

2. Joint Enrollment

Joint enrollment provides high school students the opportunity to take courses at public or private post-secondary institutions in Georgia while they are still enrolled at their high schools. They receive credit at the post-secondary institutions only when they successfully complete coursework. Joint enrollment students do not earn credit to satisfy their high school graduation requirements. High school students wanting to enroll jointly at Southern Crescent Technical College must be at least 16 years old, have a minimum high school grade point average of 2.0, and complete and submit appropriate test scores.

To participate in joint enrollment at SCTC, applicants must:

1. Be at least 16 years of age;
2. Be a high school junior or senior;
3. Complete, sign, and submit the College's application for admission;
4. Submit appropriate COMPASS, ASSET, SAT, or ACT scores;
5. Have a 2.0 high school GPA;
6. Complete, sign, and submit a Joint Enrollment Agreement to Participate form in which parents/guardians and high school administrators authorize students to participate in the program;
7. Complete and submit a HOPE Grant application and meet all HOPE Grant eligibility requirements; and
8. Select courses approved by the Georgia Department of Education.

Joint enrollment applicants must gain regular admission status to enroll at the College. High school students whose test scores place them in learning support coursework are not eligible to enroll jointly at the College. Joint enrollment students must attend New Student Orientation and Registration prior to registering for the first semester at the College. The Georgia Student Finance Commission provides funding through the HOPE grant program for joint enrollment students who only take technical certificate or diploma level courses at post-secondary institutions. Joint enrollment students are ineligible to receive a HOPE scholarship.

3. ACCEL Program

The ACCEL program is for students classified as high school juniors and seniors at accredited public or private high schools in the state of Georgia, and is operated in all school terms except summer. The program allows students to pursue degree level post-secondary study at approved public and private colleges and technical colleges while receiving dual high school and college credit for courses successfully completed.

Courses pursued by students under this program must come from the approved course directory which is supplied to high school counselors in the state. Courses are available only in the areas of the core graduation requirements for college preparatory students: English, mathematics, social studies, science, and foreign language.

At public colleges the program provides funding for tuition, in keeping with the benefits provided by the HOPE program. Transportation and other expenses are the responsibility of the student, including tuition and other expenses for non-core courses, if any are taken.

Credit hours paid by the ACCEL program for the student will not count towards the limit of post-secondary hours paid for by the HOPE (Helping Outstanding Pupils Educationally) program. Additional requirements or restrictions for participating in this program may be imposed by the high school.

To participate in ACCEL at SCTC, applicants must:

1. Be at least 16 years of age;
2. Be a high school junior or senior;
3. Complete, sign, and submit the College's application for admission;
4. Submit appropriate COMPASS, ASSET, SAT, or ACT scores;
5. Have a 2.0 high school GPA;
6. Complete, sign, and submit a Dual Enrollment Agreement to Participate form in which parents/guardians and high school administrators authorize students to participate in the program;
7. Complete and submit an ACCEL application and meet all ACCEL eligibility requirements; and
8. Select courses approved by the Georgia Department of Education.

ACCEL applicants must gain regular admission status to enroll at the College. High school students whose test scores place them in learning support coursework are not eligible to enroll in ACCEL courses at the College. ACCEL students must attend New Student Orientation and Registration prior to registering for the first semester at the College.

4. Move on When Ready

The Move on When Ready (MOWR) Program allows Georgia students entering 11th or 12th grade to take all of their courses at a TCSG college or through any other state institution or a virtual course approved by the State Board of Education. The student pays no college tuition because the law provides that the funding that would normally be applied to the high school education instead follows the student to the college, as arranged by the Georgia Department of Education. To be eligible, students must have spent the prior school year in attendance at a public high school in Georgia. Students who enroll in a TCSG college or other Georgia colleges or universities in the MOWR program receive credits that allow

them to complete the requirements for their high school graduation and diploma.

To participate in MOWR at SCTC, applicants must:

1. Be at least 16 years of age;
2. Be a high school junior or senior;
3. Complete, sign, and submit the College's application for admission;
4. Submit appropriate COMPASS, ASSET, SAT, or ACT scores;
5. Complete, sign, and submit a MOWR Participate Form in which parents/guardians and high school administrators authorize students to participate in the program;
6. Select courses approved by the Georgia Department of Education. MOWR applicants must gain regular admission status to enroll at the College. High school students whose test scores place them in learning support coursework are not eligible to enroll in MOWR courses at the College. MOWR students must attend New Student Orientation and Registration prior to registering for the first semester at the College.

5. 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 dual enrollment, joint enrollment, ACCEL, 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.

Failure to register at the appointed time may result in the assessment of a late fee of $45.

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 WIA) 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 signatures from the program advisor or director and 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. **Complete a Transfer Credit Evaluation Request form for the new program of study;**
6. 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.

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 Community Development Center 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 EX will be assigned. It is not calculated into the grade point average. Exemption exams most likely will not transfer to other colleges; although, transfer ability 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

To ensure that students graduate with current skills in key technology and science areas, the following courses or programs must be taken within five years prior to graduation. If students take a two-term or longer absence from the college, the five-year expiration date becomes effective and students must retake the course or take an exemption exam if the course has expired. Courses in these areas that are older than five years must be retaken or exempted. Not all courses can be exempted. See Credit by Examination (Exemption Exam) in the SCTC Handbook for more information.

Technology Area

Accounting (ACCT 1120)
Business Administrative Technology (all BUSN courses)
Computer Information Systems (all CIST courses)

COMP 1000
Design and Media Production (all DMPT courses)
Drafting (all DFTG courses)

Science Area

Courses with an ALHS/BIOL/CHEM prefix must be taken within five years ***prior to*** acceptance into any Allied Health Occupational program. Courses in these areas that are older than five years must be retaken or exempted. Not all courses can be exempted.

If students take a two-term or longer absence from the college, the five-year expiration date becomes effective and students must retake the course or take an exemption exam if the course has expired; if a score of 80% is not achieved on the exemption test, the student must take the required ALHS/BIOL/CHEM course.

The five-year expiration date begins the semester that the student completes any of the following allied health program pre-acceptance courses: **ALHS 1011, ALHS 1015, ALHS 1040, ALHS 1060, ALHS 1090, ALHS 1126, BIOL 1111, BIOL 2113, BIOL 2114, BIOL 2117, or CHEM 1211.**

The programs listed below are representative of degree, diploma, and technical certificates of credit affected by the five-year course expiration rule for ALHS/BIOL/CHEM courses:

- Dental Assisting, EMS Professions, Forensic Science, Health Information Technology, Practical Nursing, Medical Assisting, Orthopaedic Technology, Paramedicine, Pharmacy Technology, Radiologic Technology, Respiratory Care Technology, Surgical Technology
- Central Sterile Supply Processing Technician – Advanced, Electrocardiographic Technician, Hemodialysis Patient Care Specialist, Nurse Aide, Phlebotomy Technician

If a student is admitted to an allied health program and then leaves the program, the course expiration requirement as stated above is assessed before the student is allowed to re-enter the program.

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 EX 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, transfer ability 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. 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 for a $10 fee. A student who applies to graduate after the fiscal year of his/her graduation will be provided an official transcript, but will be charged a $25* fee to have his/her certificate printed.

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. If the student plans to attend the graduation exercises, a $35 non-refundable graduation fee* must be paid when the application is submitted to defray the costs (cap and gown and diploma cover) of the ceremony. Graduation applicants must meet all academic (2.0 grade point average in the program curriculum 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 provided an official transcript, but will be charged a $25 fee* to have his/her degree or diploma printed.

Note: For more information on the graduation workshops, please contact the Office of the Registrar.

*Fees subject to change.

Career Services

The primary purpose of Career Services is to help Southern Crescent Technical College students decide on a

viable program of study and help graduates obtain employment in their areas of specialization. Satisfactory completion of program course work by the student is the first step in the employment process.

There are tools available to SCTC students to help in their job search and program selection. One is Nacelink, the online job posting system used by SCTC Career Services. By setting up an account, SCTC students can access daily employer job postings. Students can also upload their resumes to an online resume book that can be viewed by registered employers. Focus2 is another tool offered to SCTC students. It is an online career assessment test that enables students to evaluate their personal qualities and job preferences. Using these assessment results, a Career Services counselor can help a student explore career fields and develop a personal career plan.

The Career Services staff will work with students prior to graduation, on an individual basis, or in a class setting to determine employment interest and explore employment options. Career Services also offers a career fair once a year and seminars each semester that address the topics of the job search process. Printed materials offering advice on interviewing, dress for success, job search strategies, and a host of others are available in the Career Services Center.

Career Services actively solicits job postings from area employers and notifies students and recent graduates of employment opportunities as they become available. It is impossible to guarantee each graduate a job; however, Career Services works to provide job leads and send graduates on appropriate interviews. Career Services strives to provide career choices for our students and connect area employers with the talent they need to maintain productivity.

For more information on Career Services, please e-mail careerservices@sctech.edu.

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 from anywhere in the Southeast are available through GOLD membership. 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.

The Griffin and Flint River campus libraries are open Monday through Thursday. These libraries are closed Friday, Saturday, and Sunday. Library services are available for students at the centers and for online students. Please contact the library for specific information and details.

Computer Labs

A computer lab is available for student use in the library on the Flint River Campus and in the library on the Griffin Campus. The Griffin Campus also has a computer lab in the Medical Building in Room 221.

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, and the Jasper County Center) Special Services Coordinator, Teresa Brooks, Griffin Campus, 501 Varsity Road, Griffin, Georgia, 30223; (770) 228-7258.

Title IX/Equity Coordinator: Assistant Director of Student Support Services: (Serving students attending classes at the Griffin Campus, Butts County Center, and the Jasper County Center) Toni Doaty, Griffin Campus, 501 Varsity Road, Griffin, Georgia, 30223; (770) 228-7382.

Title IX/Equity and ADA/Section 504 Coordinator: (Serving students attending classes at the Flint River Campus and Taylor County Center) Mary Jackson, Special Services Coordinator, Flint River Campus, 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, 501 Varsity Road, Griffin, Georgia, 30223; (770) 228-7258 and Mary Jackson, Flint River Campus, 1533 Highway 19 South, Thomaston, Georgia, 30286; (706) 646-6224.

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, WIA, 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 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; 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

Southern Crescent Technical College child development center, Tender Tech, is located on the Flint River Campus in Thomaston, Georgia. 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. This child development center offers services to Southern Crescent Technical College students, faculty, and to the general public on a space-available basis. Call (706) 646-6200 for information.

Southern Crescent Technical College, Tender Tech, child development center is 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 effectively serve, 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 fourth week of class.

- 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 drop/add period or third week of class.

Academic Advisement Center

The Academic Advisement Centers are designed to provide assistance to students in achieving their academic goals. Advisors will provide the information necessary to allow students to make informed decisions in determining their academic plan and scheduling their coursework. For specific program of study advisement, students are referred to the faculty advisors.

***Academic 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.*

Tutoring Center

The Tutoring Centers are designed to provide assistance to students in achieving their academic goals. Tutors provide additional instruction in the areas of math, English, reading, and COMP 1000. Services are free to students enrolled in a course in these areas. Consult the Tutoring 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 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 Athletics 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.

The College also offers co-ed, non-competitive cheerleading. 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) within 15 days from the beginning of the term;*

- maintain enrollment in 12 or more credit hours of college course work as listed in the college catalog during each term of athletic participation;*
- maintain a 2.0 GPA or higher for each term of athletic participation and 2.0 GPA or higher overall to remain eligible;
- 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.

* 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 students 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

Book Club

The SCTC Book Club provides students a forum where they can read and discuss a variety of literary genres and share their ideas concerning that literature. The Book Club will select three books, by popular vote, to read and discuss during the fall and spring semesters and one book during the summer semester. In order to maintain variety, each time a new book is chosen, it will be from a different genre.

The club will also give students an opportunity to give back and promote literacy within our community, to make sure everyone enjoys and benefits from the reading experience.

The SCTC Book Club is open to any currently enrolled SCTC student. Faculty and staff are invited to participate as non-voting members of the club.

Collegiate DECA

Collegiate DECA is a student driven organization that values competence, innovation, integrity, and teamwork. It prepares students for careers by integrating skills learned in the classroom into real world experiences. Collegiate DECA programs assist in developing academically prepared, community oriented, professionally responsible, experienced leaders. DECA students major in a variety of academic programs with a strong focus on business-related fields. Collegiate DECA conferences and other activities give students unique access to internships, scholarships, competition, and professional networking.

Collegiate Fellowship Club

The Collegiate Fellowship Club supports students, faculty and staff who desire to show devotional time while developing Christian leadership skills. All meetings are designed for members to share Biblical principles that relate to ethics in work and life. Members actively participate in fellowship to help cope with change and stress, and to provide encouragement. The group hosts regular meetings on SCTC's Griffin campus, and has open membership regardless of denomination.

National Technical Honor Society

National Technical Honor Society is a national, nonprofit organization established to honor excellence in workforce education programs and majors. An invitation letter of membership will be provided to graduates by the NTHS advisors.

The requirements for membership in the NTHS chapter at Southern Crescent Technical College are as follows:

- must be a diploma or degree student,
- must have a cumulative academic average of 3.75 or above, and
- must have a work ethic grade of 2.0 or above.

Graduates will receive a recognition letter and will be recognized during the graduation ceremony by the College's approved designated honorary regalia. This process will include a membership fee paid by the graduate.

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: Fall Student Leadership Conference, Fall Festival, 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.

Student Nurses Association

The Student Nurses Association is a club organized to develop a spirit of cooperation; to encourage student initiative; to facilitate scholastic achievement; to create a unified bond; to establish a formal vehicle for student involvement and input for Practical Nursing Students.

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.

Veteran's Club

The Veteran's Club 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.

Eligibility for membership includes service in any branch of the military forces of the United States - Army, Navy, Air Force, Marines or Coast Guard – of at least two years duration, followed by honorable discharge; and currently enrolled as a student at Southern Crescent Technical College. In addition, members of the immediate families of student veterans are welcome as members.

Web Weaving Wizards

Web Weaving Wizards is a club for new, intermediate, and advanced web designers and developers. Our goal is to organize the SCTC web community under one umbrella and provide personal and professional growth opportunities for members. Club activities include community service projects, training, and field trips to promote and foster better relations within the community. Web Weaving Wizards has adopted Stepping Stones Educational Therapy Center, a therapeutic and educational center for children with special needs as a partner and provides that school with web service projects and volunteer work. Membership is open to all SCTC students, staff, and alumni.

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.

Tiger Assistance Program (TAP)

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.

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

National Technical Honor Society is a national, nonprofit organization established to honor excellence in workforce education programs and majors. An invitation letter of membership will be provided to graduates by the NTHS advisors.

The requirements for membership in the NTHS chapter at Southern Crescent Technical College are as follows:

- must be a diploma or degree student,
- must have a cumulative academic average of 3.5 or above

Graduates will receive a recognition letter and will be recognized during the graduation ceremony by the College's approved designated honorary regalia. This process will include a membership fee paid by the graduate.

National Adult Education Honor Society

The mission of the National Adult Education Honor Society is to provide meaningful recognition to deserving adult education students, to improve student employment opportunities, to develop student ambassadors for local adult education programs, and to create adult education awareness with school administrators and state legislators.

Students are nominated for membership in the NAEHS Chapter at Southern Crescent Technical College based on the following criteria:

- Dependable attendance
- Cooperation
- Work Ethic

Inductees will receive a recognition certificate, lapel pin, financial aid recommendation letter, and an employment recommendation letter at an official induction ceremony.

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

All accidents, no matter how minor, must be reported to an instructor or Southern Crescent Technical College administration.

First aid kits are located throughout the building.

If an injury requires professional medical care:

- The first employees on the scene will make arrangements for transporting the individual to the nearest hospital (Emergency/Ambulance number is 911).
- The Vice President for Student Affairs or the Vice President for Academic Affairs is the emergency contact person.
- The instructor/employee will complete an accident report and submit it to the Vice President for Administrative Services.

Southern Crescent Technical College supports the concept of health and wellness. No smoking is allowed in the building. 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.

For further information, 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.

By the same token, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instances, college discipline will be initiated if the presence of the student on campus is considered a possible threat to persons or property, or if that person's presence may disrupt the educational process of the college. However, when a student's violation of the law also adversely affects the college's recognized educational objectives, or violates the college's Student Code of Conduct, the college will enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the college whether or not their conduct violates the law.

It is the policy of the Technical College System of Georgia (TCSG) to provide technical and adult education programs for the people of Georgia. Technical colleges must provide opportunities for intellectual, emotional, social, and physical growth. Technical college students assume an obligation to act in a manner compatible with the fulfillment of the mission. The technical college community recognizes its responsibility to provide an atmosphere conducive to growth. With these principles in mind, the Technical College System of Georgia establishes this Student Code of Conduct.

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

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 any other written or oral work submitted for evaluation and/or a grade such as tape cassettes, notes, tests, calculators, computer programs, cell phones and/or smart phones, or other electronic devices.
   b. Obtaining assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade from another person with or without that person's knowledge.
   c. Furnishing assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade to another person.
   d. Possessing, using, distributing or selling unauthorized copies of an examination, computer program, or any other written or oral work submitted for evaluation and/or a grade.
   e. Representing as one's own an examination or any other written or oral work submitted for evaluation and/or a grade 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 text books, 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 their 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.

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.

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.

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, co-operative 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. Tobacco: The technical college prohibits smoking or using other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas on technical college premises. Refer to the 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 (TCSG) and its associated technical colleges prohibit the possession of a firearm, weapon, or explosive compound/material in the TCSG system office or on any technical college campus (including all satellite campuses and off-site work units) or at any technical college sanctioned function in a manner contrary to state or federal law (Policy II.C.10). Where there is more than one definition of a weapon applicable to the item in question, the technical colleges will consider the item a weapon if it fits any definition in the Georgia Code.

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. **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.

10. **Aiding and Abetting**

Aiding, abetting, or procuring another person to do an activity which otherwise violates this Code of Conduct is prohibited.

11. **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.

13. **Abuse of the Student Judicial Process** is defined to include, but not limited to:

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. **POLICY:**

The administration reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of technical college officials, a student's conduct disrupts or threatens to disrupt the Southern Crescent Technical College community, appropriate disciplinary action will be taken to

restore and protect the atmosphere of collegiality and mutual respect on campus. This procedure is intended to provide an orderly protocol for handling student disciplinary cases in accordance with the principles of due process and justice.

II. **APPLICABILITY:**

This procedure is applicable to all technical colleges associated with the Technical College System of Georgia.

III. **DEFINITIONS:**

1. Academic misconduct: includes, but is not limited to, the definition found in the Student Code of Conduct, Article II, Paragraphs 1-4.
2. 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 to be 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).

IV. **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 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 is guilty of a violation of 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 the 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 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 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 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 the 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 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.

4. **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 considerations 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.

5. **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 the technical college president's 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 Vice President for Student Affairs or the technical college president's designee. A suspended or expelled student must contact 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 appeal the sanction, the student should contact 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.

5. **Mediation**

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.

6. **Hearing/Appeals Procedure**

a. 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.

b. If the Vice President for Student Affairs or 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.

c. The student will then have the right to appear in a hearing before a hearing body assigned by the 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 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.

d. If the student appeared before the hearing body to appeal the Vice President for Student Affairs or 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.

e. If the student appeared before the hearing body after the Vice President for Student Affairs or 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.

f. 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.

g. 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.

7. **Document Retention**

The Vice President for Student Affairs or 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 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 Vice President for Student Affairs or technical college president's 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.

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.

Campus Security Council

A Campus Security Council shall be established at Southern Crescent Technical College to ensure the campus security for its students and employees. This Southern Crescent Technical College Campus Security Council is made up of members from the Administrative Services Team.

This council shall meet as security matters may warrant. This council is assigned the responsibilities and duties of securing a safe educational environment to prohibit acts which materially and substantially interfere with legitimate educational objectives.

Procedures for Reporting a Crime

All emergencies – ***first dial 911*** – thefts, vehicle accidents, injuries, suspicious persons, suspicious activities, and solicitors should be reported to one of the following:

- Campus police chief/officer
- First available senior staff administrator (Vice President level)

When the incident is reported to the appropriate person, a report will be filed with the Vice President for Student Affairs or designee. Statistics concerning the occurrence on campus of criminal offenses will be available through the Student Affairs Office and the library.

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.

- Criminal homicide – murder and non-negligent and negligent manslaughter.
- Forcible or non-forcible sex offenses – A forcible sex offense is any sexual act directed against another person, forcible or against that person's will, where the victim is incapable of giving consent (such as when the victim is intoxicated). Non-forcible sex offenses are acts of "unlawful, non-forcible sexual intercourse." This definition encompasses incest or statutory rape.
- Robbery – the taking or attempting to take anything of value from the control, custody, or care of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

- Aggravated assault – the unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. Usually, this offense occurs by the use of a weapon or by means likely to produce death or great bodily harm.
- Burglary – the unlawful entry (breaking and entering) into a building or other structure with the intent to commit a felony or theft.
- Arson – willful or malicious burning or an attempt to burn a dwelling (house), public building, motor vehicle, aircraft, or personal property.
- Motor vehicle theft – the theft or attempted theft of a motor vehicle.
- On-campus arrest - for alcohol, drugs, and illegal weapon violations.
- Certain referrals for campus disciplinary actions for alcohol, drugs, or illegal weapon violations - if these referrals are included in the report as an arrest, the college does not need to report the referral under this category.
- Hate crimes – crimes that fall into the above list, crimes involving bodily injury, or crimes reported to campus security or local police. Southern Crescent Technical College must report hate crimes by category of prejudice: race, gender, religion, sexual orientation, ethnicity, or disability as part of the campus crime statistics.

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

Student's Role in Decision Making

The student's role in decision making at Southern Crescent Technical College focuses upon student life on campus and the learning environment of the classrooms and laboratories of the College. The College has representative student body input through student organizations to address matters of student life. Student involvement also occurs through memberships on leadership committees. Students are involved in the process of evaluating the instruction of the College through written evaluation of courses as well as the evaluation from the Student Affairs Office.

Student Rights

Nondiscrimination

Southern Crescent Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college administered programs, programs financed by the federal government including any Workforce Investment Act of 1998 (WIA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

Students are entitled to the constitutional right to be secure in their persons, dwellings, papers, and effects against unreasonable searches and seizures. College security officers or administrative officers may conduct searches and seizures only as authorized by law.

Students have a right through the Student Affairs Office to be heard in matters that affect their rights and responsibilities.

Students have the right to take stands on issues, to examine and discuss questions of interest, and to support legal causes by orderly means that do not disrupt College operations or interfere with the rights of others.

Students have the right to freedom of expression by word or symbol as long as it does not materially or substantially interfere with the orderly operation of the College or with the rights of others. This right of expression protects neither criminal conduct nor lewd, indecent, or obscene conduct and expression.

College-authorized student publications and communications shall be guaranteed the rights inherent in the concept of freedom of the press. All publications and broadcasts shall be subject to the canons of responsible journalism, including the avoidance of libel, avoidance of indecency or obscenity, undocumented allegations, and techniques of harassment and innuendo.

The Student Government Association (SGA) and all other student organizations approved by the Vice President for Student Affairs may meet on school premises provided they make arrangements in accordance with the rules and regulations for room and space reservation.

Only the Student Government Association and other student organizations approved by the Vice President for Student Affairs have the right to invite and hear any person of their own choosing for the purpose of hearing the person's ideas and opinions. The president of the College or his or her authorized representative may cancel a speaker's reservation where clear and present danger exists that the appearance would threaten the orderly operation of the College. The appropriate person will communicate such cancellation to the sponsoring organization.

Students have the right to due process when charged with an infraction. Due process includes a speedy hearing, the opportunity to face and question an accuser, the opportunity to present evidence and witnesses on their behalf, the right to have a faculty advisor of their own choosing present at all stages of the hearing and appeal, and the right to appeal.

Students have the right to have their academic and disciplinary records kept confidential subject to existing law. The Federal Family Educational Rights and Privacy Act (FERPA) applies to all colleges that receive funding under an applicable program of the U.S. Department of Education. These rights transfer to the students or former students who have reached the age of 18 or who are attending school beyond high school. Schools may disclose, without consent, directory information, such as student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance, unless parents or students request that the colleges not disclose directory information about them. The College will keep no official records that reflect any alleged political activity or belief of a student.

Student Right-to-Know

Southern Crescent Technical College will produce and make readily available to current and prospective students the graduation rates of full-time certificate, degree, or diploma students annually, as well as, the most recent crime report.

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:

a. to access, upload, download, or distribute, obscene material;
b. to transmit obscene, abusive, or threatening language;
c. to violate any local, state, or federal statute;
d. to vandalize, damage, or disable the property of another individual or organization;
e. to access another individual's password, materials, information, or files without permission;
f. to violate copyright or otherwise use the intellectual property of another individual or organization in violation of the law, including software piracy;
g. to engage in any personal commercial enterprise without advance approval in writing by the president of Southern Crescent Technical College;
h. to knowingly endanger the security of any TCSG or Southern Crescent Technical College computer or network;
i. to willfully interfere with another's authorized computer usage;
j. 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;
k. 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
l. 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 snack bar, cafeteria, events 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 Student Affairs Office. Applications for social functions must be submitted to the Student Affairs Office 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 Student Affairs Office, Academic Affairs, or presidential designee.

Cheating/Plagiarism

Cheating is unacceptable behavior at Southern Crescent Technical College. Cheating includes any attempt to defraud, deceive, or mislead the instructor in arriving at an honest grade assessment. Plagiarism is a form of cheating that involves presenting the ideas or work of another as one's own. Students will be informed of the cheating policy through course syllabi or course requirements. Violation of the cheating policy may result in a lowered grade on a portion of the course or a grade of F in the course. A grade assigned a student because of an alleged cheating policy violation may be appealed by the student through the grievance process of the school. A student found to have violated the cheating/ plagiarism policy more than one time, in addition to having a grade or grades lowered, may be referred to the appropriate administrator for consideration of further action.

Fund Raising Activities

School club fundraising projects must be approved by the Vice President for Student Affairs. 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/Designee.

Smoking

In accordance with good health practices, all campus buildings are designated as tobacco-free. Smoking outside designated areas is prohibited. 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 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.
- Required vehicle registration information and location:
  1. Name
  2. Year, make, model, color
  3. Tag number and state
  4. Students register vehicle at cashier's window
  5. 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 will 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 of the gate to the technical department is strictly prohibited, unless otherwise specified. Any unauthorized vehicle parked inside of this area will be ticketed and the driver fined.
- Handicapped decals will permit any qualifying individual to park in reserved 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.
- 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

$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. All other vehicles will be considered illegally parked and will be fined ***$10.00 for the first offense. A second violation of this offense may result in suspension and/or towing of vehicle at violator's expense***.
- Disabled vehicles must be reported to the campus police/security officers 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/security officers 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/security officers 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.*

Emergency and Weather Alerts

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 indicates immediate evacuation of the building to a designated weather safe area.

All Clear Signal

A senior staff member or designee on the scene will announce "ALL CLEAR".

Electronic Notification System

Southern Crescent Technical College uses the SchoolCast electronic notification system. Upon registering for classes, students' contact information, including their college e-mail address and phone numbers, are added to the system. Students then receive college wide notifications via e-mail and telephone calls. Notifications may be sent for a variety of reasons that include emergency situations, inclement weather updates, college closings/delays, or other student-related information notices or updates.

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 portable 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 using the bullhorn throughout the building.
- Faculty should verify that all students are accounted for during and after the event and report this information to the security chief or designee.

Tornado Alert

Griffin Campus: A designated authority will notify the faculty and staff via e-mail, the VOIP phone alert system, and the SchoolCast phone alert system.

Flint River Campus: An alert will be issue via intercom system, e-mail, VOIP phone alert and SchoolCast alert system.

Centers: Alerts will be issued via e-mail, SchoolCast alert and voice amplified bull horn system.

All Clear Signal

Griffin Campus: A senior staff member on the scene will announce "ALL CLEAR" using a voice amplified bullhorn. *Note: A tornado plan is published and posted marking locations of safe areas during severe weather emergencies.*

Flint River campus: An "ALL CLEAR" message will be issued over the intercom system.

Centers: An "ALL CLEAR" message will be issued using a voice amplified bullhorn.

Note: An Emergency Evacuation Plan is posted at exit doors marking locations of safe areas during severe weather emergencies.

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 by listening to one of the following radio and television stations:

Atlanta
WSB - TV - Channel 2
WXIA - TV - Channel 11
Macon
WMAZ - TV - Channel 13
WIBB Radio - 97.9 FM
Thomaston
WTUC TV Channel 10
WTGA Radio - AM 1590
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
Jasper Center on Duty Officer – (678) 603-5948
Community Development Center, On-Duty Officer – (678) 603-5897

Weapons Policy

Unless otherwise provided by law, it is unlawful for any person to carry, possess, or have under such person's control any firearm, weapon, or unlawful explosive compound while on technical college property to include all campus and offsite work locations; at a technical college sanctioned function or, on a bus or other means of transportation furnished by the college.

The term "weapon" means and includes any pistol, revolver, or any weapon designed to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic straightedge razor, spring stick, metal knucks, blackjacks, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, or whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, any stun gun or taser as defined in O.C.G.A. § 16-11-106.

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.

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.

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.

B. 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.

C. 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.

D. 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.

E. 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.

F. 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.

G. Employees: any individual employed in a full- or part-time capacity in any TCSG work unit or technical college.

H. 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.

I. Clinical site: any off-campus location to which students or faculty are assigned for completion of program requirements including labs, internships, or practicums.

J. President: the chief executive officer responsible for the management and operation of the technical college where the accused violator is currently enrolled or employed.

K. Human resources director: the highest ranking employee responsible for the human resources functions at a technical college or TCSG work unit.

L. 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.

M. 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.

N. 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.

O. 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@tcsg.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@tcsg.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 appeal to the Vice President for Student Affairs/Designee. 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 take the following steps:

1. The applicant may wish to review the admission requirements for that particular program with a counselor in the Admissions Office.
2. An appeal of a denial of admission may be made. Should the applicant choose to appeal, the process is as follows:
   a. The applicant must appeal in writing to the Vice President for Student Affairs/Designee. The applicant should give an extensive explanation for the appeal and provide relevant supporting documentation. When the appeal form is submitted to the Vice President for Student Affairs/Designee, the appeals process will officially begin.
   b. The Vice President for Student Affairs will assemble an Admissions Appeal Committee (five members minimum) which may include the following:
      - Non-voting facilitator: Department chair of an uncontested department
      - Vice President for Student Affairs/Designee)
      - Registrar
      - Vice President for Academic Affairs (or designee)
      - Dean for Academic Affairs or appropriate Academic Affairs Dean

- Instructor from the Arts and Sciences Department

c. The Vice President for Student Affairs will call a meeting of the Admissions Appeal Committee. If the committee determines that the appeal is frivolous or without merit, the committee will deny the appeal without further review. If the appeal is legitimate, the committee may require a personal appearance by the petitioning student. After review by the committee, the appeal is either "Denied" or "Approved" with recommendations or conditions as stipulated by the committee.

d. The applicant will be notified (within ten (10) days) of the decision in writing from the office of the Vice President for Student Affairs.

e. If the applicant is dissatisfied with the findings of the committee, which may include the following:
   - Non-voting facilitator: Department chair of an uncontested department
   - Vice President for Student Affairs (or designee)
   - Registrar
   - Vice President for Academic Affairs (or designee)
   - Dean for Academic Affairs or appropriate Academic Affairs Dean

   he/she may request that the appeal form and documentation be forwarded to the President for further consideration. Such requests must be made in writing within ten (10) days of receipt of the committee's decision. Failure to respond within the specified time will forfeit the right to appeal further.

f. After consideration of the committee's report, the President shall make a decision within ten (10) days and notify the applicant in writing.

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. There is a fee for a lost student ID card.

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 through Microsoft Office 365. Students can find their school e-mail address in two places: Banner Web and ANGEL 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 a Student Helpdesk for ANGEL and Student e-mail. The Helpdesk can be found at http://www.sctech.edu/ under Quick Links.

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.

Drug-Free Schools and Communities Act

The possession or the attempted or actual sale, furnishing or use of alcohol, or any illegal, dangerous, or controlled drugs on the College premises or at any College sponsored event is prohibited.

Title 20-1 of the Official Code of Georgia Annotated states that any student of a public educational institution who is convicted, under the laws of the state, the United States, or any other state, of any felony offense involving the manufacture, distribution, sale, possession, or use of marijuana, a controlled substance, or a dangerous drug shall as of the date of conviction be suspended from the public educational institution in which such person is enrolled. Except for cases in which the institution has previously taken disciplinary action against a student for the same offense, such suspension shall be effective as of the date of conviction, even though the educational institution may not complete all administrative actions necessary to implement such suspension until a later date. Except for cases in which the institution has already imposed disciplinary sanctions for the same offense, such suspension shall continue through the end of the term, semester, or other similar period for which the student was enrolled as of

the date of conviction. The student shall forfeit any right to any academic credit otherwise earned or earnable for such term, semester, or other similar period; and the educational institution shall subsequently revoke any such academic credit which is granted prior to the completion of administrative actions necessary to implement such suspension.

Title 20-3-2 of the Official Code of Georgia Annotated specifies that any student organization functioning in conjunction with, incidental to, or at any technical colleges, which through its officers, agents, or responsible members knowingly permits or authorizes the sale, distribution, serving, possession, consumption, or use of marijuana, a controlled substance, or dangerous drug at any affair, function, or activity of that student organization, social or otherwise, which such sale, distribution, serving, possession, consumption, or use is not in compliance with the laws of this state shall have its recognition as a student organization withdrawn, shall be expelled from campus for a minimum of a calendar year from the year of determination of guilt, and shall be prohibited from the use of all property and facilities of the institution with which it is affiliated or with which it operates, with any and all leasing, possession, or use agreements respecting the student organization's use of institutional property to be terminated by operation of law for any such knowing, permission, or authorization of the unlawful actions defined in the Code section, subject to the administrative review and hearing procedures set forth in this code section.

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.

Drugs and Alcohol

The possession or the attempted or actual sale, furnishing or use of alcohol, or any illegal, dangerous, or controlled drugs on campus premises or at any College sponsored event is prohibited. This does not include use or possession of drugs prescribed by a person legally authorized to do so. Specific penalties for the possession, use or sale of illegal drugs or alcohol are contained in detail under the Drug-Free Schools and Communities Act section.

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.

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 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.

B. 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.

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 an academic advisor who will advise him/her concerning courses needed to complete a program of study. Students and advisors are responsible for monitoring appropriate courses to ensure that required courses are taken in the proper sequence.

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 of the following semester, the I grade converts to an F.

W Students who officially withdraw by the 10th week of the semester receive a W (see College calendar for actual date each term). Hours attempted are included in total hours. This does not count in the grade point average.

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.

EX Course work which is exempted through examination or experiential learning is awarded a grade of EX. 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

Work Ethics

Appropriate employee behavior, competencies, and attributes are integrated into the curriculum of each program course. Work ethics refers to those behavioral characteristics and attitudes desired by employers including: attendance, character, teamwork, appearance, attitude, productivity, organizational skills, communication, cooperation, and respect.

Instructors in the program areas will evaluate students on a regular basis to see if students are attaining the work ethics traits.

Grade Appeal

If a student receives a course grade which he or she believes is incorrect, the first step is for the student to discuss the disagreement with the instructor.

If the student is not satisfied with the decision of the instructor, the student may direct a written appeal to the appropriate Dean for Academic Affairs who will convene an appeals committee for resolution; a resolution will be rendered by the end of the semester that follows the semester where the grade was posted. The decision of the committee is final.

Appeals must be made prior to the end of the semester after the grades were posted.

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 a 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. The suspended student must pay his or her own tuition and fees upon returning for at least the first semester and for every semester thereafter until attaining the required financial aid GPA.

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. Failure to register at the appointed time may result in an assessment of a late fee of $45. Failure to register and pay all fees at the appointed time may result in the student losing his or her place in class.

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. ANGEL 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 ANGEL including: Online (O), Hybrid (K1 and K2), and Web-enhanced (V).

Online (O) courses are taught through ANGEL Learning Management System (LMS) over the Internet. Students come to campus only if their instructors require them to take a proctored test, for presentations, for orientation at the beginning of the semester or other reasons 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 ANGEL 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 ANGEL LMS.

Web-enhanced (V) courses are traditional classroom courses that use the ANGEL LMS as an important component of the course.

Students interested in taking online courses can find courses offered by looking at the course schedule that is released before registration begins each semester. The link is: http://www.sctech.edu/academics/schedules.php. Security for our students using the Angel LMS is important to Southern Crescent Tech. The Angel LMS uses unique user ID and password protection for all classes taught at the College.

Each student is assigned a unique student number when they are enrolled at the College. The login is created with two identifiers: the first is the college identifier; and, the second is the unique student ID that is created in Banner when the student enrolls at the College. The password is a generic password and the first time a student logs into the system it must be changed immediately before entering the Angel LMS.

Southern Crescent provides a Student Helpdesk for ANGEL and Student e-mail. The Helpdesk can be found at http://www.sctech.edu/ under Quick Links. Additional information about distance education including ANGEL LMS can be found at: http://www.sctech.edu under Quick Links and then under Student Support Links.

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 go to the following GVTC link: 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 Angel, and then enters their 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. To repeat a course, special permission must be obtained from the advisor.

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. The form requires the signatures of the student and the advisor or instructor. Students withdrawing may request to be called in for registration for a following semester. The student's name is placed on the list to be called in for the appropriate program at that time. Students not completing the Official Withdrawal Form will not be called in to register. 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. Documentation of extreme extenuating circumstances should be presented to the Dean for Academic Affairs.

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

Semester hours	Tuition
Tuition	$85/credit hour
*CTD Tuition	$125/credit hour
Instructional Technology Fee	$105/semester
Registration Fee	$39/semester
Activity Fee	$24/semester
Facility Fee	$15/semester
Special Instructional Fee	$50/semester
Student Accident Insurance Fee	$6/semester

Athletic Fee	$10/semester
Student Assistance Program Fee	$7/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)	$20
Late Fee*	$45
Lab fee**	$25
Returned Check Fee	$30
Diploma Replacement Fee	$25
Graduation Fee***	$35
Fuel Surcharge for Commercial Truck Driving	$185
Exemption Test	25% of course tuition

*Failure to register at the appointed time may result in an assessment of a late fee of $45.

**Applies to programs with lab a component.

***Applies only to diploma/degree students who participate in the graduation ceremony.

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

Georgia residents over 62 years of age may attend without payment of tuition for credit courses only (although they may audit the credit course). These students are enrolled on a space-available basis at late registration and cannot displace any other diploma or degree-bound student.

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 short-term workshops/seminars 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 will be made by direct deposit or on to the student's SunTrust prepaid debit card, see options below.
- Classes canceled by Southern Crescent Technical College will be refunded 100%. Application and insurance fees are non-refundable.

SCTC Refund Options

- Direct deposit – Students that would like to receive their refunds by direct deposit to their personal bank account instead of the SunTrust debit card must fill out a direct deposit form and provide a personal voided check. Direct deposit forms are located at the Business Office cashier windows or at www.sctech.edu, click Quick Links, Financial Aid, then Refunds and Disbursement.
- SunTrust Visa Prepaid Card – Refunds may be available to students through a SunTrust Visa Prepaid bank issued debit card. Students that choose to receive their refund by debit card must have a current and valid address and telephone number on file with the Admissions Office. See the SCTC website for additional information.

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.

Graduation Fee

Students who expect to graduate from a diploma or degree program and plan to attend the graduation ceremony must pay a $35.00 fee to cover the cost of the cap and gown and diploma cover. The fee is due when the student turns in the Application to Graduate. If the student requests that his or her diploma be sent by certified mail, there is a mailing fee of $10.00.

Transcripts

The first transcript a student requests is free with the exception of same day service; subsequent transcripts are $3.00 or $5.00 (same day) each. Allow up to 10 business days during the term for processing $3.00 transcripts. Same day service for transcript processing is provided for $5.00. In partnership with SCRIP-SAFE ® International, Southern Crescent Technical College is now able to provide official transcripts delivered through eSCRIP-SAFE® to network recipients. If you choose to have your transcript request processed electronically, before completing the Transcript Release Form, please check with the intended recipient to see if they accept electronic transcripts. If the recipient is in the network, please insert their name on your Transcript Release Form and indicate that you want the transcript to be sent electronically.

NOTE: In order to receive a transcript or have one sent to another party, a student must sign a release form in the Admissions Office. A request to send a facsimile of a transcript requires a signed transcript release and payment. Students should be aware that the recipient of a faxed transcript may not consider the transcript official.

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.

Available Financial Aid

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study
- HOPE Grant
- HOPE Scholarship
- HOPE Zell Miller Scholarship
- Georgia HOPE GED Voucher
- ACCEL Program
- Veterans Benefits
- Vocational Rehabilitation
- Workforce Investment Act

To Apply For Financial Aid

- For financial aid, students must file the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov at least six to eight weeks prior to the registration date.
- A Student Aid Report (SAR) is mailed 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.
- Report to the Financial Aid Office all types and sources of assistance received.

All students are required to complete the FAFSA at www.fafsa.ed.gov.

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 January, 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 made once each year.

Financial Aid expires on June 30 and must be renewed every year.

The financial aid processing deadlines for the 2013-2014 academic year are:

Fall	August 1, 2013
Spring	December 12, 2013
Summer	May 8, 2014

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. Students must complete the Free Application for Federal Student Aid (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 will expire during each summer semester. **Students must reapply for Pell prior to end of summer semester for uninterrupted Pell aid for the following award year.**

- Learning support 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.

Pell Lifetime Eligibility Limit (LEU)

Public Law 112-74 amended HEA section 401(c)(5) to reduce the duration of a student's eligibility to receive a Federal Pell Grant from 18 semesters (or its equivalent) to 12 semesters (or its equivalent). This provision applies to all Federal Pell Grant eligible students effective with the 2013-14 award year. The calculation of the duration of students' Federal Pell Grant eligibility is not limited only to students who received their first Federal Pell Grant on or after the 2008-2009 award year, as the HEA previously provided when the duration of eligibility was 18 semesters.

- 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.

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 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:

- Must be Pell eligible
- Must participate in a Pell eligible program
- Receive Pell award during the aid year you are applying
- Enrolled in at least 12 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 the at 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 three hours.
- Students with a baccalaureate degree or higher cannot receive HOPE.
- 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 at the $62.57 per credit hour rate.
- 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.

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 citizenship 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.

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, 2015, 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.

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.GAcollege411.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 HOPE Grant application 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:
https://secure.gacollege411.org/Financial_Aid_Planning/HOPE_Program/Zell_Miller_Scholarship.aspx

ACCEL Program

The ACCEL program is for students classified as high school juniors and seniors at accredited public or private high schools in the state of Georgia. The program is operated in all school terms except summer. The program allows students to pursue degree-level, post-secondary study at approved public and private colleges and technical colleges while receiving dual high school and college credit for courses successfully completed.

Courses pursued by students under this program must come from the approved course directory which is supplied to high school counselors in the state. Courses are available only in the areas of the core graduation requirements for college preparatory students: English, mathematics, social studies, science, and foreign language.

At public colleges, the program provides funding for tuition in keeping with the benefits provided by the HOPE program. Transportation and other expenses are the responsibility of the student, including tuition and other expenses for non-core courses, if any are taken. Credit hours paid by the ACCEL program for the student will count towards the limit of post-secondary hours paid for by the HOPE (Helping Outstanding Pupils Educationally) program. Additional requirements or restrictions for participating in this program may be imposed by the high school.

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/(706) 646-6140 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 Investment Act

Workforce Investment Act (WIA) services provide assistance to students that are unemployed or underemployed. Individuals eligible for WIA services must lack a marketable skill, be in an approved WIA 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 WIA career facilitator is available to assist students with individualized career counseling, budgeting, financial planning, intensive job search assistance, and vocational assessments. Interested individuals may contact a WIA career facilitator at 770-229-3377 or 706-646-6332 for more information.

Georgia's Strategic Industries Workforce Development Grant Award

Beginning with the fall semester 2013, TCSG 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 TCSG programs:

Commercial Truck Driving
Early Childhood Care/Education
Practical Nursing

To qualify, a TCSG 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	Award Amount
Commercial Truck Driving (9 or more hours)	$1000
Early Childhood Care/Education (9 or more hours)	$500
Practical Nursing (9 or more hours)	$500
Early Childhood Care/Education (8 or less hours)	$250
Practical Nursing (8 or less hours)	$250

**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. GPA (Cumulative): Students must maintain a cumulative Grade Point Average (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 67% 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 probation. Financial aid funds will be disbursed during the following semester of enrollment on probation. If the student fails to make SAP after receiving aid while on probation, the student's financial aid is suspended until they meet all elements of the institutional SAP policy.
3. Time Frame: A student may receive financial aid for 150% of the number of semester hours required to earn their degree, diploma, or certificate. 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.

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.

If the student does not make SAP for whatever reason at the end of the warning term, he/she will be placed on Financial Aid Suspension.

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.

Right of Appeal by Students Placed on Financial Aid Suspension

Financial aid recipients who have failed to meet SAP and who have been placed on Financial Aid Suspension may appeal in writing to the Financial Aid Appeals Committee. Appeals must be written, specifically addressing the extenuating circumstances and must be submitted to the Office of Financial Aid within thirty (30) days of notification of the failure to make satisfactory progress. Supporting documentation must be provided or the appeal will be denied. If the appeal is approved, financial aid is reinstated changing the SAP status to probation. This allows the student only one semester to make satisfactory academic progress. Students who are on Financial Aid Probation and continue to fail SAP standards during their probationary semester, are then placed on Financial Aid Suspension. Students who are on suspension are NOT eligible for financial aid. During the semester the student is on probation, they must maintain a 2.0 GPA and a completion rate of 67%. If the appeal is not approved, financial aid is denied. Withdrawing during your financial aid appeal-approved semester will change your status to Financial Aid Suspension. The decision of the Financial Aid Appeals Committee is final. The Appeal form can be found on our website: http://www.sctech.edu/admissions/finaid-forms.php

Reinstatement of Financial Aid

To be reinstated for financial aid, the student must satisfactorily meet all elements of the institutional SAP policy.

Return of Title IV Funds

Important Notice to All Federal Financial Aid Recipients: The federal Higher Education Act (HEA) of 1965 was amended in 1998 and new regulations were established with regard to the Title IV student financial aid programs. Students earn their Title IV federal financial aid by attending class and if they are not enrolled long enough to earn all of their aid, the 'unearned' portion must be returned to the appropriate Title IV program.

Title IV financial aid programs include Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Work-Study (FWS), and Federal Stafford Loans. Federal work-study earnings are not affected by the Title IV regulations concerning the return of unearned federal financial aid. Only Federal grants and loans are affected by this policy.

When a student completely withdraws from all classes in a semester before completing 60% of the semester, the financial aid office is required to adjust the amount of Pell Grant, FSEOG, and/or federal loans awarded to a student to return the unearned Title IV funds. If funds have already been paid to the student, the student will receive a statement from the Business Office with the amount to be paid back, which the student will be responsible for. Any balance due will cause a HOLD to be placed on the student's

account until all outstanding funds have been returned. Withdrawn students with a HOLD for outstanding funds, will not be allowed to register or access their records until the balance due has been satisfied.

Withdrawing From a Class Always Affects Your Financial Aid

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.

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

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

Both day and evening classes are offered on three levels:
- Adult Basic Level - instruction for the development of reading readiness, basic arithmetic skills, and an introduction to writing and basic grammar
- Adult Intermediate Level - instruction in the areas of reading comprehension, reading in the content areas, mathematics, and language arts
- Adult Specialized Level - instruction that will enable a student to develop the skills necessary to pass the GED® examination. This level includes the areas of reading, science, social studies, grammar and writing skills, and mathematics

Classes are held on the main campus of Southern Crescent Technical College in Spalding County, the Community Development Center in Upson County, and additional locations in Butts, Fayette, Henry, Jasper, Lamar, Pike, Spalding, Taylor, and Upson 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 Community Development Center in Thomaston. There are five sections on the GED® test. The total cost for the five part test is $160 or $32 for each part.

Currently, GED testing is conducted in two formats: paper-based testing and computer-based testing. The paper-based test will be gradually phased out before the release of the new GED test in 2014. Once fully deployed, the computer-based test will provide the benefits of the use of technology that's required for many job applications as well as training programs and workplaces.

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. The GED test will change in January 2014. Anyone who has not passed or completed GED testing will be required to begin the testing process anew when the new test begins. Information about the current GED and GED 2014 can be obtained by contacting one of our Adult Education locations and by visiting www.gedtestingservice.com.

Eligibility, requirements, and registration information are available at the following locations:

Southern Crescent Technical College
Griffin Campus
501 Varsity Road
Griffin, GA 30223
Phone: (770) 229-3176

Southern Crescent Technical College
Community Development Center
115 East Main Street
Thomaston, GA 30286
Phone: (706) 646-6121
Computer Based Test
Registration: www.gedcomputer.com
Call Center: 7-800-392-6433

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.

Renewal Education and Customized Workforce Development Programs

Renewal Education and Customized Workforce Development Programs are available to businesses and other agencies that wish to provide refresher courses or Adult Education programs for their employees or clients. These programs are designed to meet the needs of the particular group and may be taught at one of our locations or at the site of the particular group requesting services. These programs provide basic skills training, GED preparation, Work Ready instruction, and customized workforce development training.

Georgia Work Ready GAP Training

Traditional educational credentials like a high school diploma or GED mark the fulfillment of classroom learning experiences, but the Georgia Work Ready certificate confirms competence in a specific set of workplace skills. Adult Education offers training that leads to attainment of a Georgia Work Ready certificate. The Georgia Work Ready certificate, powered by Work Keys, verifies to employers anywhere that an individual has essential core employability skills in Reading for Information, Applied Mathematics, and Locating Information. These three skills are highly important to the majority of jobs in the workplace. The certificate offers individuals, employers, and educators an easily understood and universally valued credential that certifies the attainment of these workplace skills. Call 770-229-3176 for more information.

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:

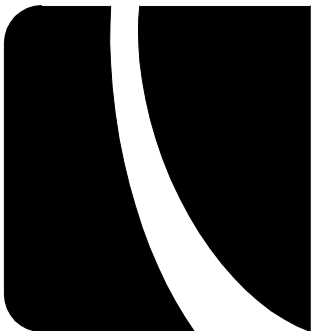
- Spalding – established in 1991
- Taylor – established in 1992
- Upson – established in 1993

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.



SOUTHERN CRESCENT TECHNICAL COLLEGE

2013-2014
COURSE CATALOG

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

Jasper County Center
112 Industrial Park Drive
Monticello, GA 31064
706-468-9930

Taylor County Center
196 East Main Street
Butler, GA 31006
478-862-2323

The statements set forth in this 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.

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

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

Work Ethics

Work ethics skills are vital in the workplace. Southern Crescent's programs incorporate work ethics into the curriculum and all students are expected to utilize appropriate work ethics while enrolled. The following work ethics skills will be taught and enforced: Appearance, Attendance, Attitude, Communication, Organizational Skills, Character, Cooperation, 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.

Table of Contents

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 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 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 Microcomputers is used to verify computer competency. This course is required in all degree and diploma programs of study. Many programs of study include additional courses that verify program-specific computer competencies (see programs of study).

COLL 1500—College Success and Career Exploration may be taken by a student enrolled in any program of study. It can be used as an occupational elective with the approval of the program advisor.

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 (see below)
	ENGL 1102	Literature and Composition	P: ENGL 1101
	SPCH 1101	Public Speaking	P: Reading and Writing scores (see below)
Area II: Social/Behavioral Sciences	ECON 1101	Principles of Economics	P: Reading, Writing, and Math scores (see below)
	PSYC 1101	Introduction to Psychology	P: Reading and Writing scores (see below)
	SOCI 1101	Introduction to Sociology	P: Reading and Writing scores (see below)
	POLS 1101	American Government	P: Reading and Writing scores (see below)
	HIST 2111	U.S. History I	P: Reading and Writing scores (see below)
Area III: Natural Sciences/ Mathematics	BIOL 1111	Biology I	P: Reading and Writing scores (see below) C: BIOL 1111L
	BIOL 1111L	Biology I Lab	P: Reading and Writing scores (see below) C: BIOL 1111
	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 1111*	College Algebra	P: Math scores (see below)
Area IV: Humanities/ Fine Arts	HUMN 1101	Introduction to Humanities	P: ENGL 1101
	MUSC 1101	Music Appreciation	P: ENGL 1101
	ARTS 1101	Art Appreciation	P: ENGL 1101
	ENGL 2130	American Literature	P: ENGL 1101
	THEA 1101	Theatre Appreciation	P: ENGL 1101

*Students may take MATH 1101 to substitute for MATH 1111 either as a transient student OR as a transfer from an accredited institution.

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.

Reading, Writing, and Math Score Requirements

	Compass		**Asset Score**		**SAT Score**		**ACT Score**		**Course(s)**
Writing	Writing: 62 or higher	OR	Writing: 42 or higher	OR	Critical Reading: 450 or higher	OR	English: 16 or higher	OR	ENGL 0098** with "C" or better
Reading	Reading: 79 or higher	OR	Reading: 41 or higher	OR	Critical Reading: 450 or higher	OR	Reading: 17 or higher	OR	READ 0098** with "C" or better
Mathematics	Algebra: 37 or higher	OR	Algebra: 42 or higher	OR	Math: 440 or higher	OR	Math: 19 or higher	OR	MATH 0099** with "C" or better

**Course must be completed with a C or better as the final grade. Please note that each of these courses may have pre-requisites based on a student's test scores. See Learning Support page in this catalog for pre-requisites.

**Students taking exit learning support courses (ENGL 0098, MATH 0099, and READ 0098) will be required to take a departmentally developed comprehensive exit exam. Students must pass the content of the course with a 70 percent or better and pass the exit exam with a 60 percent or better to officially pass the learning support course and move on to a degree-level course. Students who do not meet these requirements will receive an F in the learning support course and will be required to re-take the course.

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

Learning Support Courses Required Based on Test Scores

Degree Seeking Students			
	Compass Score	**Asset Score**	**Course(s) Required**
Reading	48 or less	32 or less	READ 0096, READ 0097, and READ 0098
	49-69	33-37	READ 0097 and READ 0098
	70-78	38-40	READ 0098
	79 or higher	41 or higher	Program-ready score
Writing	14 or less	31 or less	ENGL 0096, ENGL 0097, and ENGL 0098
	15-31	32-36	ENGL 0097 and ENGL 0098
	32-61	37-41	ENGL 0098
	62 or higher	42 or higher	Program-ready score
Pre-Algebra*	18 or less	30 or less	MATH 0096 and MATH 0097
	19-25	31-34	MATH 0097
	26 or higher	35 or higher	Program-ready score
Algebra*	27 or less	36 or less	MATH 0098 and MATH 0099
	28-36	37-41	MATH 0099
	37 or higher	42 or higher	Program-ready score

Diploma Seeking Students			
	Compass Score	**Asset Score**	**Course(s) Required**
Reading	48 or less	32 or less	READ 0096 and READ 0097
	49-69	33-37	READ 0097
	70 or higher	38 or higher	Program-ready score
Writing	14 or less	31 or less	ENGL 0096 and ENGL 0097
	15-31	32-36	ENGL 0097
	32 or higher	37 or higher	Program-ready score
Pre-Algebra*	18 or less	30 or less	MATH 0096 and MATH 0097
	19-25	31-34	MATH 0097
	26 or higher	35 or higher	Program-ready score
Algebra*	28 or higher	37 or higher	Program-ready score

*Only students whose diploma/certificate requires algebra scores will complete the algebra learning support. All other students will complete the pre-algebra learning support.

Learning Support Course Descriptions

English Learning Support

ENGL 0096—English I (3)
Emphasizes standard English usage. Topics include capitalization, basic punctuation, subject and verb agreement, correct verb forms, and basic paragraph development.
Pre-requisites: appropriate placement test score

ENGL 0097—English II (3)
Emphasizes standard English usage. Topics include capitalization, basic punctuation, subject and verb agreement, correct verb forms, and basic paragraph development.
Pre-requisites: ENGL 0096 (English I) OR appropriate placement test score

ENGL 0098—English III (3)
Emphasizes the ability to communicate using written methods. Topics include writing, grammar, and revising.
Pre-requisites: ENGL 0097 (English II) OR appropriate placement test score

Reading Learning Support

READ 0096—Reading I (3)
Emphasizes the strengthening of fundamental reading competencies. Topics include vocabulary skills, comprehension skills, and study skills.
Pre-requisites: appropriate entrance reading score

READ 0097—Reading II (3)
Emphasizes vocabulary, comprehension, and critical reading skills development. Topics include vocabulary skills, comprehension skills, critical reading skills, study skills, and content area reading skills.
Pre-requisites: READ 0096 (Reading I) OR appropriate entrance reading score

READ 0098—Reading III (3)
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.
Pre-requisites: READ 0097 (Reading II) or appropriate entrance reading score

Mathematical Learning Support

MATH 0096—Math I (3)
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.
Pre-requisites: appropriate arithmetic placement test score

MATH 0097—Math II (3)
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.
Pre-requisites: MATH 0096 (Math I) OR appropriate arithmetic placement test score

MATH 0098—Elementary Algebra (3)
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.
Pre-requisites: MATH 0097 (Math II) OR appropriate arithmetic placement test score

MATH 0099—Intermediate Algebra (3)
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.
Pre-requisites: Math 0098 (Elementary Algebra) OR appropriate arithmetic placement test score

ALLIED HEALTH PROGRAMS

Major	Major Code	Griffin	Flint	Center
Dental Assisting				
Dental Assisting (Diploma)	DA12	X		
Health Care Assistant				
Health Care Assistant (TCC)	HA21	X	X	Butts and Henry
Health Care Science (TCC)	HS21	X	X	Butts and Henry
Medical Assisting				
Medical Assisting (diploma)	MA22	X	X	
Medical Laboratory Technology				
Phlebotomy Technician (TCC)	PT21	X		
Orthopaedic Technology				
Orthopaedic Technology (AAS)	OT13	X		
Pharmacy Technology				
Pharmacy Technology (AAS)	PT23	X		
Pharmacy Technology (diploma)	PT22	X		
Practical Nursing				
Practical Nursing (diploma)	PN12	X	X	
Direct Support Professional (TCC)	DS11	X		
Hemodialysis Patient Care Specialist (TCC)	HPC1	X		
Nurse Aide (TCC)	CN21	X	X	
Patient Care Assistant (TCC)	PC21	X	X	
Radiologic Technology				
Radiologic Technology (AAS)	RT23	X		
Respiratory Care				
Respiratory Care (AAS)	RCT3	X		
Electrocardiography Technology (TCC)	ET81	X		
Polysomnography Technician (TCC)	PT61	X		
Surgical Technology				
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 Science (degree) certificate 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 Science 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, Spring, Summer
Minimum Length of Program:	4 terms
Minimum Credit Hours for Graduation:	56

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, MATH 1012, PSYC 1010, COMP 1000 and ALHS 1040 with a minimum grade of C in each course.
- Maintain a cumulative GPA of 3.0 for core classes. (GPA includes each attempt at core classes, including transferred-in classes). The following courses can only be used if taken within the last five (5) years: COMP 1000 and ALHS 1040. A minimum of 25 percent of the program course work must be completed on the campus intended for graduation. Students must have completed the nationalized admission testing for dental assisting and achieved a minimum score as designated by the program faculty.

Candidate Selection

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 3.0
- Nationalized test score..... 52
- Program-ready e-mail list

Students must take the Test of Essential Academic Skills. **(TEAS V)** and score 52 or above. (Students are only allowed to take the TEAS test two times in order to enter the Dental Assisting program) The Dental Assisting program director will convert the GPA and the TEAS scores to a three-digit score and combine it to attain a complete score.

3.0 GPA:	300
52 TEAS V:	+ 520
Total score	820

The 27 students with the highest scores will be admitted into the next cohort. In case of a tie, the position will be determined on the basis of the date and time the e-mail is sent to the program-ready list. However, admission is competitive and there is a deadline date to be program-ready per each cohort group which is the last day of the summer term. Therefore, in the event of a tie the student with the earliest e-mail submission date and time will be accepted into the program.

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

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

If the student's phone number, mailing address, or e-mail-address changes, the Dental Assisting program **MUST** be notified by e-mail at dareadylist@sctech.edu

If the Dental Assisting program cannot contact you by phone or e-mail, you will be removed from the program-ready list.
Note: If a student changes his/her declared major from Healthcare Assistant to a different program and then back to Healthcare Assistant, the latest program application date will be used to determine placement.

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

Once accepted into the Dental Assisting program, the student must complete all health requirements as described by

participating clinical sites, including, but not limited to, a background check, drug screening, and health screening.

Background Check

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

Grading Standards

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

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

Readmission Policy

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

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

Approximate additional costs other than tuition, fees, and textbooks

Uniforms	$70
Logo	$32
Laboratory coat	$40
Shoes	$50
Long sleeve undershirt	$12
Short sleeve undershirt	$12
Medical exam	$45
Oral exam	$45
Hepatitis B vaccine	$195
Clinical insurance	$12
American Dental Assistants Association	$30
Dental Assisting National Board (DANB)	$375
Background check	$78
Drug screen	varies

Courses with an ALHS/BIOL/CHEM/COMP prefix must be taken within five years for acceptance into any Allied Health Occupational program. See Course Expiration in the Southern Crescent Technical College Student Handbook for more details.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based 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 the 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
COMP 1000—Introduction to Computers	3
ALHS 1040—Introduction to Health Care	3
Second Term	
DENA 1010—Basic Human Biology	1
DENA 1050—Microbiology and Infection Control	2
DENA 1070—Oral Pathology and Therapeutics	2
DENA 1080—Dental Biology	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	2
DENA 1400—Dental Practice Management	3
DENA 1480—Dental Practicum III	5

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

HA21 Health Care Assistant

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

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

Program Description

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

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

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

Admission Requirements

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

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

Courses with an ALHS/BIOL/CHEM/COMP prefix must be taken within five years for acceptance into any Allied Health Occupational program. See Course Expiration in the Southern Crescent Technical College Student Handbook for more details.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based 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**
General Core courses	
ALHS 1011—Anatomy and Physiology	5
ALHS 1040—Introduction to Health Care	3
ALHS 1060—Diet and Nutrition for AHS	2
ALHS 1090—Medical Terminology for Allied Health Sciences	2
COMP 1000—Introduction to Computers	3
ENGL 1010—Fundamentals of English I	3
PSYC 1010—Basic Psychology	3
Choose one of the following:	
MATH 1012—Foundations of Mathematics **OR**	3
MATH 1013—Algebraic Concepts	(3)

MUST COMPLETE 8 to 14 CREDIT HOURS OF OCCUPATIONAL COURSES

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

Central Sterile Supply Processing Technician—Advanced	
CSSP 1010—Central Sterile Supply Processing Technician	5
CSSP 1020—Central Sterile Supply Processing Tech Practicum	11
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
Hemodialysis Patient Care Specialist	
HECT 1100—Hemodialysis Patient Care	7
HECT 1120—Hemodialysis Practicum	4
Phlebotomy Technician	
PHLT 1030—Introduction to Venipuncture	3
PHLT 1050—Clinical Practice	5
Polysomnography Technician	
RESP 1310—Intro to Polysomnography**	4
RESP 1320—Polysomnography I**	5
RESP 1330—Polysomnography II**	2
RESP 1340—Clinic I**	5
RESP 1350—Clinic II**	2
Specific Occupational Electives	
ALHS 1054—Spanish for Allied Health Workers	3
BUSN 1440—Document Production†	4
BUSN 2320—Document Processing	4
BUSN 2330—Advanced Medical Document Processing	4
COLL 1500—College Success and Career Exploration	3
MAST 1120—Human Pathological Conditions in the Medical Office	3

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

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

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

HS21 Health Care Science

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

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

Program Description

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

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

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

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

Admission Requirements

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

Courses with an ALHS/BIOL/CHEM/COMP prefix must be taken within five years for acceptance into any Allied Health Occupational program. See Course Expiration in the Southern Crescent Technical College Student Handbook for more details.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based 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
General Core Courses	
ENGL 1101—Composition and Rhetoric	3
PSYC 1101—Introductory Psychology	3
Humanities/Fine Arts elective	3
Math Option—Choose One:	3
MATH 1111—College Algebra **OR**	
MATH 1100*—Quantitative Skills and Reasoning **OR**	
MATH 1101*—Mathematical Modeling **OR**	
MATH 1113—Pre-calculus	
GENERAL CORE SCIENCE 12-18 HOURS REQUIRED	
ALHS 1040—Introduction to Health Care	3
ALHS 1060—Diet and Nutrition for AHS	2
ALHS 1090—Medical Terminology for Allied Health Sciences	2
ALHS 1126—Health Science Physics	4
ALHS 1127—Health Sciences Chemistry	4
BIOL 1111—Biology I	3
BIOL 1111L—Biology Lab I	1
BIOL 2113—Anatomy and Physiology I	3
BIOL 2113L—Anatomy and Physiology Lab I	1
BIOL 2114—Anatomy and Physiology II	3
BIOL 2114L—Anatomy and Physiology Lab II	1
BIOL 2117—Introductory Microbiology	3
BIOL 2117L—Introductory Microbiology Lab	1
CHEM 1211—Chemistry I	3
CHEM 1211L—Chemistry Lab I	1
COMP 1000—Introduction to Computers	3
MATH 1127—Introduction to Statistics	3
PHYS 1110—Conceptual Physics	3
PHYS 1110L—Conceptual Physics Lab	1
SPCH 1101—Public Speaking	3
OCCUPATIONAL COURSES 13-18 HOURS REQUIRED MAXIMUM 26 HOURS OCCUPATIONAL AND GENERAL CORE COURSES	
Note: Every occupational course, except for the ALHS, BUSN, and MAST courses, requires approval from the *course's* program coordinator.	
Central Sterile Supply Processing Technician—Advanced	
CSSP 1010—Central Sterile Supply Processing Technician	5
CSSP 1020—Central Sterile Supply Proc. Tech Practicum	11
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
Hemodialysis Patient Care Specialist	
HECT 1100—Hemodialysis Patient Care	7
HECT 1120—Hemodialysis Practicum	4
Phlebotomy Technician	
PHLT 1030—Introduction to Venipuncture	3
PHLT 1050—Clinical Practice	5
Polysomnography Technician	
RESP 1310—Intro to Polysomnography+	4
RESP 1320—Polysomnography I+	5
RESP 1330—Polysomnography II+	2
RESP 1340—Clinic I+	5
RESP 1350—Clinic II+	2
Specific Occupational Electives	
ALHS 1054—Spanish for Allied Health Workers	3
BUSN 1440—Document Production∞	4
BUSN 2320—Document Processing	4
BUSN 2330—Advanced Medical Document Processing	4
COLL 1500—College Success and Career Exploration	3
MAST 1120—Human Pathological Conditions in the Medical Office	3

*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.

MA22 Medical Assisting

Diploma
Offered at the Griffin and Flint River Campuses
Day and Evening classes available

Program Entrance Term: ***Day Class***: Fall, Spring
Evening Class: Every 4th term
Minimum Length of Program: 5 or 6 terms
Minimum Credit Hours for Graduation: 61

Program Description

The Medical Assisting diploma program prepares the student to sit for a national certification examination to become professionally certified as a medical assistant and prepares students for careers in a variety of positions in today's medical facilities. The sequence of courses emphasizes a combination of medical theory and practical application necessary for successful employment. The grading system for Medical Assisting requires a minimum course grade of C for progress from specified courses to more advanced courses. Classroom instruction and practical experience are divided between administrative skills and clinical skills in a variety of areas: typing, scheduling appointments, banking, bookkeeping, medical transcription, insurance coding, hospital admissions, laboratory services, maintaining patient files, examination room techniques, assisting with minor surgery, administering medications, and performing diagnostic procedures including lab work and electrocardiography. During the program, the student gains experience in a physician's office or appropriate facility by participating in an externship. Clinical courses may be scheduled day, evening, and on weekends.

Employment Opportunities

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

Admission Requirements

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

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

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

It is the student's responsibility to notify the Medical Assisting advisor the term he/she completes the last of the eight pre-requisite classes. This is accomplished by turning in the program-ready sheet to a Medical Assisting advisor or the Allied Health secretary the term prior to intended program entry between the third week and the withdrawal date. Upon successful completion (or transfer in) of ENGL 1010, PSYC 1010, BUSN 1440, COMP 1000, ALHS 1040, ALHS 1090, MATH 1012, and ALHS 1011 with a C or better and a grade point average of 2.5 or higher, the student will be considered program-ready and be eligible for admission into the Medical Assisting program based on submission of the "yellow program sheet", available classroom space, and available clinical sites.

Candidate selection is based on the following in this order:

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

Readmission Policy

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

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

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

Transferring medical assisting students from other technical colleges must first complete and submit an enrollment application and official transcripts to Southern Crescent Technical College. Each medical assisting course listed in the transferring student's official transcript will be considered for transfer credit after the transferring student has demonstrated proficiency by examination as noted above with the exception of MAST 1080 and MAST 1090. MAST 1080,

MAST 1090, MAST 1170 and MAST 1180 are not transferrable into the Medical Assisting program. A minimum of 25 percent of program courses must be completed on the SCTC campus for graduation from SCTC. Students who do not successfully complete the Medical Assisting program after two attempts, whether at Southern Crescent Technical College or at another college, will not be readmitted into the program.

Medical, science, computer, and business courses and some others have a transfer/remittance life of five years. Withdrawn students or transfer students who desire admittance within five years must meet current admissions and curriculum requirements and will be admitted following the demonstration of competencies as noted above, submission of a yellow program sheet with attachments, and classroom and clinical site availability.

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

Approximate additional costs other than tuition, fees, and textbooks

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

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

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

The Medical Assisting program on the Griffin and Flint River campuses is a diploma program and is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRB-AAMAE).

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

Courses with an ALHS/BIOL/CHEM/COMP prefix must be taken within five years for acceptance into any Allied Health Occupational program. See Course Expiration in the Southern Crescent Technical College Student Handbook for more details.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.
Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Program Courses	Credits
First Term	
ENGL 1010—Fundamentals of English I	3
PSYC 1010—Basic Psychology	3
ALHS 1090—Medical Terminology for Allied Health Sciences	2
BUSN 1440—Document Production*	4
Second Term	
MATH 1012—Foundations of Mathematics	3
ALHS 1011—Anatomy and Physiology	5
ALHS 1040—Introduction to Health Care	3
COMP 1000—Introduction to Computers	3

*** DAY Program Courses**

Third Term—*Day* Program Courses	
MAST 1010—Legal and Ethical Concerns in the Medical Office	2
MAST 1060—Medical Office Procedures	4
MAST 1080—Medical Assisting Skills I	4
MAST 1120—Human Pathological Conditions in the Medical Office	3
Fourth Term—*Day* Program Courses	
MAST 1030—Pharmacology in the Medical Office	4
MAST 1090—Medical Assisting Skills II	4
MAST 1100—Medical Insurance Management	2
MAST 1110—Administrative Practice Management	3
Fifth Term—*Day* Program Courses	
MAST 1170—Medical Assisting Externship	6
MAST 1180—Medical Assisting Seminar	3

*** EVENING Program Courses**

Third Term—*Evening* Program Courses	
MAST 1060—Medical Office Procedures	4
MAST 1100—Medical Insurance Management	2
MAST 1120—Human Pathological Conditions in the Medical Office	3
Fourth Term—*Evening* Program Courses	
MAST 1010—Legal and Ethical Concerns in the Medical Office	2
MAST 1080—Medical Assisting Skills I	4
MAST 1110—Administrative Practice Management	3
Fifth Term—*Evening* Program Courses	
MAST 1030—Pharmacology in the Medical Office	4
MAST 1090—Medical Assisting Skills II	4
Sixth Term—*Evening* Program Courses	
MAST 1170—Medical Assisting Externship	6
MAST 1180—Medical Assisting Seminar	3

*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.

PT21 Phlebotomy 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:	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
- **Current CPR card required**

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 and the major must be Healthcare Science or Healthcare Assistant.
- 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	$8 ($4 for PHLT 1030 and$4 for PHLT 1050)
Medical exam	Varies
Background/drug screen	Varies
CPR$5 (if taken with	ALHS 1040)
Transcript	$5

Courses with an ALHS/BIOL/CHEM/COMP prefix must be taken within five years for acceptance into any Allied Health Occupational program. See Course Expiration in the Southern Crescent Technical College Student Handbook for more details.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting 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—Anatomy and Physiology	5
ALHS 1090—Medical Terminology for Allied Health Sciences	2
ALHS 1040—Introduction to Health Care	3
COMP 1000—Introduction to Computers	3
ENGL 1010—Fundamentals of English I	3
Second Term	
PHLT 1030—Introduction to Venipuncture	3
Third Term	
PHLT 1050—Clinical Practice*	5

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.

OT13 Orthopaedic Technology

Associate of Applied Science Degree
Offered at the Griffin Campus

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

Program Description

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

Admission Requirements

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

Applicants must meet general admission requirement as well as the following minimum requirements:
The student must successfully complete (or transfer in) ALHS 1040, ALHS 1090, BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, MATH 1111 or MATH 1101, ENGL 1101, ENGL 1102, HUMN 1101, PSYC 1101, SPCH 1101, BIOL 1111, BIOL 1111L, and COMP 1000 with a minimum grade of C in conjunction with a 3.0 GPA. All of these courses must be completed by the end of prior term to be considered for the fall term into the program. If a student retakes a course to improve his/her grade, both attempts will be calculated into the GPA for competition. Students may only retake a course one time. Financial aid may not pay for a student to retake a course.

The following courses can only be used (or transferred in) if taken within the last five years: ALHS 1090, BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, and COMP 1000.

All students must submit test scores from the Psychological Services Bureau (PSB) Health Occupations Aptitude Examination with a minimum score of 180. This test may be attempted two times only. Students will need to take the examination at a PSB testing center and submit official results to the college's admissions office. Southern Crescent Technical College, Griffin Campus offers the test on site.

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

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

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

Readmission Policy

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

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

Approximate additional costs other than tuition, fees, and textbooks

Equipment/supplies	$100
Uniforms	$300
Liability insurance	$12
History/physical fee (approx.)	$700
NAOT certification exam	$375

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

Frequently Asked Questions

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

Courses with an ALHS/BIOL/CHEM/COMP prefix must be taken within five years for acceptance into any Allied Health Occupational program. See Course Expiration in the Southern Crescent Technical College Student Handbook for more details.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting 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
PSYC 1101—Introductory Psychology **(Required)**	3
COMP 1000—Introduction to Computers **(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 1111—Biology I **(Required)**	3
BIOL 1111L—Biology Lab I **(Required)**	1
BIOL 2113—Anatomy and Physiology I **(Required)**	3
BIOL 2113L—Anatomy and Physiology Lab I **(Required)**	1
Third Term	
ALHS 1040—Introduction to Health Care **(Required)**	3
ALHS 1090—Med. Terminology for Allied Health Sci. **(Required)**	2
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:	
*MUSC 1101, ARTS 1101, ENGL 2130, **OR** THEA 1101*	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	6
ORTT 2010—Orthopaedic Technology Clinical I	3
Sixth Term	
ORTT 2020—Orthopaedic Technology Clinical II	9
ORTT 2030—Orthopaedic Technology Capstone	3

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

PT23 Pharmacy Technology

Associate of Applied Science Degree
Offered at the Griffin Campus

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

Program Description

The Pharmacy Technology degree is designed to provide an individual with entry-level skills required for success in a retail pharmacy or a hospital-based pharmacy department. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. Graduates are prepared to function as pharmacy technicians in positions requiring preparation of medications according to prescriptions under the supervision of a pharmacist.

Admission Requirements

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

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

- Successfully complete (or transfer in) ALHS 1090, COMP 1000, ALHS 1040, ALHS 1011, AND ALL REQUIRED GENERAL EDUCATION CORE COURSES with a minimum grade of C in each course.
- Maintain a grade point average (GPA) of 2.0 or higher for core classes. GPA includes each attempt at core classes, including those transferred in. If a course is repeated to "get a better grade" both grades will be used to calculate GPA.
- A minimum of 25 percent of program courses must be completed on SCTC campuses for graduation from SCTC.
- Must have completed and submitted scores for the nationalized admission test (TEAS V*) and achieved a minimum score as designated by the Pharmacy Technology program faculty acting on Pharmacy Tech national averages provided by TEAS V.
  * TEAS V = Test of Essential Academic Skills

Candidate Selection

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

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

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

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

Check with program advisors for more information.

Readmission Policy

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

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

Approximate additional costs other than tuition, fees, and textbooks

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

Courses with an ALHS/BIOL/CHEM/COMP prefix must be taken within five years for acceptance into any Allied Health Occupational program. See Course Expiration in the Southern Crescent Technical College Student Handbook for more details.

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

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

Program Courses	Credits
First Term	
ENGL 1101—Composition and Rhetoric **(Required)**	3
COMP 1000—Introduction to Computers	3
Humanities/Fine Arts elective—Choose one: **(Required)** *HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130,* ***OR*** *THEA 1101*	3
Natural Sciences/Mathematics elective—Choose one: **(Required)** MATH 1111—College Algebra **OR** MATH 1100*—Quantitative Skills and Reasoning **OR** MATH 1101*—Mathematical Modeling	**3**
Second Term	
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
Social/Behavioral Sciences elective—Choose one: **(Required)** *ECON 1101, PSYC 1101, SOCI 1101, POLS 1101,* ***OR*** *HIST 2111*	**3**
Third Term	
BIOL 2114—Anatomy and Physiology II **(Required)**	3
BIOL 2114L—Anatomy and Physiology Lab II **(Required)**	1
General Core elective: **(Required)** Choose one non-repetitive course from Area I, II, III, or IV (see page 68)	**3**
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, Spring, Summer
New class selected every other term

Minimum Length of Program: 5 terms

Minimum Credit Hours for Graduation: 56

Program Description

The Pharmacy Technology diploma is designed to enable the student to acquire the knowledge, skills, and attitudes for employment within a pharmacy. Program graduates will be able to perform a variety of technical duties related to preparing and dispensing drugs in accordance with standard procedures and laws under the supervision of a registered pharmacist. A variety of clinical experiences is designed to integrate theory and practice. Graduates will be employable as entry-level pharmacy technicians.

Admission Requirements

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

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

- Successfully complete (or transfer in) ENGL 1010, PSYC 1010, MATH 1012, ALHS 1090, COMP 1000, ALHS 1040, and ALHS 1011 with a minimum grade of C in each course.
- Maintain a grade point average (GPA) of 2.0 or higher for core classes. GPA includes each attempt at core classes, including those transferred in. If a course is repeated to "get a better grade" both grades will be used to calculate GPA.
- A minimum of 25 percent of program courses must be completed on SCTC campuses for graduation from SCTC.
- Must have completed and submitted scores for the nationalized admission test (TEASV*) and achieved a minimum score as designated by the Pharmacy Technology program faculty acting on Pharmacy Tech national averages provided by TEAS V.
  * TEAS V = Test of Essential Academic Skills.

Candidate Selection

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

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

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

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

Check with program advisors for more information.

Readmission Policy

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

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

Approximate additional costs other than tuition, fees, and textbooks

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

Courses with an ALHS/BIOL/CHEM/COMP prefix must be taken within five years for acceptance into any Allied Health Occupational program. See Course Expiration in the Southern Crescent Technical College Student Handbook for more details.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting 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 Computers	3
PSYC 1010—Basic Psychology	3
Second Term	
ALHS 1011—Anatomy and Physiology	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:	60

Program Description

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

Admission Requirements

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

Upon admission to the College, practical nursing students are placed in the Health Care Assistant certificate while working on program admission requirements.
The curriculum includes instruction in the areas of anatomy and physiology, drug calculations, administration of medications, nutrition and diet therapy, nursing ethics, patient care in a variety of fields and settings, patient wellness, and prevention of illnesses.

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

- Successfully complete (or transfer in) ENGL 1010 or ENGL 1101, PSYC 1010 or PSYC 1101, ALHS 1060, and COMP 1000 with a minimum grade of C in each course; and MATH 1012 or MATH 1111 and ALHS 1011 or BIOL 2113/BIOL 2113L and BIOL 2114/2114L with a minimum grade of B in each course.
- Maintain a cumulative GPA of 3.0 for core classes. (GPA includes each attempt at core classes, including transferred in classes.)
- A minimum of 25 percent of the program must be completed on the campus intended for graduation.
- Have completed the nationalized admissions testing for nursing and achieved a minimum score as designated by the program faculty.

Candidate Selection

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

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

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

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

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

Readmission Policy

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

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

attempts, whether at this college or at another college, will not be readmitted into the program.

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

Transfer Policy

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

Approximate additional costs other than tuition, fees, and textbooks

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

Courses with an ALHS/BIOL/CHEM/COMP prefix must be taken within five years for acceptance into any Allied Health Occupational program. See Course Expiration in the Southern Crescent Technical College Student Handbook for more details.

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

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

Program Courses	**Credits**
First Term	
ENGL 1010—Fundamentals of English I	3
MATH 1012—Foundations of Mathematics	3
PSYC 1010—Basic Psychology	3
ALHS 1011—Anatomy and Physiology	5
ALHS 1060—Diet and Nutrition for Allied Health Sciences	2
COMP 1000—Introduction to Computers	3
***FALL Program Entrance**	
Second Term: *START FALL* MANDATORY PN COHORT SEQUENCE	
PNSG 2010—Intro to Pharmacology and Clinical Calculations	2
PNSG 2030—Nursing Fundamentals	6
PNSG 2035—Nursing Fundamentals Clinical	2
PNSG 2210—Medical-Surgical Nursing I	4
PNSG 2310—Medical-Surgical Nursing Clinical I	2
Third Term: *SPRING* MANDATORY PN COHORT SEQUENCE	
PNSG 2220—Medical-Surgical Nursing II	4
PNSG 2230—Medical-Surgical Nursing III	4
PNSG 2320—Medical-Surgical Nursing Clinical II	2
PNSG 2330—Medical-Surgical Nursing Clinical III	2
PNSG 2410—Nursing Leadership	1
PNSG 2415—Nursing Leadership Clinical	2
Fourth Term: *SUMMER* MANDATORY PN COHORT SEQUENCE	
PNSG 2240—Medical-Surgical Nursing IV	4
PNSG 2340—Medical-Surgical Nursing Clinical IV	2
PNSG 2250—Maternity Nursing	3
PNSG 2255—Maternity Nursing Clinical	1

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

***SPRING Program Entrance**	
Second Term: *START SPRING* MANDATORY PN COHORT SEQUENCE	
PNSG 2010—Intro to Pharmacology and Clinical Calculations	2
PNSG 2030—Nursing Fundamentals	6
PNSG 2035—Nursing Fundamentals Clinical	2
PNSG 2210—Medical-Surgical Nursing I	4
PNSG 2310—Medical-Surgical Nursing Clinical I	2
Third Term: *SUMMER* MANDATORY PN COHORT SEQUENCE	
PNSG 2220—Medical-Surgical Nursing II	4
PNSG 2320—Medical-Surgical Nursing Clinical II	2
PNSG 2250—Maternity Nursing	3
PNSG 2255—Maternity Nursing Clinical	1
Fourth Term: *FALL* MANDATORY PN COHORT SEQUENCE	
PNSG 2410—Nursing Leadership	1
PNSG 2415—Nursing Leadership Clinical	2
PNSG 2330—Medical-Surgical Nursing Clinical III	2
PNSG 2230—Medical-Surgical Nursing III	4
PNSG 2240—Medical-Surgical Nursing IV	4
PNSG 2340—Medical-Surgical Nursing Clinical IV	2

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

DS11 Direct Support Professional

Technical Certificate of Credit
Offered at the Griffin Campus

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

Program Description

The Direct Support Professional technical certificate of credit program prepares students to become certified direct support professionals who provide person-centered values in working with and supporting people who have a disability. Admission to this program is open to employees of participating organizations and to family members and advocates that support people who have a disability. Graduates are prepared to better support individuals who have a disability in their community. Many social service organizations are seeking employees with the DSP 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

Program Courses	Credits
DRSP 1100—Facilitating Access to Community Living I	8
DRSP 1130—Direct Support Professional Practicum I	4

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
- **Current CPR card required**

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 and their major must be Healthcare Science or Healthcare Assistant.

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	$4
Medical exam	Varies
Background/drug screen	Varies
CPR	$5 (if taken with ALHS 1040)

Courses with an ALHS/BIOL/CHEM/COMP prefix must be taken within five years for acceptance into any Allied Health Occupational program. See Course Expiration in the Southern Crescent Technical College Student Handbook for more details.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting 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 1040—Introduction to Health Care	3
COMP 1000—Introduction to Computers	3
Second Term	
HECT 1100—Hemodialysis Patient Care	7
Third Term	
HECT 1120—Hemodialysis Practicum	4

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

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 term
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 (Fee is based on facility utilized for clinical. The fee for the criminal background check will increase if student has lived out of state.)	$78.50-81.50
CPR	$5
Liability insurance per term	$4
Medical exam and immunizations	Varies
Equipment/supplies	$100
Uniforms	$150
Certification exam	$107

Courses with an ALHS/BIOL/CHEM/COMP prefix must be taken within five years for acceptance into any Allied Health Occupational program. See Course Expiration in the Southern Crescent Technical College Student Handbook for more details.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting 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
ALHS 1040—Introduction to Health Care	3
ALHS 1060—Diet and Nutrition for Allied Health Sciences	2
ALHS 1090—Medical Terminology 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

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 (Fee is based on facility utilized for clinical. The fee for the criminal background check will increase if student has lived out of state.)	$78.50-81.50
CPR	$5
Liability insurance per term	$4
Medical exam and immunizations	Varies
Equipment/supplies	$100
Uniforms	$150
Licensing exam	$107

Courses with an ALHS/BIOL/CHEM prefix must be taken within five years for acceptance into any Allied Health Occupational program. See Course Expiration in the Southern Crescent Technical College Student Handbook for more details.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting 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—Anatomy and Physiology	5
ALHS 1040—Introduction to Health Care	3
ALHS 1090—Medical Terminology for Allied Health Sciences	2
COMP 1000—Introduction to Computers	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	2
OR	
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:	93

Program Description

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

Admission Requirements

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

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

Applicants must meet general admissions requirements, as well as the following minimum requirements. Meeting minimum requirements does not guarantee admission into the program. The student must successfully complete **BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L,** and **MATH 1111** with a minimum grade of **B;** and **ENGL 1101, HUMN 1101, PSYC 1101, SPCH 1101, ALHS 1090** and **COMP 1000** with a minimum grade of **C** in conjunction with a minimum 3.0 GPA. All of these courses must be completed by the end of spring term to be considered for fall term entrance into the program. If a student retakes a course to improve his/her grade, both attempts will be calculated into the GPA. Students may only retake a course one time. Financial aid may or may not pay for a student to retake a course. If a student transfers from another Radiologic Technology program, 25 percent of the program must be taken at SCTC to be eligible to graduate from SCTC.
The following courses can only be used if taken within the last **five (5) years**: ALHS 1090, BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L and COMP 1000.

All students must submit test scores from the Psychological Services Bureau (PSB) Health Occupations Aptitude Examination with a minimum score of 220. This test may be attempted only two times per competition period or one-year period. Students will need to take the examination at Southern Crescent Technical College in the Community Service building. Results will be accessed online by the Radiologic Technology program faculty. Southern Crescent Technical College administers the PSB test the first and third Mondays of each month. To set up a testing appointment, call 770-228-7364. To obtain more information about this test, visit www.psbtests.com.

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

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

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

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

Readmission Policy

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

Approximate additional costs other than tuition, fees, and textbooks

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

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

Frequently Asked Questions

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

Courses with an ALHS/BIOL/CHEM/COMP prefix must be taken within five years for acceptance into any Allied Health Occupational program. See Course Expiration in the Southern Crescent Technical College Student Handbook for more details.

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

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

Program Courses	**Credits**
First Term	
ENGL 1101—Composition and Rhetoric	3
PSYC 1101—Introductory Psychology	3
BIOL 2113—Anatomy and Physiology I	3
BIOL 2113L—Anatomy and Physiology Lab I	1
ALHS 1090—Medical Terminology for Allied Health Sciences	2
Natural Sciences/Mathematics elective—Choose one:	3
MATH 1111—College Algebra **OR**	
MATH 1101*—Mathematical Modeling	
Second Term	
HUMN 1101—Introduction to Humanities	3
SPCH 1101—Public Speaking	3
BIOL 2114—Anatomy and Physiology II	3
BIOL 2114L—Anatomy and Physiology Lab II	1
COMP 1000—Introduction to Computers	3
Third Term	
RADT 1010—Introduction to Radiology	4
RADT 1030—Radiographic Procedures I	3
RADT 1320—Clinical Radiography I	4
RADT 2190—Radiographic Pathology	2
Fourth Term	
RADT 1060—Radiographic Procedures II	3
RADT 1070—Principles of Imaging I	6
RADT 1330—Clinical Radiography II	7
Fifth Term	
RADT 1200—Principles of Radiation Biology and Protection	3
RADT 2090—Radiographic Procedures III	2
RADT 2340—Clinical Radiography III	6
Sixth Term	
RADT 1160—Principles of Imaging II	6
RADT 2350—Clinical Radiography IV	7
Seventh Term	
RADT 2260—Radiologic Technology Review	3
RADT 2360—Clinical Radiography V	9

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

RCT3 Respiratory Care

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: 89

Program Description

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

The Respiratory Care Technology program at Southern Crescent Technical College is accredited by the Commission on Accreditation for Respiratory Care (CoARC) (www.coarc.com). 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 assessment requirements

Students will be required to have a minimum grade of C in each core course and a GPA of 2.5 or higher.
The student will be required to take a Test of Essential Academic Skills (TEAS V) exam, which will be a part of the admission criteria .The student's GPA and TEAS combined score will help determine admission into the Respiratory Care program—example GPA is 2.50 TEAS score is 75, and then the student will have a combined score of 325 (250 + 75). Students will be placed on the program-ready list according to their program-ready date. All core courses and the TEAS exam must be completed before the student is placed on the program-ready list. The student will then complete a program-ready card.

Applicants will be accepted into the Respiratory Care Technology program for fall term. Twenty students will be selected for each fall cohort; the cohort number is determined by clinical affiliate availability. Medical and biological science courses will be accepted or transferred in only if taken within the last five years. Applicants are accepted as full-time day students only.

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. Overall GPA for core classes
2. Nationalized test score
3. Program application 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	$30-55
Stethoscope	1	$25-30
Watch	1	$10-30
Bandage scissors	1	$5-10
Total:		$166-212

Additional Costs

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

Graduation Requirements

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

Program Length

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

Prerequisites

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

Courses with an ALHS/BIOL/CHEM/COMP prefix must be taken within five years for acceptance into any Allied Health Occupational program. See Course Expiration in the Southern Crescent Technical College Student Handbook for more details.

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

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

Program Courses	Credits
First Term	
COMP 1000—Introduction to Computers	3
ENGL 1101—Composition and Rhetoric	3
CHEM 1211—Chemistry I	3
CHEM 1211L—Chemistry Lab I	1
Natural Sciences/Mathematics elective—Choose one:	**3**
MATH 1101*—Mathematical Modeling **OR**	
MATH 1111—College Algebra*	
Second Term	
BIOL 2113—Anatomy and Physiology I	3
BIOL 2113L—Anatomy and Physiology Lab I	1
Social/Behavioral Sciences elective—Choose one:	3
*ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, **OR** HIST 2111*	
Humanities/Fine Arts elective—Choose one:	3
*HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, **OR** THEA 1101*	
PHYS 1110—Conceptual Physics	3
PHYS 1110L—Conceptual Physics Lab	1
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	
RESP 1110—Pharmacology	3
RESP 1120—Introduction to Respiratory Therapy	3
RESP 1130—Respiratory Therapy Lab I	4
RESP 1193—Cardiopulmonary Anatomy and Physiology	7
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	3
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, Summer
Minimum Length of Program:	2 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

Courses with an ALHS/BIOL/CHEM/COMP prefix must be taken within five years for acceptance into any Allied Health Occupational program. See Course Expiration in the Southern Crescent Technical College Student Handbook for more details.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting 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—Anatomy and Physiology	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
ECGT 1050—Electrocardiography Practicum	5

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

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	Credits
First Term	
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:	73

Program Description

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

Admission Requirements

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

Admission Requirements for Surgical Technology Courses

There is not a waiting list for the Surgical Technology program. Program admission is competitive based upon several criteria including:

- Minimum grade of C for each prerequisite course
- Overall 3.0 GPA
- Program enrollment date
- TEAS V score
- Science courses (BIOL and ALHS) no older than five years
- COMP 1000 course no older than five years

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

- Successful completion of a criminal background check, drug screen, and a history and physical exam
- Updated immunizations (MMR), Tetanus, Hepatitis B and Varicella vaccines
- BLS (CPR) card
- Seasonal flu vaccination

Readmission Policy

Students who are not successful in their first attempt in the program and/or withdraw for academic or medical reasons can attempt readmission based on the procedures explained in **Admission Requirements for Surgical Technology Courses**. Readmission is not guaranteed and if granted based on the success of the admission requirements, is a one-time readmission with the following condition: repeat of SURG 1010 and SURG 1020 courses.

Courses with an ALHS/BIOL/CHEM/COMP prefix must be taken within five years for acceptance into any Allied Health Occupational program. See Course Expiration in the Southern Crescent Technical College Student Handbook for more details.

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

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

Program Courses	Credits
First Term	
COMP 1000—Introduction to Computers	3
ENGL 1101—Composition and Rhetoric **(Required)**	3
MATH 1111—College Algebra **(Required)**	3
Social/Behavioral Sciences elective—Choose one: **(Required)** *ECON 1101, PSYC 1101, SOCI 1101, POLS 1101,* ***OR*** *HIST 2111*	3
Second Term	
BIOL 2113—Anatomy and Physiology I	3
BIOL 2113L—Anatomy and Physiology Lab I	1
HUMN 1101—Introduction to Humanities **OR**	**3**
Humanities/Fine Arts elective—Choose one: **(Required)** *HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130,* ***OR*** *THEA 1101*	
General Core elective: **(Required)** Choose one non-repetitive course from Area I, II, III, or IV (see page 68).	**3**
Third Term	
ALHS 1090—Medical Terminology for Allied Health Sciences	2
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 1080—Surgical Microbiology	2
Fifth Term	
SURG 1100—Surgical Pharmacology	2
SURG 2030—Surgical Procedures I	4
SURG 2110—Surgical Technology Clinical I	3
SURG 2120—Surgical Technology Clinical II	3
Sixth Term	
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:	60

Program Description

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

Admission Requirements

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

There is not a waiting list for the Surgical Technology program. Program admission is competitive based upon several criteria to include:

- Minimum grade of C for each prerequisite course
- Overall 3.0 GPA
- Program enrollment date
- TEAS V score
- Science courses (BIOL and ALHS) not older than five (5) years
- COMP 1000 course no older than five (5) years

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

- Successful completion of a criminal background check and drug screen
- Successful completion of a history and physical exam
- Seasonal flu vaccination
- Updated immunizations (MMR), Tetanus, Hepatitis B and Varicella vaccines
- BLS (CPR) card

Readmission Policy

Students who are not successful in their first attempt in the program and/or withdraw for academic or medical reasons can reattempt readmission based on the procedures explained in **Admission Requirements for Surgical Technology Courses**. Readmission is not guaranteed and if granted based on the success of the admission requirements, is a one-time readmission with the following condition: repeat of SURG 1010 and SURG 1020 courses.

Courses with an ALHS/BIOL/CHEM/COMP prefix must be taken within five years for acceptance into any Allied Health Occupational program. See Course Expiration in the Southern Crescent Technical College Student Handbook for more details.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting 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 Computers	3
Second Term	
PSYC 1010—Basic Psychology	3
ALHS 1011—Anatomy and Physiology	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 1080—Surgical Microbiology	2
Fourth Term	
SURG 1100—Surgical Pharmacology	2
SURG 2030—Surgical Procedures I	4
SURG 2110—Surgical Technology Clinical I	3
SURG 2120—Surgical Technology Clinical II	3
Fifth Term	
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:	23

Program Description

The Central Sterile Supply Processing Technician technical certificate of credit is designed to provide entry-level training that will prepare graduates to function in the sterile supply processing and distribution areas of health care facilities. The program is based on theory and clinical instruction that will apply scientific principles to the specific work area. Theory classes with laboratory participatory classes will prepare students for clinical application of skills and knowledge in health care facilities. Upon completion of the program and the award of the certificate from SCTC, each student is eligible to sit for the national certification exam for central sterile.

Admission Requirements

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

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

Courses with an ALHS/BIOL/CHEM/COMP prefix must be taken within five years for acceptance into any Allied Health Occupational program. See Course Expiration in the Southern Crescent Technical College Student Handbook for more details.

Program Courses	Credits
First Term	
ALHS 1090—Medical Terminology for Allied Health Sciences	2
COMP 1000—Introduction to Computers	3
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	11

BUSINESS TECHNOLOGY PROGRAMS

Major	Major Code	Griffin	Flint	Center
Applied Technical Management				
Applied Technical Management (AAS)	AS33	X		
Accounting				
Accounting (AAS)	AC13	X	X	
Accounting (diploma)	AC12	X	X	
Computerized Accounting Specialist (TCC)	CAY1	X	X	
Office Accounting Specialist (TCC)	OA31	X	X	
Payroll Accounting Specialist (TCC)	PA61	X	X	
Tax Preparation Specialist (TCC)	TPS1	X	X	
Business Administrative Technology				
Business Administrative Technology (AAS)	BA23	X	X	
Business Administrative Technology (diploma)	BA22	X	X	
Health Information Technology (AAS)	HI13	X		
Administrative Support Assistant (TCC)	AS21	X	X	
Certified Customer Service Specialist (TCC)	CC81			Henry
Microsoft Office Application Professional (TCC)	MF41	X	X	Taylor and Butts
Technical Specialist (TCC)	TC31	X	X	
Commercial Photography				
Digital Photographer (TCC)	DP21	X		
Design and Media Production Technology				
Design and Media Production Technology (AAS)	DAM3	X		
Design and Media Production Technology (diploma)	DEM2	X		
Management Supervisory Development				
Business Management (AAS)	MD13	X		
Business Management (diploma)	MD12	X		
Entrepreneur Management (TCC)	EE71	X		Jasper
Human Resource Management Specialist (TCC)	HRM1	X	X	
Management and Leadership Specialist (TCC)	MAL1	X	X	Henry and Jasper
Service Sector Management Specialist (TCC)	SSM1	X	X	
Small Business Management Specialist (TCC)	SB41	X	X	Henry
Supervisory/Management Specialist (TCC)	SS31	X	X	Henry
Paralegal Studies				
Paralegal Studies (AAS)	PS13	X		
Paralegal Studies (diploma)	PS12	X		
Paralegal Fundamentals (TCC)	PF21	X		

AS33 Applied Technical Management

Associate of Applied Science Degree
Offered at the Griffin Campus

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

Program Description

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

Admission Requirements

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

Students must have completed a diploma to receive this degree.

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

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

Program Courses	Credits

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

First Term

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

Second Term

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

Third Term

ACCT 1100—Financial Accounting I **(Required)**	4
MGMT 2125—Performance Management **(Required)**	3
Specific Occupational elective—Choose One **(Required)**	**3**
ACCT 2140—Legal Environment of Business **OR**	
MGMT 1110—Employment Law	
General Core elective: **(Required)**	**3**
Choose one non-repetitive course from Area I, II, III, or IV (see page 68)	

***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 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 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

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting 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	4
BUSN 1440—Document Production*	4
COMP 1000—Introduction to Computers	3
Second Term	
ACCT 1105—Financial Accounting II	4
Accounting elective **(Required)**	3
Accounting elective **(Required)**	3
Natural Sciences/Mathematics elective—Choose one: **(Required)**	**3**
MATH 1111—College Algebra **OR**	
MATH 1100**—Quantitative Skills and Reasoning **OR**	
MATH 1101**—Mathematical Modeling	
Third Term	
Social/Behavioral Sciences elective—Choose one: **(Required)**	**3**
*ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, **OR** HIST 2111*	
ACCT 1110—Managerial Accounting	3
ACCT 1115—Computerized Accounting	3
ACCT 1120—Spreadsheet Applications	4
Fourth Term	
Humanities/Fine Arts elective—Choose one: **(Required)**	**3**
*HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, **OR** THEA 1101*	
ACCT 1125—Individual Tax Accounting	3
Specific Occupational-Guided electives	6
Fifth Term	
General Core elective: **(Required)**	**3**
Choose one non-repetitive course from Area I, II, III, or IV (see page 68)	
ACCT 1130—Payroll Accounting	3
Accounting elective	3
DEGREE elective	3

Specific Occupational electives

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

Additional Approved electives include the following

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

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

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

AC12 Accounting

Diploma

Offered at the Griffin and Flint River Campuses

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

Program Description

The Accounting diploma program is a sequence of courses that prepares students for a variety of entry-level positions in accounting in today's technology-driven workplaces. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Program graduates receive an Accounting diploma.

Admission Requirements

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

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

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

Program Courses	Credits
First Term	
ENGL 1010—Fundamentals of English I	3
ACCT 1100—Financial Accounting I	4
COMP 1000—Introduction to Computers	3
Second Term	
ACCT 1105—Financial Accounting II	4
ACCT 1120—Spreadsheet Applications	4
BUSN 1440—Document Production	4
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)
Fourth Term	
ACCT 1130—Payroll Accounting	3
Accounting elective	3
Specific Occupational-Guided elective	3
Specific Occupational Electives	
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
Additional Approved Electives	
BUSN 2190—Business Document Proofreading and Editing	3
BUSN 1420—Database Applications	4
BUSN 1240—Office Procedures	3
BUSN 1210—Electronic Calculators	2
BUSN 1220—Telephone Training	2
BUSN 1300—Introduction to Business	3
BUSN 1330—Personal Effectiveness	3
MGMT 1100—Principle of Management	3
MGMT 1105—Organizational Behavior	3
MGMT 1120—Introduction to Business	3
MGMT 1110—Employment Law	3
MGMT 1115—Leadership	3
MGMT 1125—Business Ethics	3
MGMT 2115—Human Resource Management	3

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

CAY1 Computerized Accounting 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:	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

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

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

Program Courses	Credits
First Term	
COMP 1000—Introduction to Computers	3
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 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 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

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

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

Program Courses	Credits
First Term	
COMP 1000—Introduction to Computers	3
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 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 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

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

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

Program Courses	Credits
First Term	
COMP 1000—Introduction to Computers	3
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 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 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

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

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

Program Courses	Credits
First Term	
COMP 1000—Introduction to Computers	3
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

BA23 Business Administrative Technology

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

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

Program Description

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

Admission Requirements

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

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

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

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.
Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Program Courses	Credits
First Term	
ENGL 1101—Composition and Rhetoric	3
COMP 1000—Introduction to Computers	3
Humanities/Fine Arts elective—Choose one: **(Required)**	3
HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, ***OR*** *THEA 1101*	3
Natural Sciences/Mathematics elective—Choose one: **(Required)**	
MATH 1111—College Algebra **OR**	
MATH 1100*—Quantitative Skills and Reasoning **OR**	
MATH 1101*—Mathematical Modeling	
Second Term	
General Core elective: **(Required)**	**3**
Choose one non-repetitive course from Area I, II, III, or IV (see page 68)	
Social/Behavioral Sciences elective—Choose one: **(Required)**	**3**
ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, ***OR*** *HIST 2111*	
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 electives	6
BUSN 2210—Applied Office Procedures	3

Business Administrative Technology Electives	
ACCT 1105—Financial Accounting II	4
ACCT 1110—Managerial Accounting	3
ACCT 1115—Computerized Accounting	3
ACCT 1125—Individual Tax Accounting	3
ACCT 1130—Payroll Accounting	3
ACCT 2140—Legal Environment of Business	3
ACCT 2145—Personal Finance	3
ACCT 2155—Principles of Fraud Examination	3
BUSN 1100—Introduction to Keyboarding	3
BUSN 1200—Machine Transcription	2
BUSN 1210—Electronic Calculators	2
BUSN 1220—Telephone Training	2
BUSN 1300—Introduction to Business	3
BUSN 1340—Customer Service Effectiveness	3
CIST 1001—Computer Concepts	3
MGMT 1105—Organizational Behavior	3
MGMT 1115—Leadership	3
MGMT 1110—Employment Law	3
MGMT 1120—Introduction to Business	3
MGMT 1125—Business Ethics	3
MGMT 2115—Human Resource Management	3

BA22 Business Administrative Technology

Diploma

Offered at the Griffin and Flint River Campuses

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

Program Description

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

Admission Requirements

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

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

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

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

Program Courses	Credits
First Term	
ENGL 1010—Fundamentals of English I	3
COMP 1000—Introduction to Computers	3
MATH 1012—Foundations of Mathematics	3
Choose one of the following two courses	
EMPL 1000—Interpersonal Relations and Prof. Development **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 electives	6
BUSN 2210—Applied Office Procedures	3
Specific Occupational Guided Elective	
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 1330—Personal Effectiveness	3
BUSN 1420—Database Applications	4
BUSN 2170—Web Page Design	2
Business Administrative Technology Electives	
ACCT 1105—Financial Accounting II	4
ACCT 1110—Managerial Accounting	3
ACCT 1115—Computerized Accounting	3
ACCT 1125—Individual Tax Accounting	3
ACCT 1130—Payroll Accounting	3
ACCT 2140—Legal Environment of Business	3
ACCT 2145—Personal Finance	3
ACCT 2155—Principles of Fraud Examination	3
BUSN 1100—Introduction to Keyboarding	3
BUSN 1200—Machine Transcription	2
BUSN 1210—Electronic Calculators	2
BUSN 1220—Telephone Training	2
BUSN 1300—Introduction to Business	3
BUSN 1340—Customer Service Effectiveness	3
CIST 1001—Computer Concepts	3
MGMT 1105—Organizational Behavior	3
MGMT 1115—Leadership	3
MGMT 1110—Employment Law	3
MGMT 1120—Introduction to Business	3
MGMT 1125—Business Ethics	3
MGMT 2115—Human Resource Management	3

HI13 Health Information 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:	64

Program Description

The Health Information Technology program is a sequence of courses designed to provide students with the technical knowledge and skills necessary to process, maintain, analyze, and report health information data according to legal, accreditation, licensure, and certification standards for reimbursement, facility planning, marketing, risk management, utilization management, quality assessment and research. Program graduates will develop leadership skills necessary to serve in a functional supervisory role in various components of the health information system.

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 admissions requirements in addition to the following guidelines:

1. The student must successfully complete (or transfer in) the following courses: ENGL 1101, HUMN 1101, PSYC 1101, SPCH 1101, ALHS 1090, MATH 1111, COMP 1000, BIOL 2113, BIOL 2113L, BIOL 2114, and BIOL 2114L with a minimum grade of C in each course and an overall grade point average (GPA) of 2.5 or higher. Allied health courses transfer only if taken within the last five years.
2. Upon completion of the general core courses listed above, students must change their major to Health Information Technology by completing a Change of Enrollment form with the Admissions Office.
3. The HIMT program does not accept transient students. Students wishing to take HIMT occupational courses must be enrolled at SCTC as an HIMT student.
4. The HIMT program does not have a waitlist; however, students must complete the above listed requirements before they will be allowed to enroll in any HIMT occupational core course.
5. Students must pass each HIMT course with a C or better in order to progress to the next sequence of courses.
6. Students must complete all HIMT courses online as the program is only offered in the online format.

Note: The Health Information Technology program is accredited by the Commission on Accreditation for Health Informatics and Information Management (CAHIIM) Education. Students are eligible to sit for the Registered Health Information Technician (RHIT) exam upon successfully completing all program requirements.

Courses with an ALHS/BIOL/CHEM/COMP prefix must be taken within five years for acceptance into any Allied Health Occupational program. See Course Expiration in the Southern Crescent Technical College Student Handbook for more details.

The following is a required course sequence to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.
Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Program Courses	Credits
First Term	
ENGL 1101—Composition and Rhetoric	3
PSYC 1101—Introduction to Psychology	3
ALHS 1090—Medical Terminology for Allied Health Sciences	2
COMP 1000—Introduction to Computers	3
Second Term	
HUMN 1101—Introduction to Humanities	3
SPCH 1101—Public Speaking	3
BIOL 2113—Anatomy and Physiology I	3
BIOL 2113L—Anatomy and Physiology Lab I	1
Third Term	
BIOL 2114—Anatomy and Physiology II	3
BIOL 2114L—Anatomy and Physiology Lab II	1
MATH 1111—College Algebra	3
Fourth Term	
MAST 1120—Human Pathological Conditions in Medical Office*	3
HIMT 1100—Introduction to Health Information Technology	3
HIMT 1150—Computer Applications in Healthcare	2
HIMT 1200—Legal Aspects in Healthcare	2
HIMT 1250—Health Record Content and Structure	2
Fifth Term	
HIMT 1350—Pharmacotherapy	2
HIMT 1400—ICD Coding Basic	4
HIMT 2150—Healthcare Statistics	2
HIMT 2200—Performance Improvement	2
HIMT 2410—Revenue Cycle Management	2
Sixth Term	
HIMT 1410—ICD Coding Advanced	3
HIMT 2300—Healthcare Management	3
HIMT 2400—CPT/HCPCS Coding	3
HIMT 2460—Health Information Technology Practicum	3

***Students enrolled in the degree program must take the section reserved for HIMT students only. The pre-requisites for this course are BIOL 2113, BIOL 2113L, BIOL 2114, and BIOL 2114L.**

AS21 Administrative Support Assistant

Technical Certificate of Credit

Offered at the Griffin and Flint River Campuses

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

Program Description

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

Admission Requirements

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

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

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

Program Courses	Credits
First Term	
COMP 1000—Introduction to Computers	3
BUSN 1240—Office Procedures	3
Specific Occupational-Guided rlective	6
Second Term	
BUSN 1400—Word Processing Applications	4
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.**

CC81 Certified Customer Service Specialist

Technical Certificate of Credit

Offered at the Henry Academy

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	11

Program Description

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

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
MKTG 1161—Service Industry Business Environment	2
MKTG 1162—Customer Contact Skills	4
MKTG 1163—Computer Skills for Customer Service	2
MKTG 1164—Business Skills for the Customer	2
MKTG 1165—Personal Effectiveness in Customer Service	1

MF41 Microsoft Office Application Professional

Technical Certificate of Credit

Offered at the Griffin and Flint River Campuses, and Taylor and Butts Centers

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

Program Description

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

Admission Requirements

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

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

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

Program Courses	Credits
First Term	
COMP 1000—Introduction to Computers	3
Specific Occupational-Guided elective	3
Second Term	
BUSN 1400—Word Processing Applications	4
BUSN 1410—Spreadsheet Concepts and Applications	4
BUSN 1420—Database Applications	4
BUSN 1430—Desktop Publishing and Presentation Applications	4

Specific Occupational-Guided Electives:

ACCT1105—Financial Accounting II	4
ACCT 1110—Managerial Accounting	3
ACCT 1115—Computerized Accounting	3
ACCT 1125—Individual Tax Accounting	3
ACCT 1130—Payroll Accounting	3
ACCT 2140—Legal Environment of Business	3
ACCT 2145—Personal Finance	3
ACCT 2155—Principles of Fraud Examination	3
BUSN 1100—Introduction to Keyboarding	3
BUSN 1200—Machine Transcription	2
BUSN 1210—Electronic Calculators	2
BUSN 1220—Telephone Training	2
BUSN 1300—Introduction to Business	3
BUSN 1340—Customer Service Effectiveness	3
CIST 1001—Computer Concepts	3
MGMT 1105—Organizational Behavior	3
MGMT 1115—Leadership	3
MGMT 1110—Employment Law	3
MGMT 1120—Introduction to Business	3
MGMT 1125—Business Ethics	3
MGMT 2115—Human Resource 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*	3
COMP 1000—Introduction to Computers (**Required**)	3
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	3
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	3
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	6

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	3
BIOL 111—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
DMPT 1000—Intro to Design and Media Product	6
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.**

DP21 Digital Photographer

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 Digital Photographer technical certificate of credit program is designed to provide the student with knowledge of the fundamentals of digital photography.

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	
PHOT 1102—Visual Theory I	3
PHOT 1105—Digital Imaging I	3
Second Term	
PHOT 1126—Portraiture I	3
PHOT 2103—Commercial I	3

DAM3 Design and Media Production Technology

Associate of Applied Science Degree
Offered at the Griffin Campus

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

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

Program Description

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

Admission Requirements

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

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

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

Program Courses	Credits
First Term	
ENGL 1101—Composition and Rhetoric **(Required)**	3
COMP 1000—Introduction to Computers **(Required)**	3
DMPT 1000—Intro to Design and Media Production **(Required)**	6
Second Term	
DMPT 1005—Vector Graphics **(Required)**	5
DMPT 1010—Raster Imaging **(Required)**	5
Natural Sciences/Mathematics elective—Choose one: **(Required)**	**3**
MATH 1111—College Algebra **OR**	
MATH 1100*—Quantitative Skills and Reasoning **OR**	
MATH 1101*—Mathematical Modeling	
Third Term	
Social/Behavioral Sciences elective—Choose one: **(Required)**	**3**
*ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, **OR** HIST 2111*	
DMPT 2105—Page Layout **(Required)**	4
DMPT 2120—Prepress and Output **(Required)**	4
Fourth Term	
Humanities/Fine Arts elective—Choose one: **(Required)**	**3**
*HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, **OR** THEA 1101*	
DMPT 2100—Identity Design **(Required)**	4
DMPT 2115—Advertising and Promotional Design **(Required)**	4
Program Specific elective(s) (min. 4 credit hours required)	4
Fifth Term	
General Core elective: **(Required)**	**3**
Choose one non-repetitive course from Area I, II, III, or IV (see page 68)	
DMPT 2110—Publication Design	4
DMPT 2930—Exit Review **(Required)**	4
Sixth Term	
DMPT 2905—Practicum/Internship	4
Specific Occupational Guided Electives	
CIST 1530—Web Graphics I	3
CIST 1540—Web Animation I	3
CIST 2510—Web Technologies	3
CIST 2531—Web Graphics II	3
CIST 2541—Web Animation II	3
CIST 2801—Interactive Video Productions I	4
DMPT 2125—Advanced Raster Imaging	4
DMPT 2130—Advanced Vector Graphics	4
PHOT 1102—Visual Theory I	3
PHOT 1105—Digital Imaging I	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.**

DEM2 Design and Media Production Technology

Diploma

Offered at the Griffin Campus

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

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

Program Description

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

Admission Requirements

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

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting 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
MATH 1012—Foundations of Mathematics **OR**	3
MATH 1011—Business Math	(3)
COMP 1000—Introduction to Computers **(Required)**	3
DMPT 1000—Intro to Design and Media Production **(Required)**	6
Second Term	
EMPL 1000—Interpersonal Relations/Prof. Development **OR**	2
PSYC 1010—Basic Psychology	(3)
DMPT 1005—Vector Graphics **(Required)**	5
DMPT 1010—Raster Imaging **(Required)**	5
Third Term	
DMPT 2105—Page Layout **(Required)**	4
DMPT 2120—Prepress and Output **(Required)**	4
Fourth Term	
DMPT 2100—Identity Design **(Required)**	4
DMPT 2115—Advertising and Promotional Design **OR**	4
DMPT 2110—Publication Design **OR**	(4)
Specific Occupational Guided Elective	(4)
Fifth Term	
DMPT 2930—Exit Review **(Required)**	4
DMPT 2115—Advertising and Promotional Design **OR**	4
DMPT 2110—Publication Design **OR**	(4)
Specific Occupational Guided Elective	(4)

Specific Occupational Guided Electives

CIST 1530—Web Graphics I	3
CIST 1540—Web Animation I	3
CIST 2510—Web Technologies	3
CIST 2531—Web Graphics II	3
CIST 2541—Web Animation II	3
CIST 2801—Interactive Video Productions I	4
DMPT 2125—Advanced Raster Imaging	4
DMPT 2130—Advanced Vector Graphics	4
PHOT 1102—Visual Theory I	3
PHOT 1105—Digital Imaging I	3

MD13 Business Management

Associate of Applied Science Degree
Offered at the Griffin Campus

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

Program Description

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

Admission Requirements

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

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.
Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

Program Courses	Credits
First Term	
COMP 1000—Introduction to Computers	3
ENGL 1101—Composition and Rhetoric **(Required)**	3
MGMT 1100—Principle of Management	3
Natural Sciences/Mathematics elective—Choose one: **(Required)**	**3**
MATH 1101*—Mathematical Modeling **OR**	
MATH 1111—College Algebra	
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
PSYC 1101—Introductory Psychology **OR**	**3**
SOCI 1101—Introduction to Sociology	(3)
Third Term	
MGMT 1110—Employment Law	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 68)	
Fifth Term	
General Core elective: **(Required)**	
Choose one non-repetitive course from Area I, II, III, or IV (see page 68)	3
Complete one of the specializations below (12 hours)	12

Specializations—Choose One

General Management Specialization (12 hours)

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

Human Resources Management Specialization (12 hours)

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

Service Sector Management Specialization (12 hours)

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

Small Business Management Specialization (12 hours)

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

Specific Occupational Guided Electives

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

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

MD12 Business Management

Diploma

Offered at the Griffin Campus

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

Program Description

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

Admission Requirements

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

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

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

Program Courses	Credits
First Term	
COMP 1000—Introduction to Computers	3
ENGL 1010—Fundamentals of English I	3
MATH 1011—Business Math	3
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 111—Employment Law	3
MGMT 1115—Leadership	3
MGMT 1125—Business Ethics	3
MGMT 2115—Human Resource Management	3
Fourth Term	
ACCT 1100—Financial Accounting I	4
MGMT 2125—Performance Management	3
MGMT 2215—Team Project	3
Guided electives	6
Specific Occupational—Guided Electives (6 hours)	
ACCT 1115—Computerized Accounting	3
BUSN 1410—Spreadsheet Concepts and Applications	4
BUSN 1420—Database Applications	4
BUSN 1430—Desktop Publishing and Presentation Applications	4
MKTG 1100—Principles of Marketing	3
MGMT 2120—Labor Management Relations	3
MGMT 2130—Employee Training and Development	3
MGMT 2135—Management Communication Techniques	3
MGMT 2140—Retail Management	3
MGMT 2145—Business Plan Development	3
MGMT 2150—Small Business Management	3
MGMT 2200—Production/Operations Management	3
MGMT 2205—Service Sector Management	3
MGMT 2220—Management-Occupation Based Instruction	3

EE71 Entrepreneur Management

Technical Certificate of Credit

Offered at the Griffin Campus and the Jasper 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	Credits
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 and Flint River Campuses

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

Program Description

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

Admission Requirements

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

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

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

Program Courses	Credits
First Term	
MGMT 1105—Organizational Behavior	3
MGMT 2115—Human Resource Management	3
Guided elective	3
MGMT 1110—Employment Law **OR**	3
MGMT 2120—Labor Management Relations	3
Second Term	
MGMT 2125—Performance Management	3
MGMT 2130—Employee Training and Development	3

MAL1 Management and Leadership Specialist

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

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

Program Description

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

Admission Requirements

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

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

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

Program Courses	Credits
First Term	
MGMT 1100—Principles of Management	3
COMP 1000—Introduction to Computers	3
MGMT 1115—Leadership	3
MGMT 1110—Employment Law **OR**	3
MGMT 2120—Labor Management Relations	(3)
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 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 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.

Program Courses	Credits
First Term	
COMP 1000—Introduction to Computers	3
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 and Flint River Campuses and Henry Center

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

Program Description

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

Admission Requirements

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

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

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

Program Courses	Credits
First Term	
MGMT 2140—Retail Management	3
COMP 1000—Introduction to Computers	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 Law **OR**	3
MGMT 2120—Labor Management Relations	(3)

SS31 Supervisory/Management Specialist

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

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

Program Description

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

Admission Requirements

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

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

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

Program Courses	Credits
MGMT 1100—Principles of Management	3
MGMT 1115—Leadership	3
MGMT 2115—Human Resource Management	3
Choose one of the following	
MGMT 1110—Employment Law **OR**	3
MGMT 2120—Labor Management Relations	(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
COMP 1000—Introduction to Computers	3
PARA 1100—Introduction to Law and Ethics	3
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 1111—College Algebra **OR**	
MATH 1100*—Quantitative Skills and Reasoning **OR**	
MATH 1101*—Mathematical Modeling	
Second Term	
SPCH 1111—Fundamentals of Speech	3
ENGL 1102—Composition and Rhetoric II	3
PARA 1115—Family Law	3
PARA 1105—Legal Research and Writing I	3
Specific Occupational elective	3
Third Term	
PARA 1110—Legal Research and Writing II	3
PARA 1125—Criminal Law and Criminal Procedure	3
PARA 1140—Tort Law	3
Humanities/Fine Arts elective—Choose one: **(Required)**	3
*HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, **OR** THEA 1101*	
Specific Occupational elective	3
Fourth Term	
PARA 1150—Contracts, Commercial Law, and Business Orgs	3
PARA 1120—Real Estate Law	3
PARA 1130—Civil Litigation	3
Specific Occupational elective	3
Fifth Term	
PARA 1135—Wills, Trusts, Probate and Administration	3
PARA 1145—Law Office Management	3
PARA 2210—Paralegal Internship I	6

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
ENGL 1105—Technical Communications	3
PARA 1200—Bankruptcy/Debtor-Creditor Relations	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.**

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:	38

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.

Program Courses	Credits
First Term	
ENGL 1101—Composition and Rhetoric I	3
COMP 1000—Introduction to Computers	3
PARA 1100—Introduction to Law and Ethics	3
EMP 1000—Interpersonal Relations and Prof Development **OR**	2
PSYC 1101—Introductory Psychology	(3)
Choose one of the following	3
MATH 1111—College Algebra **OR**	
MATH 1100*—Quantitative Skills and Reasoning **OR**	
MATH 1101*—Mathematical Modeling	
Second Term	
PARA 1145—Law Office Management	3
PARA 1140—Tort Law	3
PARA 1115—Family Law	3
PARA 1105—Legal Research and Writing I	3
Third Term	
PARA 1110—Legal Research and Writing II	3
PARA 1125—Criminal Law and Criminal Procedure	3
Paralegal elective	3
Paralegal elective	3

Specific Occupational Electives

PARA 1200—Bankruptcy/Debtor-Creditor Relations	3
PARA 1135—Wills, Trusts, Probate, and Administration	3
PARA 1205—Constitutional Law	3
PARA 1210—Legal and Policy Issues in Healthcare	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	
COMP 1000—Introduction to Computers	3
PARA 1100—Introduction to Law and Ethics	3
Second Term	
PARA 1125—Criminal Law and Criminal Procedure	3
PARA 1115—Family Law	3

COMPUTER INFORMATION SYSTEMS PROGRAMS

Major	Major Code	Griffin	Flint	Center
Computer Programming (AAS)	CP23	X		
Computer Programming (Diploma)	CP24	X		
Database Specialist (AAS)	DS13	X		
Database Specialist (Diploma)	DS14	X		
Internet Specialist—Web Application Development (AAS)	IS43	X		
Internet Specialist—Web Application Development (Diploma)	IS42	X		
Internet Specialist—Web Application Developer (TCC)	IB71	X		
Internet Specialist—Web Site Design (AAS)	IS53	X		
Internet Specialist—Web Site Design (Diploma)	IS64	X		
Internet Specialist—Web Site Developer (TCC)	ISE1	X		
Networking Specialist (AAS)	NS13	X		
Networking Specialist (Diploma)	NS14	X		
Cisco Network Specialist (TCC)	CN71	X		
CompTIA A+ Certified Technician Preparation (TCC)	CA71	X		
Microsoft Network Administrator (TCC)	MS11	X		
Video Production Assistant (TCC)	VPA1	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 and COMP 1000 must be taken five years prior to graduation. Courses older than five years must be retaken. Courses transferred from other colleges also follow the five year rule.

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

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

Program Courses	Credits
First Term	
COMP 1000—Introduction to Computers	3
CIST 1001—Computer Concepts	4
CIST 1305—Program Design and Development	3
ENGL 1101—Composition and Rhetoric **(Required)**	3
Second Term	
CIST 1510—Web Development I	3
Specific Occupational elective	3
Humanities/Fine Arts elective—Choose one: **(Required)**	3
*HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, **OR** THEA 1101*	
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 2921—IT Analysis, Design, and Project Management	4
CIST 1220—Structured Query Language (SQL)	4
Social/Behavioral Sciences elective—Choose one: **(Required)**	3
*ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, **OR** HIST 2111*	
Specific Occupational elective	3
Fourth Term	
ACCT 1100—Financial Accounting I	4
CIST 2361—C++ Programming I	4
CIST 2371—Java Programming I	4
General Core elective: **(Required)**	3
Choose one non-repetitive course from Area I, II, III, or IV (see page 68)	
Fifth Term	
CIST 2311—Visual Basic I	4
CIST 2362—C++ Programming II	4
CIST 2372—Java Programming II	4

Specific Occupational Electives

CIST 1130—Operating Systems Concepts	3
CIST 1200—Database Management	4
CIST 1401—Computer Networking Fundamentals	4
CIST 1601—Information Security Fundamentals	3
CIST 2351—PHP Programming I	4
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 and COMP 1000 must be taken five years prior to graduation. Courses older than five years must be retaken. Courses transferred from other colleges also follow the five year rule.

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

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

Program Courses	Credits
First Term	
COMP 1000—Introduction to Computers	3
CIST 1001—Computer Concepts	4
CIST 1305—Program Design and Development	3
ENGL 1010—Fundamentals of English I	3
Second Term	
CIST 1510—Web Development I	3
EMPL 1000—Interpersonal Relations and Prof. Development	2
MATH 1012—Foundations of Mathematics	3
Specific Occupational elective	3
Third Term	
CIST 1220—Structured Query Language (SQL)	4
CIST 2311—Visual Basic I	4
CIST 2921—IT Analysis, Design, and Project Management	4
Fourth Term	
CIST 2361—C++ Programming I	4
CIST 2371—Java Programming I	4
Fifth Term	
CIST 2362—C++ Programming II	4
CIST 2372—Java Programming II	4

Specific Occupational Electives

CIST 1130—Operating Systems Concepts	3
CIST 1200—Database Management	4
CIST 1401—Computer Networking Fundamentals	4
CIST 1601—Information Security Fundamentals	3
CIST 2351—PHP Programming I	4
CIST 2991—CIST Internship I	3

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

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 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 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 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 five years prior to graduation. Courses older than five years must be retaken. Courses transferred from other colleges also follow the five year rule.

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

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

Program Courses	**Credits**
First Term	
COMP 1000—Introduction to Computers	3
CIST 1001—Computer Concepts	4
CIST 1305—Program Design and Development	3
ENGL 1101—Composition and Rhetoric **(Required)**	3
Second Term	
CIST 1200—Database Management	4
Humanities/Fine Arts elective—Choose one: **(Required)**	3
HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, ***OR*** *THEA 1101*	
Natural Sciences/Mathematics elective—Choose one: **(Required)**	3
MATH 1111—College Algebra **OR**	
MATH 1100*—Quantitative Skills and Reasoning **OR**	
MATH 1101*—Mathematical Modeling	
Specific Occupational elective	3
Third Term	
CIST 1220—Structured Query Language (SQL)	4
CIST 2411—Microsoft Client	4
CIST 2921—IT Analysis, Design, and Project Management	4
Fourth Term	
CIST 2222—Administering Microsoft SQL Server	4
Choose one Programming Language	
CIST 2361—C++ Programming I **OR**	4
CIST 2371—Java Programming I	(4)
Social/Behavioral Sciences elective—Choose one: **(Required)**	3
ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, ***OR*** *HIST 2111*	
Fifth Term	
CIST 2224—Design and Implement Databases/MS SQL Server	4
CIST 2414—Microsoft Server Administrator	4
General Core elective: **(Required)**	3
Choose one non-repetitive course from Area I, II, III, or IV (see page 68)	

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 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 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 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 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 five years prior to graduation. Courses older than five years must be retaken. Courses transferred from other colleges also follow the five year rule.

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

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

Program Courses	Credits
First Term	
COMP 1000—Introduction to Computers	3
CIST 1001—Computer Concepts	4
CIST 1305—Program Design and Development	3
ENGL 1010—Fundamentals of English I	3
Second Term	
CIST 1200—Database Management	4
EMPL 1000—Interpersonal Relations and Prof. Development	2
MATH 1012—Foundations of Mathematics	3
Specific Occupational elective	3
Third Term	
CIST 1220—Structured Query Language (SQL)	4
CIST 2411—Microsoft Client	4
CIST 2921—IT Analysis, Design, and Project Management	4
Fourth Term	
CIST 2222—Administering Microsoft SQL Server	4
Choose one Programming Language	
CIST 2361—C++ Programming I **OR**	4
CIST 2371—Java Programming	(4)
Fifth Term	
CIST 2224—Design and Implem. Databases/MS SQL Server	4
CIST 2414—Microsoft Server Administrator	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 occupational electives.

IS43 Internet Specialist
Web Applications Development

Associate of Applied Science Degree
Offered at the Griffin Campus

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

Program Description

The Internet Specialist—Web Applications Development program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities and fine arts, social and behavioral sciences, and natural sciences and mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as E-Commerce web programmers.

Admission Requirements

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

Pre-requisites

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

Course Expiration

To ensure that students graduate with current skills in computer information systems, all CIST courses and COMP 1000 must be taken five years prior to graduation. Courses older than five years must be retaken. Courses transferred from other colleges also follow the five year rule.

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

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

Program Courses	Credits
First Term	
ENGL 1101—Composition and Rhetoric **(Required)**	3
COMP 1000—Introduction to Computers	3
CIST 1001—Computer Concepts	4
CIST 1305—Program Design and Development	3
Second Term	
CIST 1510—Web Development I	3
CIST 1520—Scripting Technologies	3
CIST 2351—PHP Programming I	4
Humanities/Fine Arts elective—Choose one: **(Required)**	3
*HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, **OR** THEA 1101*	
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)**	3
*ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, **OR** HIST 2111*	
Fourth Term	
CIST 2381—Mobile Application Development	4
CIST 2550—Web Development II	3
Natural Sciences/Mathematics elective—Choose one: **(Required)**	3
MATH 1111—College Algebra **OR**	
MATH 1100*—Quantitative Skills and Reasoning **OR**	
MATH 1101*—Mathematical Modeling	
Fifth Term	
CIST 1601—Information Security Fundamentals	3
CIST 2580—Interactive and Social Apps Integration	4
CIST 2950—Web Systems Project	3
General Core elective: **(Required)**	3
Choose one non-repetitive course from Area I, II, III, or IV (see page 68)	

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 Internet Specialist
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 Internet Specialist—Web Applications Development program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities and fine arts, social and behavioral sciences, and natural sciences and mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as E-Commerce web programmers.

Admission Requirements

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

Pre-requisites

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

Course Expiration

To ensure that students graduate with current skills in computer information systems, all CIST courses and COMP 1000 must be taken five years prior to graduation. Courses older than five years must be retaken. Courses transferred from other colleges also follow the five year rule.

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

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

Program Courses	Credits
First Term	
ENGL 1010—Fundamentals of English I	3
COMP 1000—Introduction to Computers	3
CIST 1001—Computer Concepts	4
CIST 1305—Program Design and Development	3
Second Term	
MATH 1012—Foundations of Mathematics	3
EMPL 1000—Interpersonal Relations and Prof. Development	2
CIST 1510—Web Development I	3
CIST 2351—PHP Programming I	4
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

IB71 Internet Specialist 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

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 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 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

IS53 Internet Specialist
Web Site Design

Associate of Applied Science Degree
Offered at the Griffin Campus

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

Program Description

The Internet Specialist—Web Site Design 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 and COMP 1000 must be taken five years prior to graduation. Courses older than five years must be retaken. Courses transferred from other colleges also follow the five year rule.

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

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

Program Courses	Credits
First Term	
ENGL 1101—Composition and Rhetoric **(Required)**	3
COMP 1000—Introduction to Computers	3
CIST 1001—Computer Concepts	4
CIST 1530—Web Graphics I	3
Second Term	
CIST 1305—Program Design and Development	3
CIST 1510—Web Development I	3
CIST 1520—Scripting Technologies	3
HUMN 1101 **OR** Humanities/Fine Arts elective *MUSC 1101, ARTS 1101, ENGL 2130, **OR** THEA 1100*	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 2451—Cisco Network Fundamentals	(4)
CIST 2510—Web Technologies	3
Social/Behavioral Sciences elective—Choose one: **(Required)** *ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, **OR** HIST 2111*	3
Natural Sciences/Mathematics elective—Choose one: **(Required)** MATH 1111—College Algebra **OR** MATH 1100*—Quantitative Skills and Reasoning **OR** MATH 1101*—Mathematical Modeling	3
Fifth Term	
CIST 1601—Information Security Fundamentals	3
CIST 2550—Web Development II	3
CIST 2950—Web Systems Project **OR**	3
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

***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 Internet Specialist Web Site Design

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 Internet Specialist—Web Site Design 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 and COMP 1000 must be taken five years prior to graduation. Courses older than five years must be retaken. Courses transferred from other colleges also follow the five year rule.

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

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

Program Courses	Credits
First Term	
ENGL 1010—Fundamentals of English I	3
COMP 1000—Introduction to Computers	3
CIST 1001—Computer Concepts	4
CIST 1305—Program Design and Development	3
Second Term	
MATH 1012—Foundations of Mathematics	3
CIST 1510—Web Development I	3
CIST 1530—Web Graphics I	3
CIST 1540—Web Animation I	3
Third Term	
CIST 1220—Structured Query Language (SQL)	4
CIST 2531—Web Graphics II	3
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 Internet Specialist Web Site Developer

Technical Certificate of Credit
Offered at the Griffin Campus

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

Program Description

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

Admission Requirements

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

Pre-requisites

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

Course Expiration

To ensure that students graduate with current skills in computer information systems, all CIST courses and COMP 1000 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 1530—Web Graphics I	3
Second Term	
CIST 1520—Scripting Technologies	3
CIST 1540—Web Animation I	3
CIST 1601—Information Security Fundamentals	3
CIST 2510—Web Technologies	3
Third Term	
CIST 2510—Web Technologies	3
CIST 2351—PHP Programming I **OR**	4
CIST 2541—Web Animation II	(3)
CIST 2351—PHP Programming I**OR**	4
CIST 2381—Mobile Application Development	(4)

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 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.

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

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.
Please note: While all courses are offered, they may vary by term and campus. See program advisor for any questions.

Choose one Networking Specialization:

Microsoft Windows Specialization

Program Courses	Credits
First Term	
COMP 1000 - Introduction to Computers	3
CIST 1001 - Computer Concepts	4
CIST 1130 - Operating Systems Concepts	3
ENGL 1101 - Composition and Rhetoric **(Required)**	3
Second Term	
CIST 1122 - Hardware Installation and Maintenance	4
CIST 1401 - Computer Networking Fundamentals **OR**	
CIST 2451 - Cisco Network Fundamentals	4
Natural Sciences/Mathematics Elective - Choose one: **(Required)**	
MATH 1111 - College Algebra **OR**	
MATH 1100* - Quantitative Skills and Reasoning **OR**	
MATH 1101* - Mathematical Modeling	3
Third Term	
CIST 1601 - Information Security Fundamentals	3
CIST 2411 - Microsoft Client	4
Social/Behavioral Sciences Elective - Choose one: **(Required)**	
ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, ***OR*** *HIST 2111*	3
Fourth Term	
CIST 2412 - Microsoft Server Directory Services	4
Specific Occupational Elective	3
Humanities/Fine Arts Elective - Choose one: **(Required)**	
HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, ***OR*** *THEA 1101*	3
Fifth Term	
CIST 2413 - Microsoft Server Infrastructure	4
Specific Occupational Elective	3
General Core Elective: **(Required)**	
Choose one non-repetitive course from Area I, II, III or IV (see page 68).	3
Sixth Term	
CIST 2414 - Microsoft Server Administrator	4
Specific Occupational Elective	4
Specific Occupational Elective	4

CISCO CCNA Specialization

First Term	
COMP 1000 - Introduction to Computers	3
CIST 1001 - Computer Concepts	4
CIST 1130 - Operating Systems Concepts	3
ENGL 1101 - Composition and Rhetoric **(Required)**	3
Second Term	
CIST 1122 - Hardware Installation and Maintenance	4
CIST 1401 - Computer Networking Fundamentals	4
Natural Sciences/Mathematics Elective - Choose one: **(Required)**	
MATH 1111 - College Algebra **OR**	
MATH 1100* - Quantitative Skills and Reasoning **OR**	
MATH 1101* - Mathematical Modeling	3
Third Term	
CIST 1601 - Information Security Fundamentals	3
CIST 2451 - Cisco Network Fundamentals	4
Social/Behavioral Sciences Elective - Choose one: **(Required)**	
ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, ***OR*** *HIST 2111*	3
Fourth Term	
CIST 2452 - Cisco Routing Protocols and Concepts	4
Specific Occupational Elective	3
Humanities/Fine Arts Elective - Choose one: **(Required)**	
HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, ***OR*** *THEA 1101*	3
Fifth Term	
CIST 2453 - Cisco LAN Switching and Wireless	4
Specific Occupational Elective	3
General Core Elective: **(Required)**	
Choose one non-repetitive course from Area I, II, III or IV (see page 68).	3
Sixth Term	
CIST 2454 - Cisco Accessing the WAN	4
Specific Occupational Elective	4
Specific Occupational Elective	4

Microsoft Windows Specialization and CISCO CCNA Specialization
If students choose to take both Networking specializations together: be advised the credit hours are 72.

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

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

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

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)**
HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, ***OR*** *THEA 1101* 3

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

Sixth Term
CIST 2414 - Microsoft Server Administrator 4
CIST 2454 - Cisco Accessing the WAN 4
General Core Elective: **(Required)**
Choose one non-repetitive course from Area I, II, III or IV (see page 68). 3

Specific Occupational Electives
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 Protocols and Concepts 4
CIST 2453 - Cisco LAN Switching and Wireless 4
CIST 2454 - Cisco Accessing the WAN 4
FOSC 2039 - Computer Forensics 4

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 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.

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 — **Credits**

Microsoft Windows Specialization

First Term

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

Second Term

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

Third Term

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

Fourth Term

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

Fifth Term

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

CISCO CCNA Specialization

First Term

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

Second Term

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

Third Term

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

Fourth Term

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

Fifth Term

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

Specific Occupational Elective

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 Protocols and Concepts	4
CIST 2453 - Cisco LAN Switching and Wireless	4
CIST 2454 - Cisco Accessing the WAN	4
FOSC 2039 - Computer Forensics	4

Microsoft Windows Specialization and CISCO CCNA Specialization

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

Program Courses — **Credits**

First Term

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

Second Term

CIST 1401 - Computer Networking Fundamentals	4
CIST 2411 - Microsoft Client	4
CIST 2451 - Cisco Network Fundamentals	4

Third Term

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

Fourth Term

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

Fifth Term

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

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

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	**Credits**
Cisco Exploration Curriculum	
First Term	
CIST 2451—Cisco Network Fundamentals	4
Second Term	
CIST 2452—Cisco Routing Protocols and Concepts	4
Third Term	
CIST 2453—Cisco LAN Switching and Wireless	4
CIST 2454—Cisco Accessing the WAN	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 and COMP 1000 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 Computers	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

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.

Program Courses	Credits
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 and COMP 1000 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.

VPA1 Video Production Assistant

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

The Interactive Video Production Assistant certificate program will train competent entry-level video recording assistants who can successfully get an entry-level job or continue with their education goals in one of the other video production program areas. Subject matter includes basic training in digital audio/video recording that can be presented in a web format.

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
CIST 2801—Interactive Video Productions I	4
CIST 2802—Interactive Video Productions II	4
CIST 2803—Interactive Video Productions III	4

PERSONAL SERVICES PROGRAMS

Major	Major Code	Griffin	Flint	Center
Culinary Arts				
Culinary Arts (AAS)	CA43	X		
Culinary Arts (Diploma)	CA44	X		
Catering Specialist (TCC)	CS61	X		
Culinary Nutrition Assistant (TCC)	CNB1	X		
Food Production Worker I (TCC)	FPW1	X		
Early Childhood Care/Education				
Early Childhood Care/Education (AAS)	EC13	X	X	
Early Childhood Care/Education (Diploma)	ECC2	X	X	
Child Development Specialist (TCC)	CD61	X	X	
Early Childhood Care and Education Basics (TCC)	EC31	X	X	
Early Childhood Exceptionalities (TCC)	EC41	X	X	
Early Childhood Program Administration (TCC)	ECP1	X		
Infant/Toddler Child Care Specialist (TCC)	IC31	X		
Introduction to Child Care (TCC)	IT11			
Cosmetology				
Cosmetology (Diploma)	CO12	X	X	
Nail Technician (TCC)	NT11		X	
Shampoo Technician (TCC)	ST11	X	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. Entry-level persons will be prepared to pursue diverse opportunities in the culinary field as cooks, bakers, caterers, or culinary managers.

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 SCTC uniforms	$90
1 pair of non-slip shoes	$60-80
Knife kit	$270

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

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

Program Courses	**Credits**
First Term	
ENGL 1101—Composition and Rhetoric **(Required)**	3
COMP 1000—Introduction to Computers **(Required)**	3
CUUL 1000—Fundamentals of Culinary Arts **(Required)**	4
CUUL 1110—Culinary Safety and Sanitation **(Required)**	2
Natural Sciences/Mathematics elective—Choose one: **(Required)**	3
MATH 1100*—Quantitative Skills and Reasoning **OR**	
MATH 1101*—Mathematical Modeling **OR**	
MATH 1111—College Algebra	
Second Term	
Social/Behavioral Sciences elective—Choose One: **(Required)**	3
*ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, **OR** HIST 2111*	
CUUL 1120—Principles of Cooking **(Required)**	6
Choose **one** of the following **(Required)**	
MGMT 1115—Leadership **OR**	3
CUUL 2190—Principles of Culinary Leadership	(3)
Third Term	
Humanities/Fine Arts elective—Choose One: **(Required)**	3
*HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, **OR** THEA 1101*	
CUUL 1370—Culinary Nutrition and Menu Development **(Required)**	3
Choose **two (2)** of the following courses **(Required)**	
CUUL 1129—Fundamentals of Restaurant Operations **OR**	4
CUUL 1220—Baking Principles **OR**	(5)
CUUL 1320—Garde Manger	(4)
Fourth Term	
General Core elective: **(Required)**	3
Choose one non-repetitive course from Area I, II, III, or IV (see page 68)	
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 1220—Baking Principles **OR**	(5)
CUUL 1320—Garde Manger	(4)
Fifth Term	
CUUL 2130—Culinary Practicum and Leadership **(Required)**	6
Specific Occupational elective—See electives below **(Required)**	3 or 4
Specific Occupational Electives Approved by Advisor	
ACCT 1100—Financial Accounting	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

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

***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.**

CA44 Culinary Arts

Diploma

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	4 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. Entry-level persons will be prepared to pursue diverse opportunities in the culinary field as cooks, bakers, caterers. or culinary managers.

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.

***CUUL 1000 and CUUL 1110 require a final grade of a C to advance into any other CUUL occupational 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
First Term	
MATH 1012—Foundations of Mathematics	3
COMP 1000—Introduction to Computers	3
*CUUL 1000—Fundamentals of Culinary Arts	4
*CUUL 1110—Culinary Safety and Sanitation	2
Second Term	
ENGL 1010—Fundamentals of English I	3
CUUL 1120—Principles of Cooking	6
Choose **one** of the following	
MGMT 1115—Leadership **OR**	3
CUUL 2190—Principles of Culinary Leadership	(3)
Third Term	
EMPL 1000—Interpersonal Relations and Prof Development	2
CUUL 1370—Culinary Nutrition and Menu Development	3
Choose **two (2)** of the following courses	
CUUL 1129—Fundamentals of Restaurant Operations **OR**	4
CUUL 1220—Baking Principles **OR**	(5)
CUUL 1320—Garde Manger	(4)
Fourth Term	
CUUL 2160—Contemporary Cuisine	4
Choose **one (1)** of the following courses	
CUUL 1129—Fundamentals of Restaurant Operations **OR**	4
CUUL 1220—Baking Principles **OR**	(5)
CUUL 1320—Garde Manger	(4)
CUUL 2130—Culinary Practicum and Leadership	6

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.

Program Courses	Credits
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

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

CNB1 Culinary Nutrition 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:	16

Program Description

To deliver quality meals that contributes to the nutritional well-being of students in a high school cafeteria setting or to senior citizens in an assisted living setting.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED is **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.

Program Courses	Credits
First Term	
CUUL 1110—Culinary Safety and Sanitation	2
CUUL 1120—Principles of Cooking	6
Second Term	
CUUL 1170—Introduction to Culinary Nutrition	3
CUUL 1370—Culinary Nutrition and Menu Development	3
EMPL 1000—Interpersonal Relations and Prof Development	2

***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.

Program Courses	Credits
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

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

EC13 Early Childhood Care/Education

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

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
Background check(s)	$15 each—fall term only
Fingerprint check(s)	$53—starting spring term (1/1/14)
NOCTI exam	$19

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

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

Program Courses	Credits
First Term	
ENGL 1101—Composition and Rhetoric **(Required)**	3
COMP 1000—Introduction to Computers **(Required)**	3
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 68)	
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	
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 2240—Early Childhood Care and Education Internship	12
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.**

ECC2 Early Childhood Care/Education

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:	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 course is required to receive the diploma from SCTC.

Additional Costs

Approximate additional costs other than tuition, fees, and textbooks

CPR/first aid	$60
Background check(s)	$15 each–fall term only
Fingerprint check(s)	$53–starting spring term (1/1/14)
NOCTI exam	$19

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

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

Program Courses	Credits
First Term	
ENGL 1010–Fundamentals of English I **(Required)**	3
COMP 1000–Introduction to Computers **(Required)**	3
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 2240–Early Childhood Care/Education Internship **(Required)**	12

CD61 Child Development Specialist

Technical Certificate of Credit

Offered at the Griffin and Flint River Campuses 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
Background check	$15 each—fall term only
Fingerprint check(s)	$53—starting spring term (1/1/14)

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

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

Program Courses	Credits
ECCE 1101—Intro to Early Childhood Care/Education **(Required)**	3
ECCE 1103—Child Growth and Development **(Required)**	3
ECCE 1105—Health, Safety and Nutrition **(Required)**	3
ECCE 1112—Curriculum and Assessment **(Required)**	3
Choose One: **(Required)**	
EMPL 1000—Interpersonal Relations and Prof. Development **OR**	2
PSYC 1010—Basic Psychology	(3)

EC31 Early Childhood Care and Education Basics

Technical Certificate of Credit

Offered at the Griffin and Flint River Campuses 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

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

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

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

EC41 Early Childhood Exceptionalities

Technical Certificate of Credit

Offered at the Griffin and Flint River Campuses 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 Campus and Online

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

Program Description

The Early Childhood 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 Campus

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

Program Description

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

Admission Requirements

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

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

Additional Costs

Approximate additional costs other than tuition, fees, and textbooks

CPR/First Aid	$60

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

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

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

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 **NOT** required
- Meet assessment requirements. (Minimum Compass scores of 54 in reading, 16 in writing and 17 in math)

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 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:	54

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 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	$700
Uniforms	$90
State licensure exam	
Testing	$139
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
COMP 1000—Introduction to Computers **- (Required)**	3
Choose one of the following—(Required)	
EMPL 1000—Interpersonal Relations and Prof Develop. **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	2
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 1120—Salon Management	3
Fourth Term—(Occupational Courses)	
COSM 1080—Cosmetology Practicum I	4
COSM 1090—Cosmetology Practicum II	4
COSM 1110—Cosmetology Practicum IV	4
Fifth Term—(Occupational Courses)	
COSM 1100—Cosmetology Practicum III*	4

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

NT11 Nail Technician

Technical Certificate of Credit
Offered at the Flint River Campus

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

Program Description

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

Admission Requirements

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

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting 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 1070—Nail Care and Advanced Techniques	3
COSM 1120—Salon Management	3
Second Term	
COSM 1180—Nail Care I	5
COSM 1190—Nail Care II	5

ST11 Shampoo Technician

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

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

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 **NOT** required
- Meet assessment requirements

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

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting 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	
EMPL 1000—Interpersonal Relations and Prof Development	2
COSM 1000—Introduction to Cosmetology Theory	4
COSM 1020—Hair Care and Treatment	2
COSM 1120—Salon Management	3

PUBLIC SAFETY PROGRAMS

Major	Major Code	Griffin	Flint	Center
Criminal Justice Technology				
Criminal Justice Technology (AAS)	CJT3	X	X	
Criminal Justice Technology (Diploma)	CJT2	X	X	
Criminal Justice Fundamentals (TCC)	CJ71	X	X	Henry and Taylor
Criminal Justice Specialist (TCC)	CJ21	X	X	Henry and Taylor
Fire Science Technology				
Fire Science Technology (AAS)	FS13	X	X	
Fire Science Technology (Diploma)	FST2	X	X	
Firefighter/EMSP (Diploma)	FI12	X	X	
Firefighter I (TCC)	FF11	X		
Firefighter II (TCC)	FF21	X		
Forensic Science Technology				
Forensic Science Technology (AAS)	FST3	X		
Forensic Science Technology (Diploma)	FS12	X		
Forensic Computer Science(TCC)	FCS1	X		
Paramedicine				
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	X	
Emergency Medical Technician (EMT) (TCC)	EMJ1	X	X	

CJT3 Criminal Justice Technology

Associate of Applied Science Degree

Offered at the Griffin and Flint River Campuses

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

Program Description

The Criminal Justice Technology associate degree program is a sequence of courses that prepares students for criminal justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of criminal justice theory and practical application necessary for successful employment. Program graduates receive a Criminal Justice Technology associate degree. Graduates who are current practitioners will benefit through enhancement of career potential. Entry-level persons will be prepared to pursue diverse opportunities in the corrections, security, investigative, and police administration fields. Completion of the Criminal Justice Technology associate degree does not ensure certification of officer status in Georgia. Students must seek such certification from the Peace Officer Standards and Training (P.O.S.T.) Council.

Admission Requirements

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

Public Safety Employment Awareness Statement

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

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

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

Program Courses	Credits
First Term	
ENGL 1101—Composition and Rhetoric **(Required)**	3
COMP 1000—Introduction to Computers	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	
Second Term	
Social/Behavioral Sciences elective—Choose one: **(Required)**	3
*ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, **OR** HIST 2111*	
Humanities/Fine Arts electives—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 68)	
CRJU 1010—Introduction to Criminal Justice	3
Third Term	
CRJU 1030—Corrections	3
CRJU 1040—Principles of Law Enforcement	3
Fourth Term	
CRJU 2050—Criminal Procedure	3
CRJU 1400—Ethics and Cultural Perspectives for Criminal Justice	3
Fifth Term	
CRJU 1068—Criminal Law for Criminal Justice	3
CRJU 2020—Constitutional Law for Criminal Justice	3
CRJU 2070—Juvenile Justice	3
Practicum **OR** Internship—Choose one	3
CRJU 2090—Criminal Justice Practicum **OR**	
CRJU 2100—Criminal Justice Externship	
Sixth Term	
Occupational electives: **Choose five (5) courses below, minimum 15 hours**	
CRJU 1021—Private Security	3
CRJU 1043—Probation and Parole	3
CRJU 1050—Police Patrol Operations	3
CRJU 1052—Criminal Justice Administration	3
CRJU 1054—Police Officer Survival	3
CRJU 1056—Police Traffic Control and Investigation	3
CRJU 1062—Methods of Criminal Investigation	3
CRJU 1065—Community-Oriented Policing	3
CRJU 1075—Report Writing	3
CRJU 2060—Criminology	3
CRJU 2110—Homeland Security	3
CRJU 2201—Criminal Courts	3
FOSC 1206—Introduction to Forensic Science	3
FOSC 2010—Crime Scene Investigation I	6
FOSC 2011—Crime Scene Investigation II	6
FOSC 2012—Forensic Trace Evidence	3
FOSC 2014—Documentation and Report Preparation	4
FOSC 2033—Death Investigation	3
FOSC 2035—Forensic Photography	4
FOSC 2037—Victimology	3
FOSC 2039—Computer Forensics	5
FOSC 2040—Forensic Firearms and Toolmark Identification	3
FOSC 2041—Latent Print Examination	4
FOSC 2150—Case Preparation and Courtroom Testimony	4

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

CJT2 Criminal Justice Technology

Diploma

Offered at the Griffin and Flint River Campuses

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

Program Description

The Criminal Justice Technology diploma program is a sequence of courses that prepares students for criminal justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of criminal justice theory and practical application necessary for successful employment. Program graduates receive a Criminal Justice Technology diploma. Graduates who are current practitioners will benefit through enhancement of career potential. Entry-level persons will be prepared to pursue diverse opportunities in the corrections, security, investigative, and police administration fields. Completion of the Criminal Justice Technology diploma does not ensure certification of officer status in Georgia. Students must seek such certification from the Peace Officer Standards and Training (P.O.S.T.) Council.

Admission Requirements

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

Public Safety Employment Awareness Statement

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

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

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

Program Courses	Credits
First Term	
ENGL 1010—Fundamentals of English I	3
PSYC 1010—Basic Psychology	3
COMP 1000—Introduction to Computers	3
CRJU 1010—Introduction to Criminal Justice	3
Second Term	
MATH 1012—Foundations of Mathematics	3
CRJU 1030—Corrections	3
CRJU 1040—Principles of Law Enforcement	3
CRJU 1068—Criminal Law for Criminal Justice	3
CRJU 2050—Criminal Procedure	3
Third Term	
CRJU 1400—Ethics and Cultural Perspectives for Criminal Justice	3
CRJU 2020—Constitutional Law for Criminal Justice	3
CRJU 2070—Juvenile Justice	3
Fourth Term	
Practicum or Internship—Choose one	3
CRJU 2090—Criminal Justice Practicum **OR**	
CRJU 2100—Criminal Justice Externship	
Fifth Term	
Choose three Occupational electives below for a minimum of 9 hours	
Specific Occupational Electives	9
CRJU 1021—Private Security	3
CRJU 1043—Probation and Parole	3
CRJU 1050—Police Patrol Operations	3
CRJU 1052—Criminal Justice Administration	3
CRJU 1054—Police Officer Survival	3
CRJU 1056—Police Traffic Control and Investigation	3
CRJU 1062—Methods of Criminal Investigation	3
CRJU 1065—Community-Oriented Policing	3
CRJU 1075—Report Writing	3
CRJU 2060—Criminology	3
CRJU 2110—Homeland Security	3
CRJU 2201—Criminal Courts	3
FOSC 1206—Introduction to Forensic Science	3
FOSC 2010—Crime Scene Investigation I	6
FOSC 2011—Crime Scene Investigation II	6
FOSC 2012—Forensic Trace Evidence	3
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

CJ71 Criminal Justice Fundamentals

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

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 **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	Credits
COMP 1000—Introduction to Computers	3
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 and Flint River Campuses
Henry and Taylor Centers

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

Program Description

The Criminal Justice Specialist technical certificate of credit is a sequence of courses that prepares students for criminal justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of criminal justice theory and practical applications necessary for successful employment. Completion of this technical certificate of credit may permit students to pursue entry-level opportunities in the criminal justice field. Completion of the Criminal Justice Specialist technical certificate of credit does not ensure certification of officer status in Georgia. Students must seek such certification from the Peace Officer Standards and Training (P.O.S.T.) Council.

Admission Requirements

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

Public Safety Employment Awareness Statement

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

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

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

Program Courses	Credits
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 and Flint River Campuses

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.

Program Courses	Credits
First Term	
ENGL 1101—Composition and Rhetoric **(Required)**	3
Social/Behavioral Science—Choose one: **(Required)**	3
*ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, **OR** HIST 2111*	
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	
Second Term	
Humanities/Fine Arts elective—Choose one: **(Required)**	3
*HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, **OR** THEA 1101*	
General Core elective—Choose one: **(Required)**	3
*ENGL 1102, ENGL 1105, SPCH 1101, MUS 1101, ECON 1101, PSYC 1101, SOCI 1101, BIOL 1111, CHEM 1211, PHYS 1110, **OR** approved elective*	
FRSC 1121—Firefighting Strategy and Tactics	3
FRSC 1132—Fire Service Instructor	4
Third Term	
COMP 1000—Introduction to Computers	3
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.

***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 and Flint River Campuses

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	5 terms
Minimum Credit Hours for Graduation:	55-56

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.

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	
COMP 1000—Introduction to Computers	3
FRSC 1100—Introduction to the Fire Service	3
FRSC 1110—Fire Administration—Supervision and Leadership	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.

FI12 Firefighter/EMSP

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:	63

Program Description

The Firefighter/Emergency Medical Services Professional diploma program is designed to prepare students for entry-level employment in the public safety areas of fire service and emergency medical services. Upon completion of the Firefighter/Emergency Medical Services Professional diploma, students may be eligible for certification and/or licensure in the following areas: Firefighter I, Firefighter II, EMT, and AEMT.

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

Admission Requirements

- Submit completed application and application fee
- Be at least 18 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements
- Physical exam and drug screening: A physical exam as outlined in Georgia O.C.G.A. 25-4-8(a)(5) as well as a ten-panel drug screen including Oxytocin must be submitted prior to entering the firefighter program. **(Required document)**
- Students, most commonly, will have to submit a satisfactory state and federal criminal background check as well as a seven-year motor vehicle background check in order to be placed in a clinical-ride-along facility to complete the clinical portions of the educational training. **(Required document)**
- National Incident Management Systems Training (NIMS): Firefighter students must complete the National Incident Management Systems (NIMS) 700a, 800b, 100b, and 200b courses of study prior to the second 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	Credits
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
Third Term	
MATH 1012—Foundations of Mathematics	3
EMSP 1110—Introduction to the EMT Profession	3
EMSP 1120—EMT Assessment/Airway Mgt. and Pharmacology	3
EMSP 1510—Advanced Concepts for the AEMT	3
Fourth 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
Fifth Term	
COMP 1000—Introduction to Computers	3
EMSP 1520—Advanced Patient Care for the AEMT	3
EMSP 1530—Clinical Applications for the AEMT	1
EMSP 1540—Clinical and Practical Applications for the AEMT	3

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

FF11 Firefighter I

Technical Certificate of Credit
Offered at the Griffin Campus

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

Program Description

The Firefighter I technical certificate of credit program is conducted in cooperation with the Georgia Fire Academy and Georgia Firefighter Standards and Training to ensure graduates have the skills, knowledge, and credentials to serve as firefighters in paid and volunteer fire departments. Graduates will be tested and certified at the National Professional Qualifications level. Program graduates receive a Firefighter I technical certificate of credit.

Admission Requirements

- Submit completed application and application fe;
- Be at least 18 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements
- Physical exam and drug screening: A physical exam as outlined in Georgia O.C.G.A. 25-4-8(a)(5) as well as a ten-panel drug screen including Oxytocin must be submitted prior to the entering the firefighter program. **(Required document)**
- Students, most commonly, will have to submit a satisfactory state and federal criminal background check as well as a seven-year motor vehicle background check in order to be placed in a clinical-ride-along facility to complete the clinical portions of the educational training. **(Required document)**
- National Incident Management Systems Training (NIMS): Firefighter students must complete the National Incident Management Systems (NIMS) 700a, 800b, 100b, and 200b courses of study prior to the second 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	Credits
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 the Georgia Fire Academy and Georgia Firefighter Standards and Training to ensure graduates have the skills, knowledge, and credentials to serve as firefighters in paid and volunteer fire departments. The certificate builds upon skills and knowledge acquired in the Firefighter I certificate and parallels the Advanced Firefighter Curriculum being developed by the Georgia Fire Academy. Students must be a graduate of 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
- NFPA 1582, Standard on Medical Requirements for Fire Fighters, or doctor's release
- Physical fitness requirements—TBA
- Motor Vehicle Report (MVR) with a satisfactory driving record
- Criminal history check

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
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 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

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.

Courses with an ALHS/BIOL/CHEM/COMP prefix must be taken within five years for acceptance into the program. See Course Expiration in the Southern Crescent Technical College Student Handbook for more details.

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

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

Program Courses	Credits
First Term	
COMP 1000—Introduction to Computers	3
ENGL 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
*HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, **OR** THEA 1101*	
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 1211—Chemistry I	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 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 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

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.

Courses with an ALHS/BIOL/CHEM/COMP prefix must be taken within five years for acceptance into the program. See Course Expiration in the Southern Crescent Technical College Student Handbook for more details.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting 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—Anatomy and Physiology	5
CRJU 1010—Introduction to Criminal Justice	3
FOSC 1206—Introduction to Forensic Science	3
Third Term	
ALHS 1015—Basic Inorganic Chemistry	2
COMP 1000—Introduction to Computers	3
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

Electives: (only one may be CRJU 2060 or FOSC 2037)

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

FCS1 Forensic Computer Science

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:	37

Program Description

The Forensic Computer Science technical certificate of credit prepares students to use analytical and investigative techniques to identify, collect, examine, and preserve evidence and information which is magnetically stored or encoded, and to provide digital evidence of a specific or general activity.

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

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	
COMP 1000—Introduction to Computers	3
CIST 1122—Hardware Installation and Maintenance	4
CIST 1130—Operating Systems Concepts	3
CIST 1401—Computer Networking Fundamentals	4
Second Term	
CIST 1601—Information Security Fundamentals	3
FOSC 1206–Introduction to Forensic Science	3
FOSC 2014—Documentation and Report Preparation	4
Third Term	
FOSC 2010—Crime Scene Investigation I	4
FOSC 2039—Computer Forensics	5
FOSC 2150—Case Preparation and Courtroom Testimony	4

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:	70

Program Description

Students are encouraged to complete the degree core requirements prior to enrolling in the EMSP courses. The Paramedicine Applied Associate in Science degree program prepares students to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is a link from the scene into the health care system. The Paramedicine degree program prepares students for employment in paramedic positions in today's health services field. The Paramedic degree program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program provides opportunities to upgrade present knowledge and skills from the EMT/EMT-I 1985/AEMT levels to a paramedic level. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians (NREMT) Paramedic certification examination and apply for Georgia licensure with the State Office of Emergency Medical Service and Trauma (SOEMST) as a paramedic.

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.

Courses with an ALHS/BIOL/CHEM/COMP prefix must be taken within five years ***prior to*** acceptance into any Allied Health Occupational program. See **Course Expiration** in the Southern Crescent Technical College Student Handbook for more details.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting 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)** MATH 1111—College Algebra **OR** MATH 1100*—Quantitative Skills and Reasoning **OR** MATH 1101*—Mathematical Modeling	3
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
COMP 1000—Introduction to Computers	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)** *ECON 1101, PSYC 1101, SOCI 1101, POLS 1101,* ***OR*** *HIST 2111*	3
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)** *HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130,* ***OR*** *THEA 1101*	3
General Core elective: **(Required)** Choose one non-repetitive course from Area I, II, III, or IV (see page 68)	3
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.**

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:	60

Program Description

Students are encouraged to complete the diploma core requirements prior to enrolling in the EMSP courses. The Paramedicine diploma program prepares students to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is a link from the scene into the health care system. The Paramedicine diploma program prepares students for employment in paramedic positions in today's health services field. The Paramedic diploma program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program provides opportunities to upgrade present knowledge and skills from the EMT/EMT-I 1985/AEMT levels to a paramedic level. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians (NREMT) Paramedic certification examination and apply for Georgia licensure with the State Office of Emergency Medical Service and Trauma (SOEMST) as a paramedic. 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. 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.

Courses with an ALHS/BIOL/CHEM/COMP prefix must be taken within five years prior to acceptance into any Allied Health Occupational program. See Course Expiration in the Southern Crescent Technical College Student Handbook for more details.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting 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
ALHS 1011—Anatomy and Physiology	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	
COMP 1000—Introduction to Computers	3
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

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

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 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.

Courses with an ALHS/BIOL/CHEM/COMP prefix must be taken within five years for acceptance into any Allied Health Occupational program. See Course Expiration in the Southern Crescent Technical College Student Handbook for more details.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting 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	
ENGL 1010—Fundamentals of English I	3
MATH 1012—Foundations of Mathematics	3
COMP 1000—Introduction to Computers	3
ALHS 1090—Medical Terminology for Allied Health Sciences	2
Second Term	
ALHS 1011—Anatomy and Physiology	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—Anatomy and Physiology	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

MATH 1012—Foundations of Mathematics	3
COMP 1000—Introduction to Computers	3
EMSP 1530—Clinical Applications for the AEMT	1
EMSP 1540—Clinical and Practical Applications for the AEMT	3

Spring Cohort

First Term

ALHS 1090—Medical Terminology for Allied Health Sciences	2
ALHS 1011—Anatomy and Physiology	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

MATH 1012—Foundations of Mathematics	3
COMP 1000—Introduction to Computers	3
EMSP 1150—Shock and Trauma for the EMT	3
EMSP 1530—Clinical Applications for the AEMT	1

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 EM01 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.

EB71 Emergency Medical Responder (EMR)

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

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

Program Description

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

Admission Requirements

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

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.

Courses with an ALHS/BIOL/CHEM/COMP prefix must be taken within five years for acceptance into any Allied Health Occupational program. See Course Expiration in the Southern Crescent Technical College Student Handbook for more details.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting 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
ALHS 1011—Anatomy and Physiology	5
ALHS 1090—Medical Terminology for Allied Health Sciences	2
EMSP 1010—Emergency Medical Responder	4

Note: This program is available to high school students. However, it is open to adult students who have an interest in medical first response. These may include but not be limited to law enforcement and fire department employees, safety officers in industrial plants, school and pre-school teachers and administrative staff and others. All courses must be completed with a grade of C or better.

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

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.

TECHNICAL AND INDUSTRIAL PROGRAMS

Major	Major Code	Griffin	Flint	Center
Air Conditioning Technology				
Air Conditioning Technology (AAS)	ACT3	X	X	
Air Conditioning Technology (Diploma)	ACT2	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	
Auto Collision Repair				
Auto Collision Repair (Diploma)	ACR2	X		
Automotive Refinishing Assistant I (TCC)	ARA1	X		
Automotive Refinishing Assistant II (TCC)	AP71	X		
Automotive Technology				
Automotive Technology (AAS)	AT23	X		
Automotive Technology (Diploma)	AT14	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	
Carpentry				
Carpentry (Diploma)	CA22	X		
Construction Management (Diploma)	CM12	X		
Cabinet Making Assistant (TCC)	CC71	X		
Certified Construction Worker (TCC)	CCW1	X		
Framing Carpenter (TCC)	FC71	X		
Commercial Truck Driving				
Commercial Straight Truck and Passenger Driving (Class B) (TCC)	CSQ1		X	Jasper
Commercial Truck Driving (TCC)	CT61		X	Butts and Jasper
Diesel Equipment Technology				
Diesel Equipment Technology (Diploma)	DET4		X	Butts
Lawn Equipment/Small Engine Repair (TCC)	LEE1			Jasper
Drafting Technology				
Drafting Technology (AAS)	DT13	X		
Drafting Technology (Diploma)	DT12	X		
Electrical Construction and Maintenance				
Electrical Systems Technology (Diploma)	ES12	X		
Industrial Electrical Controls (TCC)	IE31	X		
Electrical Technician (TCC)	ET51	X		
Electronics and Telecommunications				
Electronics Technology (AAS)	ET13	X	X	
Electronics Technology (Diploma)	ET14	X	X	
Environment Horticulture				
Horticulture (AAS)	EH13	X		
Horticulture (Diploma)	EH12	X		
Floral Designer (TCC)	FD11	X		
Garden Center Technician (TCC)	GC31	X		
Landscape Specialist (TCC)	LS11	X		
Industrial Systems Technology				
Industrial Systems Technology (AAS)	IS13	X		
Industrial Systems Technology (Diploma)	IST4	X		

Industrial Electrician (TCC)	IE41	X		
Industrial Fluid Power Technician (TCC)	IF11	X		
Industrial Motor Control Technician (TCC)	IM41	X		
Programmable Control Technician I (TCC)	PC81	X		
Machine Tool Technology				
CNC Technology (Diploma)	CT12	X		
Machine Tool Technology (Diploma)	MTT2	X		
CNC Specialist (TCC)	CS51	X		
Lathe Operator (TCC)	LP11	X		
Mill Operator (TCC)	MP11	X		
Plumbing				
Plumbing/Pipefitting Technology (Diploma)	PL12	X		
Basic Piping Technician (TCC)	BPT1	X		
Pipefitting Installer (TCC)	PI11	X		
Plumbing Installation and Repair Technician (TCC)	PI21	X		
Residential/Commercial Plumbing Technician (TCC)	RP11		X	
Welding and Joining Technology				
Welding and Joining Technology (Diploma)	WAJ2	X	X	
Basic Shielded Metal Arc Welder (TCC)	FS31	X	X	Jasper and Taylor
Gas Metal Arc Welder (TCC)	GM31	X	X	Jasper and Taylor
Gas Tungsten Arc Welder (TCC)	GTA1	X	X	Jasper and Taylor
Vertical Shielded Metal Arc Welder Fabricator (TCC)	VSM1	X	X	Jasper and Taylor

ACT3 Air Conditioning Technology

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

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	4 terms
Minimum Credit Hours for Graduation:	66

Program Description

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

Admission Requirements

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

Additional Costs

Approximate additional costs other than tuition, fees, and textbooks

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

Other required expenses for industry exams

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

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

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

Program Courses	Credits
First Term	
ENGL 1101—Composition and Rhetoric **(Required)**	3
AIRC 1005—Refrigeration Fundamentals	4
AIRC 1010—Refrigeration Principles and Practices	4
AIRC 1020—Refrigeration Systems Components	4
Natural Sciences/Mathematics elective—Choose one: **(Required)**	3
MATH 1111—College Algebra **OR**	
MATH 1100*—Quantitative Skills and Reasoning **OR**	
MATH 1101*—Mathematical Modeling	
Second Term	
Social/Behavioral Sciences elective—Choose one: **(Required)**	3
*ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, **OR** HIST 2111*	
COMP 1000—Introduction to Computers	3
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
*HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, **OR** THEA 1101*	
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 68)	
AIRC 1090—Troubleshooting Air Conditioning Systems **(Required)**	4
Specific Occupational elective	3
Specific Occupational elective	5

Specific Occupational Electives (minimum of 8 **Credits** required)

AIRC 2005—Design and Application of Light Commercial A/C	(3)
AIRC 2010—Light Commercial Air Conditioning Control Systems	(3)
AIRC 2020—Light Commercial A/C Systems Operation	(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.**

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
COMP 1000—Introduction to Computers	3
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

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.

Program Courses	Credits
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: 23

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.

Program Courses	Credits
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	5
ELTR 1080—Commercial Wiring I **OR**	
IDSY 1130—Industrial Wiring	

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.

Program Courses	Credits
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: 11

Program Description

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

Admission Requirements

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

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

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

Program Courses	Credits
AIRC 2005—Design and Application of Light Commercial AC	3
AIRC 2010—Light Commercial Air Conditioning Control Systems	3
AIRC 2020—Light Commercial Air Conditioning Systems Operation	5

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:	48

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 1010—Foundations of Collision Repair	5
COMP 1000—Introduction to Computers	3
Second Term	
ACRP 1015—Fundamentals of Automotive Welding	4
ACRP 1018—Mechanical and Electrical Systems	4
ACRP 2000—Introduction to Refinishing	5
MATH 1012—Foundations of Mathematics	3
Third Term	
ACRP 2005—Fundamentals of Refinishing I	5
ACRP 2008—Fundamentals of Refinishing II	3
ACRP 2009—Refinishing Internship	3
EMPL 1000—Interpersonal Relations and Prof. Development	2
ENGL 1010—Fundamentals of English I	3

ARA1 Automotive Refinishing Assistant I

Technical Certificate of Credit
Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 terms
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.

Program Courses	Credits
ACRP 1000—Introduction to Auto Collision Repair	4
ACRP 1005—Automobile Component Repair and Replacement	4
ACRP 1010—Foundations of Collision Repair	5

AP71 Automotive Refinishing Assistant II

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 Automotive Refinishing Assistant II program is an advanced certificate option for students who complete the Automotive Refinishing Assistant I program. This program is designed to produce graduates who are entry-level paint and refinishing specialists. Topics will include surface preparation, paint identification, spray gun equipment, spray gun techniques, blending and tinting, and matching of colors.

Admission Requirements

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

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

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

Program Courses	Credits
ACRP 2000—Introduction to Refinishing	5
ACRP 2005—Fundamentals of Refinishing I	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)**	3
*ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, **OR** HIST 2111*	
COMP 1000—Introduction to Computers	3
General Core elective: **(Required)**	3
Choose one non-repetitive course from Area I, II, III, or IV (see page 68)	
Fourth Term	
AUTT 2010—Automotive Engine Repair	6
Humanities/Fine Arts elective—Choose one: **(Required)**	3
*HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, **OR** THEA 1101*	
Natural Sciences/Mathematics elective—Choose one: **(Required)**	3
MATH 1111—College Algebra **OR**	
MATH 1100*—Quantitative Skills and Reasoning **OR**	
MATH 1101*—Mathematical Modeling	
Fifth Term	
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**	4
AUTT 2100—Automotive Alternative Fuel Vehicles **OR**	(4)
WELD 1000—Introduction to Welding Technology	(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 Campus

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	
COMP 1000—Introduction to Computers	3
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
COMP 1000—Introduction to Computers	3
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	Credits
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	Credits
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	Credits
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	Credits
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

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:	50

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 1000—Safety	2
COFC 1011—Overview of Building Construction Practices	2
COFC 1020—Professional Tool Use and Safety	3
COFC 1030—Materials and Fasteners	2
COMP 1000—Introduction to Computers	3
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	5
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	5
Complete one of the following specializations	
Residential Specialization	
CARP 1190—Interior Finishes II	2
CARP 1260—Stairs	4
OR	
Commercial Specialization	
CARP 1310—Doors and Door Hardware	2
CARP 1320—Site Development, Concrete Forming, and Rigging and Reinforcing	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:	64

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	
ENGL 1010—Fundamentals of English I	3
COFC 1000—Safety	2
COFC 1011—Overview of Building Construction Practices	2
COFC 1020—Professional Tool Use and Safety	3
COFC 1030—Materials and Fasteners	2
COFC 1050—Construction Print Reading Fundamentals	3
COMP 1000—Introduction to Computers	3
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	5
Third Term	
ACCT 1100—Financial Accounting	4
CARP 1112—Exterior Finishes and Trim	5
CARP 1114—Interior Finishers I	4
CMTT 2010—Residential Estimating Review	3
Fourth Term	
EMPL 1000—Interpersonal Relations and Prof Development	2
CMTT 2020—Construction Drafting I	3
CMTT 2050—Residential Code Review	3
CMTT 2130—Computerized Construction Scheduling	3
CMTT 2170—Construction Contracting	4

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.

Program Courses	Credits
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:	12

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.

Program Courses	Credits
COFC 1000—Safety	2
COFC 1011—Overview of Building Construction Practices	2
COFC 1020—Professional Tool Use and Safety	3
COFC 1030—Materials and Fasteners	2
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:	12

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 1020, COFC 1030, 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.

Program Courses	Credits
CARP 1070—Site Layout, Footings and Foundations	3
CARP 1105—Floor and Wall Framing	4
CARP 1110—Ceiling and Roof Framing and Covering	5

CSQ1 Commercial Straight Truck and Passenger Driving (Class B)

Technical Certificate of Credit
Offered at the Flint River Campus and Jasper Center

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

Program Description

The Commercial Straight Truck and Passenger Driving certificate program is designed to address the needs of the trucking industry in Georgia. It provides basic training in the principles and skills of commercial straight truck and passenger driving operations. Through this program, students will obtain the necessary knowledge, skills, and attitudes to enable them to become a safe, skilled, professional, Class B commercial truck driver. It teaches them to operate commercial straight trucks and passenger vehicles 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 **NOT** required
- Meet assessment requirements

Must submit a DOT physical/drug screen—(five-panel) and alcohol test. Must be 18 years old to operate in the state of Georgia (21 to operate nationally), have a seven-year MVR report with no more than eight points in the last three3 years, no more than three moving violations in the last three years, have no DUI in the last seven years and no more than one in the last15 years. If convicted of a felony within the last ten years, the student must be interviewed by the program coordinator.

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.

Program Courses	Credits
CTDL 1010—Fundamentals of Commercial Driving **(Required)**	3
CTDL 1050—Straight Truck/Passenger Vehicle Basic Operation	3
CTDL 1060—Strt Truck and Passenger Vehicle Advanced Operation	4

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 **NOT r**equired
- Meet assessment requirements

The student must submit a DOT physical/drug screen (five-panel) and alcohol test. Must be 18 years old to operate in the state of Georgia (21 to operate nationally), have a seven-year MVR report with no more than eight points in the last three years, no more than three moving violations in the last three years, have no DUI in the last seven years and no more than one in the last15 years. If convicted of a felony within the last ten years student, must be interviewed by the program coordinator.

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.

Program Courses	Credits
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:	50

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
COMP 1000—Introduction to Computers	3
Second Term	
DIET 1030—Diesel Engines	7
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	6
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

LEE1 Lawn Equipment/Small Engine Repair

Technical Certificate of Credit
Offered at the Jasper Center

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

Program Description

This program introduces students to the fundamentals of lawn equipment and small engine repair. Students completing this program will be prepared for entry-level employment in the professional lawn care, golf course maintenance, landscaping, and small engine repair industries.

Admission Requirements

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

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

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

Program Courses	Credits
LEQR 1000—4-Cycle Engines	5
LEQR 1100—General Lawnmower Repair	4
LEQR 1150—2-Cycle Engine Equipment Repair	3

DT13 Drafting Technology

Associate of Applied Science Degree
Offered at the Griffin Campus

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

Program Description

The Drafting Technology Associate of Applied Science degree program prepares students for employment in a variety of positions in the drafting field based on the specialization area a student chooses to complete. The program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or retrain in drafting practices and software.

Admission Requirements

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

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

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

Program Courses	Credits
Mechanical Drafting Specialization	
First Term	
ENGL 1101—Composition and Rhetoric	3
MATH 1111—College Algebra	3
COMP 1000—Introduction to Computers	3
DFTG 1101—CAD Fundamentals	4
DFTG 1105—3D Mechanical Modeling	4
Second Term	
MATH 1112—College Trigonometry **OR**	3
MATH 1113—Pre-calculus	(3)
PSYC 1101—Introductory Psychology	3
DFTG 1103—Multiview/Basic Dimensioning	4
DFTG 1107—Advanced Dimensioning/Sectional Views	3
Specific Occupational elective	2
Third Term	
HUMN 1101—Introduction to Humanities	3
DFTG 1109—Auxiliary Views/Surface Development	4
DFTG 1111—Fasteners	4
Specific Occupational elective	4
Fourth Term	
DFTG 1113—Assembly Drawings	4
Specific Occupational electives	9
Architectural Drafting Specialization	
First Term	
ENGL 1101—Composition and Rhetoric	3
COMP 1000—Introduction to Computers	3
DFTG 1101—CAD Fundamentals	4
DFTG 1125—Architectural Fundamentals	4
DFTG 1127—Architectural 3D Modeling	4
Second Term	
MATH 1111—College Algebra	3
PSYC 1101—Introductory Psychology	3
DFTG 1103—Multiview/Basic Dimensioning	4
DFTG 1129—Residential Drawing I	4
Specific Occupational elective	3
Third Term	
MATH 1112—College Trigonometry **OR**	3
MATH 1113—Pre-calculus	(3)
HUMN 1101—Introduction to Humanities	3
DFTG 1131—Residential Drawing II	4
Specific Occupational elective	4
Fourth Term	
DFTG 1133—Commercial Drawing I	4
Specific Occupational electives	7
Drafting Technology Specific Occupational Electives	
DFTG 2010—Engineering Graphics	4
DFTG 2110—Blueprint Reading for Technical Drawing I	2
DFTG 2300—Drafting Technology Practicum/Internship 3	3
DFTG 2400—Drafting Technology Practicum/Internship 4	4
DFTG 2500—Drafting Technology Exit Review	3
DFTG 2600—Drafting Technology Practicum/Internship 6	6
DFTG 2020—Visualization and Graphics	3
DFTG 2030—Advanced 3D Modeling Architectural	4
DFTG 2040—Advanced 3D Modeling Mechanical	4
DFTG 2120—Print Reading for Architecture	3
DFTG 2130—Manual Drafting Fundamentals	2
DFTG 2210—Blueprint Reading for Technical Drawing II	2

DT12 Drafting Technology

Diploma

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	3 terms
Minimum Credit Hours for Graduation:	50

Program Description

The Drafting Technology diploma program prepares students for employment in a variety of positions in the drafting field, based on the specialization area a student chooses to complete. The program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or retrain in drafting practices and software.

Admission Requirements

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

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

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

Program Courses	Credits
Mechanical Drafting Specialization	
First Term	
MATH 1013—Algebraic Concepts	3
COMP 1000—Introduction to Computers	3
DFTG 1101—CAD Fundamentals	4
DFTG 1105—3D Mechanical Modeling	4
Specific Occupational elective	2
Second Term	
MATH 1015—Geometry and Trigonometry **OR**	3
DFTG 1015—Practical Geometry and Trig. for Drafting Technology	(3)
DFTG 1103—Multiview/Basic Dimensioning	4
DFTG 1107—Advanced Dimensioning/Sectional Views	3
DFTG 1109—Auxiliary Views/Surface Development	4
Specific Occupational elective	2
Third Term	
ENGL 1010—Fundamentals of English I	3
EMPL 1000—Interpersonal Relations and Prof. Development	2
DFTG 1111—Fasteners	4
DFTG 1113—Assembly Drawings	4
Specific Occupational electives	5

Program Courses	Credits
Architectural Drafting Specialization	
First Term	
MATH 1013—Algebraic Concepts	3
COMP 1000—Introduction to Computers	3
DFTG 1101—CAD Fundamentals	4
DFTG 1125—Architectural Fundamentals	4
DFTG 1127—Architectural 3D Modeling	4
Second Term	
MATH 1015—Geometry and Trigonometry **OR**	3
DFTG 1015—Practical Geometry and Trig. for Drafting Technology	(3)
DFTG 1103—Multiview/Basic Dimensioning	4
DFTG 1129—Residential Drawing I	4
Occupational elective	3
Third Term	
ENGL 1010—Fundamentals of English I	3
EMPL 1000—Interpersonal Relations and Prof. Development	2
DFTG 1131—Residential Drawing II	4
DFTG 1133—Commercial Drawing I	4
Occupational electives	5

Drafting Technology Specific Occupational Electives	
DFTG 2010—Engineering Graphics	4
DFTG 2110—Blueprint Reading for Technical Drawing I	2
DFTG 2300—Drafting Technology Practicum/Internship 3	3
DFTG 2400—Drafting Technology Practicum/Internship 4	4
DFTG 2500—Drafting Technology Exit Review	3
DFTG 2600—Drafting Technology Practicum/Internship 6	6
DFTG 2020—Visualization and Graphics	3
DFTG 2030—Advanced 3D Modeling Architectural	4
DFTG 2040—Advanced 3D Modeling Mechanical	4
DFTG 2120—Print Reading for Architecture	3
DFTG 2130—Manual Drafting Fundamentals	2
DFTG 2210—Blueprint Reading for Technical Drawing II	2

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
COMP 1000—Introduction to Computers	3
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
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
OR	
Any course from the following with a minimum of four (4) credit hours	
IDSY	
ELCR	
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:	19

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	Credits
First Term	
MATH 1012—Foundations of Mathematics	3
ELTR 1020—Electrical Systems Basics I	3
ELTR 1110—Electric Motors	4
IDFC 1007—Industrial Safety Procedures	2
Second Term	
ELTR 1180—Electrical Controls	3
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	Credits
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

ET13 Electronics 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: 60

Program Description

The Electronics Technology degree program is a sequence of courses designed to prepare students for careers in electronics professions. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of electronics technology theory and practical applications necessary for successful employment using both manual and computerized electronics systems. Program graduates receive an Electronics Technology Associate of Science degree which qualifies them as electronics technicians with a specialization in communication electronics, industrial electronics, general electronics, or telecommunication electronics.

Admission Requirements

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

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

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

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

Students MUST see program advisor for specialization course sequences.

And completion of ONE of the following specializations

Field Occupational Specialization 16 hours
(Offered at the Griffin and Flint River Campuses)

Occupationally Related electives	16

Communications Electronics Technology specialization 17 hours
(Offered at the Flint River Campus only)

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

Telecommunications Electronics Technology specialization 18 hours
(Offered at the Griffin Campus only)

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

Industrial Electronics Technology specialization 16 hours
(Offered at the Griffin and Flint River Campuses)

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

Specific Occupational Related Electives

ELCR 2110—Process Control	3
ELCR 2120—Motor Controls	3
ELCR 2130—Programmable Controllers	3
ELCR 2140—Mechanical Devices	2
ELCR 2150—Fluid Power	2
ELCR 2160—Advanced Microprocessors and Robotics	3
ELCR 2170—Computer Hardware	5
ELCR 2190—Networking I	3
ELCR 2210—Advanced Circuit Analysis	5
ELCR 2220—Advanced Modulation Techniques	3
ELCR 2230—Antenna and Transmission Lines	3
ELCR 2240—Microwave Communications and Radar	3
ELCR 2250—Optical Communications Techniques	3
ELCR 2590—Fiber Optic Systems	3
ELCR 2600—Telecommunication and Data Cabling	3
ELCR 2620—Telecommunications Systems Installation, Programming, and Data Transmission	4
ELTR 1060—Electrical Prints, Schematics, and Symbols	2
ELTR 1080—Commercial Wiring I	5
ELTR 1090—Commercial Wiring II	3
ELTR 1180—Electrical Controls	4
ELTR 1205—Residential Wiring I	3
ELTR 1210—Residential Wiring II	3
ELTR 1525—Photovoltaic Systems	5
ELTR 1220—Industrial PLCs	4
ELTR 1250—Diagnostic Troubleshooting	2
ELTR 1270—National Electrical Code Industrial Applications	4
IDFC 1007—Industrial Safety Procedures	2
IDSY 1170—Industrial Mechanics	5
IDSY 1110—Industrial Motor Controls I	5
IDSY 1190—Fluid Power and Piping Systems	5
IDSY 1120—Basic Industrial PLCs	5
IDSY 1130—Industrial Wiring	5
IDSY 1210—Industrial Motor Controls II	5
IDSY 1220—Intermediate Industrial PLCs	5
IDSY 1230—Industrial Instrumentation	5

ET14 Electronics Technology

Diploma

Offered at the Griffin and Flint River Campuses

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	4 terms
Minimum Credit Hours for Graduation:	56

Program Description

The Electronics Technology diploma program is a sequence of courses designed to prepare students for careers in electronics technology professions. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Program graduates are to be competent in the general areas of communications, mathematics, computer literacy, and interpersonal relations. The program emphasizes a combination of electronics technology theory and practical application necessary for successful employment using both manual and computerized electronics systems. Program graduates receive an Electronics Technology diploma which qualifies them as electronics technicians with a specialization in communications electronics, general electronics, industrial electronics, or telecommunications electronics.

Admission Requirements

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

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

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

Program Courses	Credits
First Term	
ELCR 1005—Soldering Technology	1
ELCR 1010—Direct Current Circuits	5
MATH 1013—Algebraic Concepts	3
COMP 1000—Introduction to Computers	3
Second Term	
ELCR 1020—Alternating Current Circuits	7
EMPL 1000—Interpersonal Relations and Prof. Development	2
ENGL 1010—Fundamentals of English I	3
MATH 1015—Geometry and Trigonometry **OR**	3
MATH 1017—Trigonometry	(3)
Third Term	
ELCR 1030—Solid State Devices	5
ELCR 1040—Digital and Microprocessor Fundamentals	5
Fourth Term	
ELCR 1060—Linear Integrated Circuits	3

Students MUST see their program advisor for specialization course sequences.

And completion of one of the following specializations

Field Occupation Specialization 16 hours

(Offered at the Griffin and Flint River Campuses)

Occupationally Related electives	16

Communications Electronics Technology specialization 17 hours

(Offered at the Flint River Campus only)

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

Telecommunications Electronics Technology specialization 18 hours

(Offered at the Griffin Campus only)

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

Industrial Electronics Technology specialization 16 hours

(Offered at the Griffin and Flint River Campuses)

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

Specific Occupational Related Electives

ELCR 2110—Process Control	3
ELCR 2120—Motor Controls	3
ELCR 2130—Programmable Controllers	3
ELCR 2140—Mechanical Devices	2
ELCR 2150—Fluid Power	2
ELCR 2160—Advanced Microprocessors and Robotics	3
ELCR 2170—Computer Hardware	5
ELCR 2190—Networking I	3
ELCR 2210—Advanced Circuit Analysis	5
ELCR 2220—Advanced Modulation Techniques	3
ELCR 2230—Antenna and Transmission Lines	3
ELCR 2240—Microwave Communications and Radar	3
ELCR 2250—Optical Communications Techniques	3
ELCR 2590—Fiber Optic Systems	3
ELCR 2600—Telecommunication and Data Cabling	3
ELCR 2620—Telecommunications Systems Installation, Programming, and Data Transmission	4
ELTR 1060—Electrical Prints, Schematics, and Symbols	2
ELTR 1080—Commercial Wiring I	5
ELTR 1090—Commercial Wiring II	3
ELTR 1180—Electrical Controls	4
ELTR 1205—Residential Wiring I	3
ELTR 1210—Residential Wiring II	3
ELTR 1525—Photovoltaic Systems	5
ELTR 1220—Industrial PLCs	4
ELTR 1250—Diagnostic Troubleshooting	2
ELTR 1270—National Electrical Code Industrial Applications	4
IDFC 1007—Industrial Safety Procedures	2
IDSY 1170—Industrial Mechanics	5
IDSY 1110—Industrial Motor Controls I	5
IDSY 1190—Fluid Power and Piping Systems	5
IDSY 1120—Basic Industrial PLCs	5
IDSY 1130—Industrial Wiring	5
IDSY 1210—Industrial Motor Controls II	5
IDSY 1220—Intermediate Industrial PLCs	5
IDSY 1230—Industrial Instrumentation	5

EH13 Horticulture

Associate of Applied Science Degree
Offered at the Griffin Campus

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

Program Description

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

Admission Requirements

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

Approximate additional costs other than tuition, fees, and textbooks

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

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

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

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

Program Courses	Credits
First Term	
COMP 1000—Introduction to Computers	3
ENGL 1101—Composition and Rhetoric **(Required)**	3
HORT 1000—Horticulture Science	3
HORT 1010—Woody Ornamental Plant Identification	3
Second Term	
Social/Behavioral Sciences elective—Choose one: **(Required)**	3
*ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, **OR** HIST 2111*	
MATH 1111—College Algebra **(Required)**	3
HORT 1020—Herbaceous Plant Identification	3
HORT 1080—Pest Management	3
Third Term	
Horticulture elective	3
Horticulture elective	3
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 68)	
HORT 1040—Landscape Installation **OR** HORT elective	3
HORT 1050—Nursery Production and Mgmt **OR** HORT elective	3
Fifth Term	
HORT 1030—Greenhouse Management **OR** HORT elective	3
HORT 1060—Landscape Design **OR** HORT elective	3
HORT 1120—Landscape Management **OR** HORT elective	3
HORT 1140—Horticulture Business Mgmt **OR** HORT elective	3
Sixth Term	
HORT 1150—Environmental Horticulture Internship	3
Horticulture elective	3

Horticulture Guided Electives Courses

HORT 1160—Landscape Contracting	3
HORT 1250—Plant Production and Propagation	3
HORT 1310—Irrigation	3
HORT 1330—Turf grass Management	3
HORT 1440—Landscape Grading and Drainage	4
HORT 1500—Small Gas Engine Repair and Maintenance	3
HORT 1680—Woody Plant Identification II	3
HORT 1720—Introductory Floral Design	3
HORT 1730—Advanced Floral Design	3
HORT 1800—Urban Landscape Issues	3
HORT 2249—Flower Shop Management	3
HORT 2500—Specialty Landscape Construction	3

EH12 Horticulture

Diploma

Offered at the Griffin Campus

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

Program Description

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

Admission Requirements

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

Approximate additional costs other than tuition, fees, and textbooks

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

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

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

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

Program Courses	Credits
First Term	
COMP 1000—Introduction to Computers	3
ENGL 1010—Fundamentals of English I	3
HORT 1000—Horticulture Science	3
HORT 1010—Woody Ornamental Plant Identification	3
Second Term	
MATH 1012—Foundations of Mathematics	3
HORT 1020—Herbaceous Plant Identification	3
HORT 1080—Pest Management	3
HORT 1120—Landscape Management	3
Third Term	
EMPL 1000—Interpersonal Relations and Prof. Development	2
HORT 1310—Irrigation	3
HORT 1680—Woody Plant Identification II	3
Fourth Term	
HORT 1040—Landscape Installation	3
HORT 1050—Nursery Production and Management	3
HORT XXXX—Horticulture elective	3
HORT 1150—Environmental Horticulture Internship	3

Horticulture Guided Electives Courses	
HORT 1030—Greenhouse Management	3
HORT 1060—Landscape Design	3
HORT 1140—Horticulture Business Management	3
HORT 1160—Landscape Contracting	3
HORT 1250—Plant Production and Propagation	3
HORT 1330—Turf Grass Management	3
HORT 1440—Landscape Grading and Drainage	4
HORT 1500—Small Gas Engine Repair and Maintenance	3
HORT 1720—Introductory Floral Design	3
HORT 1730—Advanced Floral Design	3
HORT 1750—Interiorscaping	3
HORT 1800—Urban Landscape Issues	3
HORT 2249—Flower Shop Management	3
HORT 2500—Specialty Landscape Construction	3

FD11 Floral Designer

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 Floral Designer certificate prepares students for career opportunities in the floral and special events industry. Students will receive hands-on instruction in the identification of commonly used plant material as well as instruction in how to prepare, design, arrange, and care for flowers in the florist shop and those used in special events. Courses will help students become aware of the business side of floral work as well as the design theory behind standard industry practices. This program provides courses that will produce a well-rounded floral professional with a solid background in the floral industry. Technical courses apply to the degree or diploma program in horticulture. This certificate is an excellent addition to the landscape design, interior design, commercial photography, and culinary arts degrees.

Admission Requirements

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

Completion of the Compass test is required with minimum scores of reading 70, English 32, and mathematics 26. If learning support courses are required based on Compass test scores, then learning support courses must be completed concurrent or prior to enrollment in occupational courses.

Students may enroll in occupational courses upon receiving provisional or regular admission status.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting 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
HORT 1720—Introductory Floral Design	3
HORT 1730—Advanced Floral Design	3
HORT 2249—Flower Shop Management	3
Guided Horticulture elective	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.)**

Program Courses	Credits
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:	15

Program Description

The Landscape Specialist certificate prepares graduates with fundamental skills for positions in landscape management, grounds keeping, and landscape installation. The key concepts include plant identification, plant care, pruning techniques, basic lawn care, pest management, equipment safety, and knowledge of associated fertilizers and chemicals.

Admission Requirements

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

Completion of the Compass test is required with minimum scores of reading 70, English 32, and mathematics 26. If learning support courses are required based on Compass test scores, then learning support courses must be completed concurrent or prior to enrollment in occupational courses.

Students may enroll in occupational courses upon receiving provisional or regular admission status.

Approximate additional costs other than tuition, fees, and textbooks

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

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

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

***Completion time: two terms (Full time schedule is not available for this program due to the seasonal requirements for certain courses.)**

Program Courses	Credits
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 1040—Landscape Installation	3
HORT 1120—Landscape Management	3

IS13 Industrial Systems Technology

Associate of Applied Science Degree
Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	4 terms
Minimum Credit Hours for Graduation:	61

Program Description

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

Admission Requirements

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

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

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

Program Courses	Credits
First Term	
ENGL 1101—Composition and Rhetoric **(Required)**	3
IDSY 1101—DC Circuit Analysis	3
IDSY 1105—AC Circuit Analysis	3
IDSY 1170—Industrial Mechanics	5
Natural Sciences/Mathematics—Choose one of the following	3
MATH 1111—College Algebra **OR**	
MATH 1100*—Quantitative Skills and Reasoning* **OR**	
MATH 1101*—Mathematical Modeling*	
Second Term	
Social/Behavioral Sciences elective—Choose one: **(Required)**	3
*ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, **OR** HIST 2111*	
COMP 1000—Introduction to Computers	3
IDSY 1110—Industrial Motor Controls I	5
IDSY 1190—Fluid Power and Piping Systems	5
Third Term	
Humanities/Fine Arts elective—Choose one: **(Required)**	3
*HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, **OR** THEA 1101*	
IDSY 1120—Basic Industrial PLCs	5
IDSY 1130—Industrial Wiring	5
Fourth Term	
General Core elective: **(Required)**	3
Choose one non-repetitive course from Area I, II, III, or IV (see page 68)	
Specific Occupational electives	12

Specific Occupational Electives—Choose 12 credit hours

IDSY 1210—Industrial Motor Controls II	5
IDSY 1220—Intermediate Industrial PLCs	5
IDSY 1230—Industrial Instrumentation	5
IDFC 1007—Industrial Safety Procedures	2

OR

Any course(s) from following
AIRC
ELCR
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 Campus

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

Program Description

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

Admission Requirements

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

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

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

Program Courses	Credits
First Term	
IDSY 1101—DC Circuit Analysis	3
IDSY 1105—AC Circuit Analysis	3
IDSY 1170—Industrial Mechanics	5
Choose one of the following mathematics courses	3
MATH 1012—Foundations of Mathematics **OR**	
MATH 1013—Algebraic Concepts	
Second Term	
ENGL 1010—Fundamentals of English I	3
COMP 1000—Introduction to Computers	3
IDSY 1110—Industrial Motor Controls I	5
IDSY 1190—Fluid Power and Piping Systems	5
Third Term	
EMPL 1000—Interpersonal Relations and Prof Development	2
IDSY 1120—Basic Industrial PLCs	5
IDSY 1130—Industrial Wiring	5
Fourth Term	
Specific Occupational electives	12
Specific Occupational Electives—Choose 12 credit hours	
IDSY 1210—Industrial Motor Controls II	5
IDSY 1220—Intermediate Industrial PLCs	5
IDSY 1230—Industrial Instrumentation	5
IDFC 1007—Industrial Safety Procedures	2
OR	
Any course(s) from following AIRC ELCR MCHT WELD	

IE41 Industrial Electrician

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 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	Credits
IDSY 1101—DC Circuit Analysis	3
IDSY 1105—AC Circuit Analysis	3
IDSY 1130—Industrial Wiring	5

IF11 Industrial Fluid Power Technician

Technical Certificate of Credit
Offered at the Griffin Campus

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

Program Description

The Industrial Fluid Power Technician certificate program prepares students to inspect, maintain, service, and repair industrial mechanical systems, fluid power systems, and pumps and piping systems. Topics include safety procedures, mechanics, fluid power, and pumps and piping system maintenance.

Admission Requirements

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

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

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

Program Courses	Credits
IDSY 1170—Industrial Mechanics	5
IDSY 1190—Fluid Power and Piping Systems	5

IM41 Industrial Motor Control Technician

Technical Certificate of Credit
Offered at the Griffin Campus

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

Program Description

The Industrial Motor Control Technician technical certificate of credit provides training in the maintenance of industrial motor controls. Topics include DC and AC motors, basic, advanced, and variable speed motor controls, and magnetic starters and braking.

Admission Requirements

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

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

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

Program Courses	Credits
IDSY 1110—Industrial Motor Controls I	5
IDSY 1210—Industrial Motor Controls II	5

PC81 Programmable Control Technician I

Technical Certificate of Credit
Offered at the Griffin Campus

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

Program Description

The Programmable Controller Technician I certificate program offers specialized training in programmable controllers. Topics include motor control fundamentals and instruction in basic and advanced PLCs.

Admission Requirements

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

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

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

Program Courses	Credits
IDSY 1110—Industrial Motor Controls I	5
IDSY 1120—Basic Industrial PLCs	5
IDSY 1220—Intermediate Industrial PLCs	5

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

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

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

Program Courses	Credits
First Term	
ENGL 1010—Fundamentals of English I	3
COMP 1000—Introduction to Computers	3
MATH 1012—Foundations of Mathematics	3
MCHT 1011—Introduction to Machine Tool	4
Second Term	
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)
MATH 1013/1015 Cluster (3 credits each)	
MATH 1013—Algebraic Concepts **AND**	
MATH 1015—Geometry and Trigonometry	6
Third Term	
AMCA 2110—CNC Fundamentals	3
MCHT 1119—Lathe Operations I	3
MCHT 1020—Heat Treatment and Surface Grinding	3
Fourth Term	
AMCA 213—CNC Mill Manual Programming	5
AMCA 2150—CNC Lathe Manual Programming	5
AMCA 2190—CAD/CAM Programming	4
Specific Occupational elective(s)	3

Specific Occupational Electives (Must have 3 or more credit hours)

Choose any course using the following course headings
MCHT
AMCA
WELD
IDSY
DFTG

You may also choose
MATH 1112
MATH 1113

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

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

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

Program Courses	Credits
First Term	
ENGL 1010—Fundamentals of English I	3
COMP 1000—Introduction to Computers	3
MATH 1012—Foundations of Mathematics	3
MCHT 1011—Introduction to Machine Tool	4
Second Term	
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)
MATH 1013/1015 Cluster (3 credits each)	
MATH 1013—Algebraic Concepts **AND**	
MATH 1015—Geometry and Trigonometry	6
Third Term	
AMCA 2110—CNC Fundamentals	3
MCHT 1119—Lathe Operations I	3
MCHT 1020—Heat Treatment and Surface Grinding	3
Fourth Term	
MCHT 1219—Lathe Operations II	3
MCHT 1220—Mill Operations II	3
Specific Occupational elective(s)	3

Specific Occupational Electives (Must have 3 or more credit hours)

Choose any course using the following course headings
MCHT
AMCA
WELD
IDSY
DFTG

You may also choose
MATH 1112
MATH 1113

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	Credits
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	Credits
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	Credits
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

PL12 Plumbing/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: 47

Program Description

The Plumbing/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 emphasizes a combination of plumbing theory and practical applications necessary for successful employment. Program graduates receive a Plumbing/Pipefitting Technology diploma and have the qualifications of an apprentice plumber/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 Technicain Specialization

Program Courses	Credits
First Term	
ENGL 1010—Fundamentals of English I	3
COMP 1000—Introduction to Computers	3
PLBG 1000—Introduction to Plumbing	3
PLBG 1160—Plumbing Drawings	3
PLBG 1210—Pipes, Valves, and Fittings	3
PLBG 1220—Drainage Systems	3
Second Term	
MATH 1012—Foundations of Mathematics	3
PLBG 1280—Gas Piping, Venting, and Appliances	3
PLBG 1310—Special Plumbing Systems	3
PLBG 1240—Water Supply Systems	3
PLBG 1260—Plumbing Fixtures and Appliances	3
Third Term	
EMPL 1000—Interpersonal Relations and Prof Development	2
PLBG 1070—Physical Science and Mechanics for the Pipe Trades	3
PLBG 1320—Plumbing Service	3
PLBG 1330—Plumbing Codes	3
PLBG 1500—Backflow Prevention and Cross-Connection Control	3

OR

Pipefitting Installer Specialization

Program Courses	Credits
First Term	
ENGL 1010—Fundamentals of English I	3
COMP 1000—Introduction to Computers	3
PLBG 1000—Introduction to Plumbing	3
PLBG 1160—Plumbing Drawings	3
PLBG 1210—Pipes, Valves, and Fittings	3
Second Term	
MATH 1012—Foundations of Mathematics	3
PLBG 1280—Gas Piping, Venting, and Appliances	3
PLBG 1310—Special Plumbing Systems	3
PLBG 1340—Pipefitting Tools and Techniques	3
PLBG 1360—Threaded Pipe Fabrication	3
Third Term	
EMPL 1000—Interpersonal Relations and Prof Development	2
PLBG 1070—Physical Science and Mechanics for the Pipe Trades	3
PLBG 1350—Oxy Fuel Techniques for Pipefitters	3
PLBG 1370—Pipe Fabrication I	3
PLBG 1380—Pipe Fabrication II	3
Fourth Term	
PLBG 1400—Steel Pipe Assembly	3

BPT1 Basic Piping 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

The Basic Piping Technician program of study is a sequence of courses that prepares students for entry-level 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 emphasizes a combination of plumbing theory and practical applications necessary for successful employment. Program graduates receive a Basic Piping Technician certificate of completion and have the qualifications of an entry-level plumber or pipefitter 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	Credits
First Term	
PLBG 1000—Introduction to Plumbing	3
PLBG 1070—Physical Science and Mechanics for the Pipe Trades	3
PLBG 1160—Plumbing Drawings	3
Second Term	
PLBG 1210—Pipes, Valves, and Fittings	3
PLBG 1280—Gas Piping, Venting, and Appliances	3
PLBG 1310—Special Plumbing Systems	3

PI11 Pipefitting Installer

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 Pipefitting Installer 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 emphasizes a combination of pipefitting theory and practical applications necessary for successful employment. Program graduates receive a Pipefitting Installer technical certificate of credit and have the qualifications 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.

Program Courses	Credits
First Term	
PLBG 1340—Pipefitting Tools and Techniques	3
PLBG 1350—Oxy Fuel Techniques for Pipefitters	3
PLBG 1360—Threaded Pipe Fabrication	3
PLBG 1370—Pipe Fabrication I	3
Second Term	
PLBG 1380—Pipe Fabrication II	3
PLBG 1400—Steel Pipe Assembly	3

PI21 Plumbing Installation and Repair 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

The Plumbing Installation and Repair 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 emphasizes a combination of plumbing theory and practical applications necessary for successful employment. Program graduates receive a Plumbing Installation and Repair Technician technical certificate of credit 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

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting 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	
PLBG 1220—Drainage Systems	3
PLBG 1240—Water Supply Systems	3
PLBG 1260—Plumbing Fixtures and Appliances	3
PLBG 1320—Plumbing Service	3
Second Term	
PLBG 1330—Plumbing Codes	3
PLBG 1500—Backflow Prevention and Cross-Connection Control	3

RP11 Residential/Commercial Plumbing 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: 21

Program Description

The Residential/Commercial Plumber Technician certificate program offers students basic skills in plumbing technology, construction, maintenance, and repair. Students completing the certificate program are prepared for entry-level employment as a residential 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	Credits
First Term	
PLBG 1000—Introduction to Plumbing	3
PLBG 1160—Plumbing Drawings	3
PLBG 1210—Pipes, Valves, and Fittings	3
PLBG 1220—Drainage Systems	3
Second Term	
PLBG 1240—Water Supply Systems	3
PLBG 1260—Plumbing Fixtures and Appliances	3
PLBG 1280—Gas Piping, Venting, and Appliances	3

WAJ2 Welding and Joining 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:	50

Program Description

The Welding and Joining Technology diploma is designed to prepare students for careers in the welding industry. Program learning opportunities develop academic, technical, professional knowledge, and skills required for job acquisition, retention, and advancement. The program emphasizes welding theory and practical application necessary for successful employment. Program graduates receive a Welding and Joining Technology diploma, have the qualifications of a welding and joining technician, and are prepared to take qualification tests.

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	
WELD 1000—Introduction to Welding Technology	3
WELD 1010—Oxyfuel Cutting	3
WELD 1040—Flat Shielded Metal Arc Welding	4
WELD 1050—Horizontal Shielded Metal Arc Welding	4
Second Term	
WELD 1030—Blueprint Reading for Welding Technology	3
WELD 1060—Vertical Shielded Metal Arc Welding	4
WELD 1070—Overhead Shielded Metal Arc Welding	4
MATH 1012—Foundations of Mathematics	3
Third Term	
COMP 1000—Introduction to Computers	3
ENGL 1010—Fundamentals of English I	3
WELD 1090—Gas Metal Arc Welding	4
WELD 1110—Gas Tungsten Arc Welding	4
Fourth Term	
EMPL 1000—Interpersonal Relations and Prof. Development	2
WELD 1120—Preparation for Industrial Qualification	3
Specific Occupational elective **OR**	3
Welding and Joining Technology specialization	
WELD 1150—Advanced Gas Tungsten Arc Welding **OR**	(3)
WELD 1153—Flux Core Arc Welding **OR**	(3)
WELD 1500—Welding and Joining Technology Practicum/Internship	(3)

FS31 Basic Shielded Metal Arc Welder

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

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

Program Description

The Basic Shielded Metal Arc Welder technical certificate of credit prepares students for careers in the welding and joining industry. This certificate emphasizes arc welding in the flat position and is pre-requisite to the advanced certificate.

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
WELD 1000—Introduction to Welding Technology	3
WELD 1010—Oxyfuel Cutting	3
WELD 1040—Flat Shielded Metal Arc Welding	4

GM31 Gas Metal Arc Welder

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

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

Program Description

The Gas Metal Arc Welder technical certificate of credit prepares students for welding careers in the MIG process. Topics include an introduction to welding technology, 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	Credits
WELD 1000—Introduction to Welding Technology	3
WELD 1010—Oxyfuel Cutting	3
WELD 1090—Gas Metal Arc Welding	4
Choose one of the following courses	
WELD 1150—Advanced Gas Tungsten Arc Welding **OR**	3
WELD 1151—Fabrication Processes **OR**	(3)
WELD 1152—Pipe Welding **OR**	(3)
WELD 1153—Flux Cored Arc Welding **OR**	(4)
WELD 1154—Plasma Cutting **OR**	(3)
WELD 1156—Ornamental Iron Works **OR**	(3)
WELD 1030—Blueprint Reading for Welding Technology **OR**	(3)
WELD 1040—Flat Shielded Metal Arc Welding	(4)

GTA1 Gas Tungsten Arc Welder

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

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

Program Description

The Gas Tungsten Arc Welder technical certificate of credit provides instruction in TIG welding techniques. Topics include understanding the nature and culture of the welding industry, oxyfuel cutting techniques, and TIG welding processes.

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
WELD 1000—Introduction to Welding Technology	3
WELD 1010—Oxyfuel Cutting	3
WELD 1110—Gas Tungsten Arc Welding	4
Choose one of the following courses	
WELD 1150—Advanced Gas Tungsten Arc Welding **OR**	3
WELD 1151—Fabrication Processes **OR**	(3)
WELD 1152—Pipe Welding **OR**	(3)
WELD 1153—Flux Cored Arc Welding **OR**	(4)
WELD 1154—Plasma Cutting **OR**	(3)
WELD 1156—Ornamental Iron Works **OR**	(3)
WELD 1030—Blueprint Reading for Welding Technology **OR**	(3)
WELD 1040—Flat Shielded Metal Arc Welding	(4)

VSM1 Vertical Shielded Metal Arc Welder Fabricator

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

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	Credits
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)

Course Abbreviations

Southern Crescent Technical College uses the following abbreviations to identify courses.

ACCT - Accounting
ACRP - Automotive Collision Repair
AIRC - Air Conditioning Technology
ALHS - Allied Health Science
AMCA - Advanced Machine Tool
ARTS - Art
AUTT - Automotive Technology
BFMT - Building and Facilities Maintenance
BIOL - Biology
BUSN - Business Administrative Technology
CABT - Cabinetmaking
CARP - Carpentry
CHEM - Chemistry
CIST - Computer Information Systems
COFC - Construction Fundamental Core
COLL - College Life
COMP - Introduction to Computers
COSM - Cosmetology
CRJU - Criminal Justice Technology
CSSP - Central Sterile Supply Processing
CTDL - Commercial Truck Driving
CUUL - Culinary Arts
DIET - Diesel Equipment Technology
DFTG - Drafting Technology
DMPT - Design and Media Production Technology
DRSP - Direct Support Professional
ECCE - Early Childhood Care and Education
ECGT - Electrocardiography Technology
ECMT - Electrical Construction and Maintenance
ECON - Economics
ELCR - Electronics Technology
ELTR - Electrical Technology
EMPL - Job Acquisition Skills
EMSP - Emergency Medical Services Professions
ENGL - English
FOSC - Forensic Science Technology
FRSC - Fire Science
HECT - Health Care Technician
HIMT - Health Information Technology
HIST - History
HORT - Horticulture Science
HUMN - Humanities
IDFC - Industrial Fundamental Courses
IDSY - Industrial Systems Technology
LEQR - Lawn Equipment Repair
MAST - Medical Assisting
MATH - Mathematics
MCHT - Machine Tool Technology
MGMT - Business Management
MKTG - Marketing Management
MUSC - Music
NAST - Nursing Assistant
ORTT - Orthopaedic Technology
PARA - Paralegal Studies
PHAR - Pharmacy Technology
PHLT - Phlebotomy Technician
PHOT - Photography
PHYS - Physics
PLBG - Plumbing
PNSG - Practical Nursing
POLS - Political Science
PSYC - Psychology
RADT - Radiology Technology
READ - Reading
RESP - Respiratory Care
SOCI - Sociology
SPCH - Speech
SURG - Surgical Technology
THEA - Theatre
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)
Introduces the basic financial accounting concepts of the complete accounting cycle and provides the student with the necessary skills to maintain a set of books for a sole proprietorship. Topics include: accounting vocabulary and concepts, the accounting cycle for a personal service business, the accounting cycle for a merchandising business, inventory, cash control and receivables. Laboratory work demonstrates theory presented in class.
Pre-requisites: Program Admission

ACCT 1105 - Financial Accounting II (4)
Introduces the intermediate financial accounting concepts that provide the student with the necessary skills to maintain a set of books for a partnership and corporation. Topics include: Fixed and Intangible Assets, Current and Long-Term Liabilities (Notes Payable), Payroll, Accounting for a Partnership, Accounting for a Corporation, Statement of Cash Flows, and Financial Statement Analysis, Laboratory work demonstrates theory presented in class.
Pre-requisites: Instructor approval for Provisional Students and ACCT 1100 - Financial Accounting I with a grade of "C" or better.

ACCT 1110 - Managerial Accounting (3)
Emphasizes the interpretation of data by management in planning and controlling business activities. Topics include Managerial Accounting Concepts, Manufacturing Accounting using a Job Order Cost System, Manufacturing Accounting using a Process Cost System, Cost Behavior and Cost-Volume-Profit, Budgeting and Standard Cost Accounting, Flexible Budgets, Standard Costs and Variances, and Capital Investment Analysis and Budgeting. Laboratory work demonstrates theory presented in class.
Pre-requisites: ACCT 1105 - Financial Accounting II with a grade of "C" or better.

ACCT 1115 - Computerized Accounting (3)
Emphasizes operation of computerized accounting systems from manual input forms. Topics include: company creation (service and merchandising), chart of accounts, customers transactions, vendors transactions, banking activities, merchandise inventory, employees and payroll, and financial reports. Laboratory work includes theoretical and technical application.
Pre-requisites: COMP 1000 - Introduction to Computers with a grade of "C" or better, ACCT 1100 - Financial Accounting I with a grade of "C" or better

ACCT 1120 - Spreadsheet Applications (4)
This course covers the knowledge and skills to use spreadsheet software through course demonstrations, laboratory exercises and projects. Topics and assignments will include: spreadsheet concepts, creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually and collaborating and securing data.
Pre-requisites: COMP 1000 - Introduction to Computers with a grade of "C" or better

ACCT 1125 - Individual Tax Accounting (3)
Provides instruction for the preparation of individual federal income tax returns. Topics include: taxable income, income adjustments, schedules, standard deductions, itemized deductions, exemptions, tax credits, and tax calculations.
Pre-requisites: None

ACCT 1130 - Payroll Accounting (3)
Provides an understanding of the laws that affect a company's payroll structure and practical application skills in maintaining payroll records. Topics include: payroll tax laws, payroll tax forms, payroll and personnel records, computing wages and salaries, taxes affecting employees and employers, and analyzing and journalizing payroll transactions.
Pre-requisites: ACCT 1100 - Financial Accounting I with a grade of "C" or better

ACCT 2110 - Accounting Simulation (3)
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.
Pre-requisites: ACCT 1105 - Financial Accounting II with a grade of "C" or better ACCT 1120 - Spreadsheet Applications with a grade of "C" or better
Co-requisites: ACCT 1115 - Computerized Accounting with a grade of "C" or better

ACCT 2120 - Business Tax Accounting (3)
Provides instruction for preparation of both state and federal partnership, corporation and other business tax returns. Topics include: organization form, overview of taxation of partnership, special partnership issues, corporate tax elections, adjustments to income and expenses, tax elections, forms and schedules, tax credits, reconciliation of book and tax income, tax depreciation methods and tax calculations.
Pre-requisites: ACCT 1125 - Individual Tax Accounting with a grade of "C" or better

ACCT 2140 - Legal Environment of Business (3)
Introduces law and its relationship to business. Topics include: legal ethics, legal processes, business contracts, business torts and crimes, real and personal property, agency and employment, risk-bearing devices, and Uniform Commercial Code.
Pre-requisites: Program Admission

ACCT 2145 - Personal Finance (3)
Introduces practical applications of concepts and techniques used to manage personal finance. Topics include: cash management, time value of money, credit, major purchasing decisions, insurance, investments, retirement, and estate planning.
Pre-requisites: None

ACCT 2150 - Principles of Auditing (3)
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.
Pre-requisites: ACCT 1105 - Financial Accounting II with a grade of "C" or better.

ACCT 2155 - Principles of Fraud Examination (3)
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.
Pre-requisites: Program Admission

ACRP Automotive Collision Repair

ACRP 1000 - Introduction to Auto Collision Repair (4)
This course provides instruction in procedures and practices necessary for safe and compliant operation of auto collision repair facilities. It introduces the structural configuration and identification of the structural members of various unibodies and frames used for automobiles as well as equipment and hand tools used in collision repair tasks.
Pre-requisites: Provisional Admission

ACRP 1005 - Automobile Component Repair and Replacement (4)
This course provides instruction in removal and replacement methods of a variety of non-structural cosmetic and safety features of the automobile as well as bolt-on body panels.
Pre-requisites: None
Co-requisites: ACRP 1000 - Introduction to Auto Collision Repair with a grade of "C" or better

ACRP 1010 - Foundations of Collision Repair (5)
This course introduces the materials, tools, and operations required to repair minor collision damage and it provides instruction in non-metallic auto body repair techniques.
Pre-requisites: None
Co-requisites: ACRP 1000 - Introduction to Auto Collision Repair with a grade of "C" or better
ACRP 1005 - Automobile Component Repair and Replacement with a grade of "C" or better

ACRP 1015 - Fundamentals of Automotive Welding (4)
This course introduces welding and cutting procedures used in auto collision repair. Emphasis will be placed on MIG welding techniques through a variety of different procedures.
Pre-requisites: Program Admission
Co-requisites: ACRP 1000 - Introduction to Auto Collision Repair with a grade of "C" or better
ACRP 1018 - Mechanical and Electrical Systems (4)
This course introduces the various mechanical and electrical systems found on vehicles typically requiring repair of damages incurred through automobile collisions.
Pre-requisites: Program Admission
Co-requisites: ACRP 1000 - Introduction to Auto Collision Repair with a grade of "C" or better

ACRP 2000 - Introduction to Refinishing (5)
This course introduces the hand and pneumatic tools, spray guns, materials and procedures involved in preparing automobile bodies for refinishing. Typical methods and techniques used in detailing a refinished automobile surface are also introduced in this course.
Pre-requisites: Provisional Admission
Co-requisites:
ACRP 1000 - Introduction to Auto Collision Repair with a grade of "C" or better
ACRP 1010 - Foundations of Collision Repair with a grade of "C" or better

ACRP 2005 - Fundamentals of Refinishing I (5)
The course introduces the spray gun equipment, materials, and techniques used in the application of special paints. Emphasis will be placed on automotive refinishing theories and procedures.
Pre-requisites: Program Admission
Co-requisites:
ACRP 1000 - Introduction to Auto Collision Repair with a grade of "C" or better
ACRP 2000 - Introduction to Refinishing with a grade of "C" or better

ACRP 2008 - Fundamentals of Refinishing II (3)
This course further expands on the spray gun equipment, materials, and techniques used in the application of special paints to automobile finishes introduced in Fundamentals of Refinishing I. Emphasis will be placed on blending, tinting, and matching colors.
Pre-requisites: None
Co-requisites: ACRP 2005 - Fundamentals of Refinishing I with a grade of "C" or better

ACRP 2009 - Refinishing Internship (3)
Provides occupation-based learning opportunities for students pursuing the Paint and Refinishing specialization. Students will be mentored by qualified professional technicians as they experience working in the Automotive Collision Repair profession in an industry standard commercial repair facility or industry standard simulated on-campus facility. Topics include: sanding, priming, and paint preparation; special refinishing applications; urethane enamels; tint and match colors; and detailing.
Pre-requisites: ACRP 1000 - Introduction to Auto Collision Repair with a grade of "C" or better
Co-requisites: ACRP 2005 - Fundamentals of Refinishing I with a grade of "C" or better; ACRP 2008 - Fundamentals of Refinishing II with a grade of "C" or better

AIRC Air Conditioning Technology

AIRC 1005 - Refrigeration Fundamentals (4)
Introduces the basic concepts, theories, and safety regulations and procedures of refrigeration. Topics include an introduction to OSHA, safety, first aid, laws of thermodynamics, pressure and temperature relationships, heat transfer, the refrigerant cycle, refrigerant identification, and types of AC systems.
Pre-requisites: Provisional Admission
AIRC 1010 - Refrigeration Principles and Practices (4)
This course introduces the student to basic refrigeration system principles and practices, and the major component parts of the refrigeration system. Topics include refrigeration tools, piping

practices, service valves, leak testing, refrigerant recovery, recycling, and reclamation, evacuation, charging, and safety.
Pre-requisites: None
Co-requisites: AIRC 1005 - Refrigeration Fundamentals with a grade of "C" or better

AIRC 1020 - Refrigeration Systems Components (4)
This course provides the student with the skills and knowledge and skills to install, test, and service major components of a refrigeration system. Topics include compressors, condensers, evaporators, metering devices, service procedures, refrigeration systems and safety.
Pre/Co-requisites:
AIRC 1005 - Refrigeration Fundamentals with a grade of "C" or better

AIRC 1030 - HVACR Electrical Fundamentals (4)
This course provides an introduction to fundamental electrical concepts and theories as applied to the air conditioning industry. Topics include AC and DC theory, electric meters, electrical diagrams, distribution systems, electrical panels, voltage circuits, code requirements, and safety.
Pre-requisites: Provisional Admission

AIRC 1040 - HVACR Electrical Motors (4)
This course provides the student with the skills and knowledge necessary for application and service of electric motors commonly used by the refrigeration and air conditioning industry. Topics include diagnostic techniques, capacitors, installation procedures, types of electric motors, electric motor service, and safety.
Pre/Co-requisites:
AIRC 1030 - HVACR Electrical Fundamentals with a grade of "C" or better

AIRC 1050 - HVACR Electrical Components and Controls (4)
Provides instruction in identifying, installing, and testing commonly used electrical components in an air conditioning system. Topics include: pressure switches, transformers, other commonly used controls, diagnostic techniques, installation procedures, solid state controls, and safety.
Pre/Co-requisites:
AIRC 1030 - HVACR Electrical Fundamentals with a grade of "C" or better.

AIRC 1060 - Air Conditioning Systems Application and Install. (4)
Provides instruction on the installation and service of residential air conditioning systems. Topics include: installation procedures, split-systems, add-on systems, packaged systems, system wiring, control circuits, and safety.
Pre/Co-requisites:
AIRC 1010 - Refrigeration Principles and Practices with a grade of "C" or better
AIRC 1030 - HVACR Electrical Fundamentals with a grade of "C" or better

AIRC 1070 - Gas Heat (4)
This course introduces principles of combustion and service requirements for gas heating systems. Topics include servicing procedures, electrical controls, piping, gas valves, venting, code requirements, principles of combustion, and safety.
Pre/Co-requisites:
AIRC 1030 - HVACR Electrical Fundamentals with a grade of "C" or better

AIRC 1080 - Heat Pumps and Related Systems (4)
This course provides instruction on the principles, applications, and operation of a residential heat pump system. Topics include installation and servicing procedures, electrical components, geothermal ground source energy supplies, dual fuel, valves, and troubleshooting techniques.
Pre/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

AIRC 1090 - Troubleshooting Air Conditioning Systems (4)
This course provides instruction on the troubleshooting and repair of major components of a residential air conditioning system. Topics include troubleshooting techniques, electrical controls, air flow, the refrigeration cycle, electrical servicing procedures, and safety.
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

AIRC 2005 - Design and Appl. of Light Commercial Air Condition.(3)
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.
Pre/Co-requisites: AIRC 1090 - Troubleshooting Air Conditioning Systems with a grade of "C" or better

AIRC 2010 - Light Commercial Air Condition. Control Systems (3)
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.
Pre/Co-requisites: AIRC 1090 - Troubleshooting Air Conditioning Systems with a grade of "C" or better

AIRC 2020 - Light Commercial Air Condition. Syst. Operation (5)
Provides in-depth study of the operation of light commercial air conditioning systems. Topics include: boiler operations, refrigeration components, energy management, codes, and safety.
Pre/Co-requisites: AIRC 1090 - Troubleshooting Air Conditioning Systems with a grade of "C" or better

AIRC 2040 - Residential Systems Designs (5)
Presents advanced refrigeration and electrical skills and theories. Topics include: heat gain and heat loss, duct design, zone control, equipment selection, and safety.
Pre/Co-requisites:
AIRC 1090 - Troubleshooting Air Conditioning Systems with a grade of "C" or better

AIRC 2050 - GA State and Local Residential Air Condit. Codes (3)
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.
Pre/Co-requisites: AIRC 1090 - Troubleshooting Air Conditioning Systems with a grade of "C" or better

AIRC 2060 - Air Distribution Syst. for Residential Air Condition (3)
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.
Pre/Co-requisites:
AIRC 1090 - Troubleshooting Air Conditioning Systems with a grade of "C" or better

AIRC 2070 - Commercial Refrigeration Design (3)
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.
Pre/Co-requisites: AIRC 1090 - Troubleshooting Air Conditioning Systems with a grade of "C" or better

AIRC 2080 - Commercial Refrigeration Application (5)
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.
Pre/Co-requisites: AIRC 1090 - Troubleshooting Air Conditioning Systems with a grade of "C" or better

AIRC 2090 - Troubleshooting and Serv. Commercial Refrigeration (3)
Continues to provide experience in maintenance techniques in servicing light commercial refrigeration systems. Topics include: system clearing, troubleshooting procedures, replacement of components, and safety.
Pre/Co-requisites: AIRC 1090 - Troubleshooting Air Conditioning Systems with a grade of "C" or better.

ALHS Allied Health Science

ALHS 1010 - Introduction to Anatomy and Physiology (4)
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.
Pre-requisites Regular Admission

ALHS 1011 - Anatomy and Physiology (5)
Focuses on basic normal structure and function of the human body. Topics include general plan and function of the human body, integumentary system, skeletal system, muscular system, nervous and sensory systems, endocrine system, cardiovascular system, lymphatic system, respiratory system, digestive system, urinary system, and reproductive system.
Pre-requisites:
Program Admission
Co-requisites: AHS 1090 – Medical Terminology for Allied Health Sciences with a grade of "C" or better

ALHS 1015 - Basic Inorganic Chemistry (2)
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.
Pre-requisites
Appropriate Degree Level Math Placement Test Score

ALHS 1040 - Introduction to Health Care (3)
Introduces a grouping of fundamental principles, practices, and issues common in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Topics include: basic life support/CPR, basic emergency care/first aid and triage, vital signs, infection control/blood and air-borne pathogens.
Pre-requisites: Provisional Admission

ALHS 1054 – Spanish for Allied Health Workers (3)
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.
Pre-requisites: Provisional Admission

ALHS 1060 - Diet and Nutrition for Allied Health Sciences (2)
A study of the nutritional needs of the individual. Topics include: nutrients, standard and modified diets, nutrition throughout the lifespan, and client education.
Pre-requisites: Program Admission

ALHS 1090 - Medical Terminology for Allied Health Sciences (2)
Introduces the elements of medical terminology. Emphasis is placed on building familiarity with medical words through knowledge of roots, prefixes, and suffixes. Topics include: origins (roots, prefixes, and suffixes), word building, abbreviations and symbols, and terminology related to the human anatomy.
Pre-requisites: Provisional Admission

ALHS 1126 - Health Science Physics (4)
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.
Pre-requisites: Appropriate Degree Level Math Placement Test Score

ALHS 1127 - Health Sciences Chemistry (4)
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.
Pre-requisites: Appropriate Degree Level Math Placement Test Score

AMCA Advanced Machine Tool

AMCA 2010 - Advanced Milling I (4)
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.
Pre-requisites:
MCHT 1120 - Mill Operations I with a grade of "C" or better
MCHT 1220 - Mill Operations II with a grade of "C" or better

AMCA 2030 - Advanced Milling II (4)
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.
Pre-requisites: AMCA 2010 - Advanced Milling I with a grade of "C" or better

AMCA 2050 - Advanced Lathe Operations I (4)
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.
Pre-requisites:
MCHT 1119 - Lathe Operations I with a grade of "C" or better
MCHT 1219 - Lathe Operations II with a grade of "C" or better

AMCA 2070 - Advanced Lathe Operations II (4)
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.
Pre-requisites: AMCA 2050 - Advanced Lathe Operations I with a grade of "C" or better

AMCA 2090 - Advanced Grinding Operations II (2)
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.
Pre-requisites: AMCA 2080 - Advanced Grinding I with a grade of "C" or better

AMCA 2110 - CNC Fundamentals (3)
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.
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
MCHT 1011 - Introduction to Machine Tool with a grade of "C" or better

AMCA 2130 - CNC Mill Manual Programming (5)
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.
Pre-requisites: None
Co-requisites: AMCA 2110 - CNC Fundamentals with a grade of "C" or better

AMCA 2150 - CNC Lathe Manual Programming (5)
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.
Pre-requisites: None
Co-requisites: AMCA 2110 - CNC Fundamentals with a grade of "C" or better

AMCA 2170 - CNC Practical Applications (3)
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.
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
AMCA 2150 - CNC Lathe Manual Programming with a grade of "C" or better

AMCA 2190 - CAD/CAM Programming (4)
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.
Pre-requisites: None
Co-requisites: AMCA 2110 - CNC Fundamentals with a grade of "C" or better

ARTS Art

ARTS 1101 - Art Appreciation (3)
Explores the visual arts and the relationship to human needs and aspirations. Students investigate the value of art, themes in art, the elements and principles of composition, and the materials and processes used for artistic expression. Well-known works of visual art are explored. The course encourages student interest in the visual arts beyond the classroom.
Pre-requisites: ENGL 1101 - Composition and Rhetoric with a grade of "C" or better

AUTT Automotive Technology

AUTT 1010 - Automotive Technology Introduction (2)
Introduces basic concepts and practices necessary for safe and effective automotive shop operations. Topics include: safety procedures; legal/ethical responsibilities; general service; hand tools; shop organization, management, and work flow systems.
Pre-requisites: Provisional Admission

AUTT 1020 - Automotive Electrical Systems (7)
Introduces automotive electricity, emphasizes the basic principles, diagnosis, and service/repair of batteries, starting systems, starting system components, alternators and regulators, lighting system, gauges, horn, wiper/washer, and accessories.
Pre-requisites: None
Co-requisites: AUTT 1010 - Automotive Technology Introduction with a grade of a "C" or better.

AUTT 1030 - Automotive Brake Systems (4)
Introduces brake systems theory and its application to automotive systems and anti-lock brake system (ABS) to include ABS components and ABS operation, testing, and diagnosis. Topics include: hydraulic system diagnosis and repair; drum brake diagnosis and repair; disc brake diagnosis and repair; power assist units diagnosis and repair; miscellaneous brake components (wheel bearings, parking brakes, electrical, etc.) diagnosis and repair; test, diagnose, and service electronic brake control system.
Pre-requisites: None
Co-requisites: AUTT 1010 - Automotive Technology Introduction with a grade of "C" or better

AUTT 1040 - Automotive Engine Performance (7)
Introduces basic engine performance systems which support and control four stroke gasoline engine operations and reduce emissions. Topics include: general engine diagnosis, computerized engine controls and diagnosis, ignition system diagnosis and repair, fuel and air induction, exhaust systems, emission control systems diagnosis and repair, and other related engine service.
Pre-requisites: None
Co-requisites: AUTT 1010 - Automotive Technology Introduction with a grade of a "C" or better.

AUTT 1050 - Automotive Suspension and Steering Systems (4)
Introduces students to principles of steering, suspension, wheel alignment, electronic steering, and electronic active suspension. Topics include: general suspension and steering systems diagnosis; steering systems diagnosis and repair; suspension systems diagnosis and repair; related suspension and steering service; wheel alignment diagnosis, adjustment and repair, wheel and tire diagnosis and repair.
Pre-requisites: None
Co-requisites: AUTT 1010 - Automotive Technology Introduction with a grade of "C" or better

AUTT 1060 - Automotive Climate Control Systems (5)
Introduces the theory and operation of automotive heating and air conditioning systems. Students attain proficiency in inspection, testing, service, and repair of heating and air conditioning systems and related components. Topics include: a/c system diagnosis and repair; refrigeration system component diagnosis and repair; heating, ventilation, and engine cooling systems diagnosis and repair; operating systems and related controls diagnosis and repair; refrigerant recovery, recycling, and handling.
Pre-requisites: None
Co-requisites: AUTT 1010 - Automotive Technology Introduction with a grade of a "C" or better.

AUTT 1070 - Automotive Technology Internship (4)
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.
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

AUTT 2010 - Automotive Engine Repair (6)
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.
Pre-requisites: None
Co-requisites: AUTT 1010 - Automotive Technology Introduction with a grade of "C" or better

AUTT 2020 - Automotive Manual Drive Train and Axles (4)
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.
Pre-requisites: None
Co-requisites: AUTT 1010 - Automotive Technology Introduction with a grade of "C" or better

AUTT 2030 - Auto Automatic Transmissions and Transaxles (5)
Introduces students to basic automatic transmission/transaxle theory, operation, inspection, service, and repair procedures as well as electronic diagnosis and repair. Topics include: general automatic transmission and transaxle diagnosis; in vehicle and off vehicle transmission and transaxle maintenance, adjustment and repair.
Pre-requisites: None
Co-requisites: AUTT 1010 - Automotive Technology Introduction with a grade of a "C" or better.

AUTT 2100 - Automotive Alternative Fuel Vehicles (4)
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).
Pre-requisites: None
Co-requisites: AUTT 1010 - Automotive Technology Introduction with a grade of a "C" or better.

BFMT Building and Facilities Maintenance

BFMT 1030 - Fundamentals of Structured Maintenance (4)
Provides introductory skills in basic building repair and maintenance. Topics include: carpentry and cabinet repairs, tile and floor repairs, paints and finishes, lab and shop safety, building codes, handicap accessibility, conduit installation, and waterproofing.
Pre-requisites: None

BFMT 1050 - Fundamentals of Plumbing (2)
Provides introductory skills in basic plumbing. Topics include: basic pipe sizing, fitting identification and terminology, pipe joining, valve identification, plumbing repairs, and lab and shop safety.
Pre-requisites: None

BIOL Biology

BIOL 1111 - Biology I (3)
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.
Pre-requisites: Regular Admission
Co-requisites: BIOL 1111L - Biology Lab I OR BIOL 1111L with a grade of "C" or better

BIOL 1111L - Biology Lab I (1)
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.
Pre-requisites: Regular Admission
Co-requisites: BIOL 1111 - Biology I OR BIOL 1111 with a grade of "C" or better

BIOL 2113 - Anatomy and Physiology I (3)
Introduces the anatomy and physiology of the human body. Emphasis is placed on the development of a systemic perspective of anatomical structures and physiological processes. Topics include body organization, cell structure and functions, tissue classifications, integumentary system, skeletal system, muscular system, digestive system, urinary system, and respiratory system.
Pre-requisites: Regular Admissions, ENGL 1101 - Composition and Rhetoric with a grade of "C" or better
Co-requisites: BIOL 2113L - Anatomy and Physiology Lab I OR BIOL 2113L with a grade of "C" or better

BIOL 2113L - Anatomy and Physiology Lab I (1)
Selected laboratory exercises paralleling the topics in BIOL 2113. The laboratory exercises for this course include body organization, cell structure and functions, tissue classifications, integumentary system, skeletal system, muscular system, digestive system, urinary system, and respiratory system.
Pre-requisites: Regular Admissions, ENGL 1101 - Composition and Rhetoric with a grade of "C" or better
Co-requisites: BIOL 2113 - Anatomy and Physiology I OR BIOL 2113 with a grade of "C" or better

BIOL 2114 - Anatomy and Physiology II (3)
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.
Pre-requisites:
BIOL 2113 - Anatomy and Physiology I with a grade of "C" or better
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

BIOL 2114L - Anatomy and Physiology Lab II (1)
Selected laboratory exercises paralleling the topics in BIOL 2114. The laboratory exercises for this course include the nervous system, endocrine system, cardiovascular system, blood and lymphatic system, immune system, and reproductive system.
Pre-requisites:
BIOL 2113 - Anatomy and Physiology I with a grade of "C" or better
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

BIOL 2117 - Introductory Microbiology (3)
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.
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

BIOL 2117L - Introductory Microbiology Lab (1)
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.
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

BUSN—Business Administrative Technology

BUSN 1100 - Introduction to Keyboarding (3)
This course introduces the touch system of keyboarding placing emphasis on correct techniques. Topics include: computer hardware, computer software, file management, learning the alphabetic keyboard, the numeric keyboard and keypad, building speed and accuracy, and proofreading. Students attain a minimum of 25 GWAM (gross words a minute) on three-minute timings with no more than three errors.
Pre-requisites: None

BUSN 1180 - Computer Graphics and Design (3)
(Elective course not offered but could be transferred into the Business Administrative 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.
Pre-requisites: COMP 1000 - Introduction to Computers with a grade of C or better.

BUSN 1190 - Digital Technologies in Business (2)
Provides an overview of digital technology used for conducting business. Students will learn the application of business activities using various digital platforms.
Pre-requisites: COMP 1000 - Introduction to Computers with a grade of C or better.

BUSN 1200 - Machine Transcription (2)
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.
Pre-requisites: ENGL 1010 - Fundamentals of English I with a grade of C or better, COMP 1000 - Introduction to Computers with a grade of C or better, BUSN 1440 - Document Production with a grade of C or better.

BUSN 1210 - Electronic Calculators (2)
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.
Pre-requisites: None

BUSN 1220 - Telephone Training (2)
Familiarizes the student with the proper use of current telephone technology to include equipment, techniques, and attributes.
Pre-requisites: None

BUSN 1230 - Legal Terminology (3)
(Elective course not offered but could be transferred into the Business Administrative 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.
Pre-requisites: Provisional admission

BUSN 1240 - Office Procedures (3)
Emphasizes essential skills required for the business office. Topics include: office protocol, time management, telecommunications and telephone techniques, office equipment, workplace mail, records management, travel/meeting arrangements, electronic mail, and workplace documents.
Pre-requisites: COMP 1000 - Introduction to Computers with a grade of C or better.

BUSN 1250 - Records Management (3)
(Elective course not offered but could be transferred into the Business Administrative 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.
Pre-requisites: None

BUSN 1300 - Introduction to Business (3)
Introduces organization and management concepts of the business world and in the office environment. Topics include business in a global economy, starting and organizing a business, enterprise management, marketing strategies, and financial management.
Pre-requisites: Program admission

BUSN 1310 - Introduction to Business Culture (3)
(Elective course not offered but could be transferred into the Business Administrative 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.
Pre-requisites: Program admission

BUSN 1320 - Business Interaction Skills (3)
(Elective course not offered but could be transferred into the Business Administrative 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.
Pre-requisites: None

BUSN 1330 - Personal Effectiveness (3)
This course focuses on the skills needed to be effective in the corporate environment. The participants learn the importance of effectively managing time, stress and change as they relate to work behavior and quality of work. Topics include: time management, stress management, interview skills/job development, resume writing, and managing change.
Pre-requisites: None

BUSN 1340 - Customer Service Effectiveness (3)
(Elective course not offered but could be transferred into the Business Administrative 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.
Pre-requisites: None

BUSN 1400 - Word Processing Applications (4)
This course covers the knowledge and skills required to use word processing software through course demonstrations, laboratory exercises and projects. Minimal document keying will be necessary as students will work with existing documents to learn the functions and features of the word processing application. Topics and assignments will include: word processing concepts, customizing documents, formatting content, working with visual content, organizing content, reviewing documents, sharing and securing content.
Pre-requisites: COMP 1000 - Introduction to Computers with a grade of C or better.

BUSN 1410 - Spreadsheet Concepts and Applications (4)
This course covers the knowledge and skills required to use spreadsheet software through course demonstrations, laboratory exercises and projects. Topics and assignments will include: spreadsheet concepts, creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually and, collaborating and securing data.
Pre-requisites: COMP 1000 - Introduction to Computers with a grade of C or better.

BUSN 1420 - Database Applications (4)
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.
Pre-requisites: COMP 1000 - Introduction to Computers with a grade of C or better.

BUSN 1430 - Desktop Publishing and Presentation Applications (4)
This course covers the knowledge and skills required to use desktop publishing (DTP) software and presentation software to create business publications and presentations. Course work will include course demonstrations, laboratory exercises and projects. Topics include: desktop publishing concepts, basic graphic design, publication layout, presentation design, and practical applications.
Pre-requisites: COMP 1000 - Introduction to Computers with a grade of C or better.

BUSN 1440 - Document Production (4)
Reinforces the touch system of keyboarding placing emphasis on correct techniques with adequate speed and accuracy and producing properly formatted business documents. Topics include: reinforcing correct keyboarding technique, building speed and accuracy, formatting business documents, language arts, proofreading, and work area management.
Pre-requisites: BUSN 1100 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 Computers with a grade of C or better

BUSN 2160 - Electronic Mail Applications (2)
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.
Pre-requisites: Program admission, COMP 1000 - Introduction to Computers with a grade of C or better.

BUSN 2170 - Web Page Design (2)
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.
Pre-requisites: Program admission, COMP 1000 - Introduction to Computers with a grade of C or better.

BUSN 2180 - Speed and Accuracy Keying (1)
(Elective course not offered but could be transferred into the Business Administrative 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.
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.

BUSN 2190 - Business Document Proofreading and Editing (3)
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.
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.

BUSN 2200 - Office Accounting (4)
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.
Pre-requisites: Program admission

BUSN 2210 - Applied Office Procedures (3)
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.
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.

BUSN 2220 - Legal Administrative Procedures (3)
(Elective course not offered but could be transferred into the Business Administrative 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.
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.

BUSN 2230 - Office Management (3)
(Elective course not offered but could be transferred into the Business Administrative 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.
Pre-requisites: BUSN 1240 - Office Procedures with a grade of C or better.

BUSN 2240 - Business Administrative Assist. Internship I (4)
(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 Administrative Technology program faculty and/or persons designated to coordinate work experience arrangements.
Pre-requisites: Must be in last term of program. With advisor approval, may take concurrently with last term-requisites.

BUSN 2250 - Business Administrative Assist. Internship II (6)
(Elective course not offered but could be transferred into the Business Administrative 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 Administrative Technology program faculty and/or persons designated to coordinate work experience arrangements.
Pre-requisites: Must be in last term of program. With advisor approval, may take concurrently with last term.

BUSN 2300 - Medical Terminology (2)
(Elective course not offered but could be transferred into the Business Administrative 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.
Pre-requisites: Program admission

BUSN 2310 - Anatomy and Terminology for Medical Administrative Assistants (3)
(Elective course not offered but could be transferred into the Business Administrative 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.
Pre-requisites: Program admission

BUSN 2320 - Medical Doc. Processing/Transcription (4)
(Elective course not offered but could be transferred into the Business Administrative 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.
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.

BUSN 2330 - Advanced. Medical Document Processing/Transcription (4)
(Elective course not offered but could be transferred into the Business Administrative 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.
Pre-requisites: BUSN 2320 - Medical Document Processing/Transcription with a grade of C or better.

BUSN 2340 - Medical Administrative Procedures (4)
(Elective course not offered but could be transferred into the Business Administrative 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.
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.

BUSN 2350 - Computerized Medical Office Skills (2)
(Elective course not offered but could be transferred into the Business Administrative 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.
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 Computers with a grade of C or better; BUSN 1440 - Document Production with a grade of C or better.

BUSN 2360 - Acute Care Medical Transcription (4)
(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.
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.

BUSN 2370 - Medical Office Billing/Coding/Insurance (3)
(Elective course not offered but could be transferred into the Business Administrative 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.
Pre-requisites: BUSN 2300 or ALHS 1090 and BUSN 2310 or ALHS 1010 or ALHS 1011 with a grade of C or better.

BUSN 2380 - Medical Admin. Assistant Internship I (4)
(Elective course not offered but could be transferred into the Business Administrative 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 Administrative Technology program faculty and/or persons designated to coordinate work experience arrangements.
Pre-requisites: Must be in last term of program. With advisor approval, may take concurrently with last semester courses.

BUSN 2390 - Medical Admin Assistant Internship II (6)
(Elective course not offered but could be transferred into the Business Administrative 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 Administrative Technology program faculty and/or persons designated to coordinate work experience arrangements.
Pre-requisites: Must be in last term of program. With advisor approval, may take concurrently with last term

CABT Cabinetmaking

CABT 1080 - Cabinet Design and Layout (3)
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.
Pre-requisites: None
Co-requisites: COFC 1020 - Professional Tool Use and Safety with a grade of “C” or better

CABT 1114 - Cabinet Components (3)
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.
Pre-requisites: None
Co-requisites: COFC 1020 - Professional Tool Use and Safety with a grade of "C" or better

CABT 1116 - Cabinet Assembly I (5)
Provides instruction in the fundamental procedures used for assembly of cabinet bases, wall units, and face frames.
Pre-requisites: None
Co-requisites: COFC 1020 - Professional Tool Use and Safety with a grade of "C" or better

CARP Carpentry

CARP 1070 - Site Layout, Footings and Foundations (3)
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.
Pre-requisites: None
Co-requisites: COFC 1020 - Professional Tool Use and Safety with a grade of "C" or better, COFC 1030 - Materials and Fasteners with a grade of "C" or better, COFC 1050 - Construction Print Reading Fundamentals with a grade of "C" or better

CARP 1105 - Floor and Wall Framing (4)
This course provides instruction in floor and wall materials and materials estimation, framing production of walls and partitions, and framing production of flooring. Emphasis is placed on practical application of skills. Topics include estimation and computation procedures, rough layouts, and layout and installation procedures.
Pre-requisites: None
Co-requisites:
COFC 1020 - Professional Tool Use and Safety with a grade of "C" or better, COFC 1030 - Materials and Fasteners with a grade of "C" or better, COFC 1050 - Construction Print Reading Fundamentals with a grade of "C" or better

CARP 1110 - Ceiling and Roof Framing Covering (5)
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.
Pre-requisites: None
Co-requisites:
COFC 1020 - Professional Tool Use and Safety with a grade of "C" or better, COFC 1030 - Materials and Fasteners with a grade of "C" or better, COFC 1050 - Construction Print Reading Fundamentals with a grade of "C" or better

CARP 1112 - Exterior Finishes and Trim (5)
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.
Pre-requisites: None
Co-requisites: COFC 1020 - Professional Tool Use and Safety with a grade of "C" or better, COFC 1030 - Materials and Fasteners with a grade of "C" or better, COFC 1050 - Construction Print Reading Fundamentals with a grade of "C" or better

CARP 1114 - Interior Finishers I (4)
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.
Pre-requisites: None
Co-requisites: COFC 1020 - Professional Tool Use and Safety with a grade of "C" or better, COFC 1030 - Materials and Fasteners with a grade of "C" or better, COFC 1050 - Construction Print Reading Fundamentals with a grade of "C" or better

CARP 1190 - Interior Finishes II (2)
Introduces finish floor coverings for residential construction projects. Emphasis will be placed on identification, estimation and installation of various types of hard and soft floor coverings. This course introduces design, construction and installation of fireplace trim. The course also introduces locating and installing cabinets and millwork. Topics include: identification of flooring materials, flooring estimation procedures, flooring installation procedures, fireplace trim, cabinets and millwork.
Pre-requisites: None
Co-requisites: COFC 1020 - Professional Tool Use and Safety with a grade of "C" or better, COFC 1030 - Materials and Fasteners with a grade of "C" or better, COFC 1050 - Construction Print Reading Fundamentals with a grade of "C" or better

CARP 1260 - Stairs (4)
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.
Pre-requisites: None
Co-requisites: COFC 1020 , COFC 1030, COFC 1050 with a grade of "C" or better

CARP 1310 - Doors and Door Hardware (2)
Provides instruction in the identification and installation of a variety of doors, frames, and door hardware for commercial construction applications. Topics include: door types, door hardware, thresholds, weather stripping, and overhead doors.
Pre-requisites: None
Co-requisites: COFC 1020 - Professional Tool Use and Safety with a grade of "C" or better, COFC 1030 - Materials and Fasteners with a grade of "C" or better, COFC 1050 - Construction Print Reading Fundamentals with a grade of "C" or better

CARP 1320 - Site Dev., Concrete Forming, Rigging Reinforcing (4)
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.
Pre-requisites: None
Co-requisites: COFC 1020 , COFC 1030, COFC 1050 with a grade of "C" or better

CHEM Chemistry

CHEM 1211 - Chemistry I (3)
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.
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
Co-requisites: CHEM 1211L - Chemistry Lab I OR CHEM 1211L with a grade of "C" or better

CHEM 1211L - Chemistry Lab I (1)
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.
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
Co-requisites: CHEM 1211 - Chemistry I OR CHEM 1211L with a grade of "C" or better

CIST Computer Information Systems

CIST 1001 - Computer Concepts (4)
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.
Pre-requisites: None

CIST 1122 - Hardware Installation and Maintenance (4)
This course serves to provide students with the knowledge of the fundamentals of computer technology, networking, and security along with the skills required to identify hardware, peripheral, networking, and security components with an introduction to the fundamentals of installing and maintaining computers. Students will develop the skills to identify the basic functionality of the operating system, perform basic troubleshooting techniques, utilize proper safety procedures, and effectively interact with customers and peers. This course is designed to help prepare students for the CompTIA A+ certification examination.
Pre-requisites: Program Admission

CIST 1130 - Operating Systems Concepts (3)
Provides an overview of modern operating systems and their use in home and small business environments. Activities will utilize the graphical user interface (GUI) and command line environment (CLI This will include operating system fundamentals; installing, configuring, and upgrading operating systems; managing storage, file systems, hardware and system resources; troubleshooting, diagnostics, and maintenance of operating systems; and networking.
Pre-requisites: None

CIST 1200 - Database Management (4)
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.
Pre-requisites: None

CIST 1220 - Structured Query Language (SQL) (4)
Includes basic database design concepts and solving database retrieval and modification problems using the SQL language. Topics include: database Vocabulary, Relational Database Design, Date retrieval using SQL, Data Modification using SQL, Developing and Using SQL Procedures.
Pre-requisites: COMP 1000 - Introduction to Computers with a grade of "C" or better, CIST 1001 - Computer Concepts with a grade of "C" or better

CIST 1305 - Program Design and Development (3)
An introductory course that provides problem solving and programming concepts for those that develop user applications. An emphasis is placed on developing logic, troubleshooting, and using tools to develop solutions. Topics include: problem solving and programming concepts, structured programming, the four logic structures, file processing concepts, and arrays.
Pre-requisites: None

CIST 1401 - Computer Networking Fundamentals (4)
Introduces networking technologies and prepares students to take the CompTIA's broad-based, vendor independent networking certification exam, Network +. This course covers a wide range of material about networking, including local area networks, wide area networks, protocols, topologies, transmission media, and security. Focuses on operating network management systems, and implementing the installation of networks. It reviews cabling, connection schemes, the fundamentals of the LAN and WAN technologies, TCP/IP configuration and troubleshooting, remote connectivity, and network maintenance and troubleshooting. Topics include: basic knowledge of networking technology, network media and topologies, network devices, network management, network tools and network security.
Pre-requisites: Program Admission

CIST 1510 - Web Development I (3)
Explores the concepts of Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), XML, and XHTML following the current standards set by the World Wide Web Consortium (W3C) for developing inter-linking web pages that include graphical elements, hyperlinks, tables, forms, and image maps.
Pre-requisites: None

CIST 1520 - Scripting Technologies (3)
Students learn how to use the features and structure of a client side scripting language, explore the features on server side scripting and develop professional web applications that include special effects, interactive, dynamic, validated, and secure forms.
Pre-requisites: Program Admission

CIST 1530 - Web Graphics I (3)
Students will explore how to use industry standard or open source graphics software programs to create Web ready images and Web pages. Topics include advanced image correction techniques and adjustments, typography and interpolation as well as conditional scripting statements and arrays. The course includes a final project that allows students to develop a Web page/site using the chosen software.
Pre-requisites: None

CIST 1540 - Web Animation I (3)
In this course, students will use scripting and the latest in industry standard or open source software to cover the creation and manipulation of images and animations. Topics include graphic types, organizational methods, drawing tools, beginning to complex object modeling and an introduction to scripting.
Pre-requisites: None

CIST 1601 - Information Security Fundamentals (3)
This course provides a broad overview of information security. It covers terminology, history, security systems development and implementation. Student will also cover the legal, ethical, and professional issues in information security.
Pre-requisites: None

CIST 2122 - A+ Preparation (3)
This course serves to prepare students to complete the CompTIA A+ certification examination. It will provide students with advanced knowledge of computer technology, networking, and security fundamentals. Students will possess the skills required to identify hardware, peripherals, networking components, and security components. Students will understand basic operating system functionality and troubleshooting methodology while practicing proper safety procedures and effective interaction skills with customers and peers.
Pre-requisites: CIST 1122 - Hardware Installation and Maintenance with a grade of “C” or better

CIST 2222 - Administering Microsoft SQL Server (4)
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.
Pre-requisites
CIST 1220 - Structured Query Language with a grade of “C” or better

CIST 2224 – Design and Implementing Databases SQL Server (4)
Shows how to design and implement a database solution using Microsoft SQL Server. Topics include: developing logical data model and physical design, creating data services, creating physical database, and maintaining a database.
Pre-requisites:
CIST 1220 - Structured Query Language (SQL) with a grade of “C” or better

CIST 2311 - Visual Basic I (4)
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.
Pre-requisites: CIST 1305 - Program Design and Development with a grade of “C” or better

CIST 2312 - Visual Basic II (4)
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.
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

CIST 2351 - PHP Programming I (4)
An introductory PHP programming course that teaches students how to create dynamic websites. Topics include: PHP and basic web programming concepts, installing PHP, embedding PHP in HTML, variables and constants, operators, forms, conditional statements, looping, arrays, and text files.
Pre-requisites:
CIST 1510 - Web Development I with a grade of “C” or better AND
CIST 1305 - Program Design and Development with a grade of “C” or better

CIST 2352 - PHP Programming II (4)
Reinforces and extends the concepts learned in PHP Programming I. Topics include: Database retrieval and updating, multiple form handling, regular expressions, and advanced array processing.
Pre-requisites:
CIST 2351 - PHP Programming I with a grade of “C” or better

CIST 2361 - C++ Programming I (4)
Provides opportunity to gain a working knowledge of "C++" programming. Includes creating, editing, executing, and debugging "C++" programs of moderate difficulty. Topics include: basic "C++" concepts, simple I/O and expressions, I/O and control statements, arrays, pointers, structures, managing data and developing programs.
Pre-requisites: CIST 1305 - Program Design and Development with a grade of “C” or better

CIST 2362 - C++ Programming II (4)
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.
Pre-requisites: CIST 2361 - C++ Programming I with a grade of “C” or better

CIST 2371 - Java Programming I (4)
This course is designed to teach the basic concepts and methods of objected-oriented design and Java programming. Use practical problems to illustrate Java application building techniques and concepts. Develop an understanding of Java vocabulary. Create an understanding of where Java fits in the application development landscape. Create an understanding of the Java Development Kit and how to develop, debug, and run Java applications using the JDK. Continue to develop student's programming logic skills. Topics include: JAVA Language History, JAVA Variable Definitions, JAVA Control Structures, JAVA Methods, JAVA Classes, JAVA Objects, and JAVA Graphics.
Pre-requisites: CIST 1305 - Program Design and Development with a grade of “C” or better

CIST 2372 - Java Programming II (4)
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.
Pre-requisites: CIST 2371 - Java Programming I with a grade of “C” or better

CIST 2381 - Mobile Application Development (4)
This course explores mobile guidelines, standards, and techniques. This course includes design and development techniques for multiple mobile devices, platforms, and operating systems. Students will develop mobile applications using state of practice development tools, languages and devices.
Pre-requisites: CIST 1305 - Program Design and Development with a grade of “C” or better

CIST 2411 - Microsoft Client (4)
Provides the ability to implement, administrator, and troubleshoot Windows Professional Client as a desktop operating system in any network environment.
Pre-requisites: Program Admission

CIST 2412 - Microsoft Server Directory Services (4)
Provides students with knowledge and skills necessary to install, configure, manage, support and administer Windows Server. Topics include server deployment, server management, monitor and maintain servers, application and data provisioning, and business continuity and high availability.
Pre-requisites: Program Admission

CIST 2413 - Microsoft Server Infrastructure (4)
Provides students with knowledge and skills necessary to install, configure, manage, support and administer Microsoft Directory Services.
Pre-requisites: Program Admission

CIST 2414 - Microsoft Server Administrator (4)
Provides students with knowledge and skills necessary to install, configure, manage, support and administer a Microsoft network infrastructure.
Pre-requisites: Program Admissions

CIST 2451 - Cisco Network Fundamentals (4)
This course provides students with classroom and laboratory experience in current and emerging network technology. Topics include basics of communication, converged networks, OSI and TCP/IP network models, Application layer protocols, services, and applications, Transport layer protocols and services, Network layer addressing and routing concepts, IPv4 and IPv6, calculating IPv4 subnets, Data Link layer and the encapsulation process, Physical layer components and data encoding, Ethernet and network protocol analysis, network cabling, and basic network configuration.
Pre-requisites: Program Admission

CIST 2452 - Cisco Routing Protocols and Concepts (4)
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.
Pre-requisites:
CIST 2451 - Cisco Network Fundamentals with a grade of “C” or better

CIST 2453 - Cisco LAN Switching and Wireless (4)
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.
Pre-requisites: CIST 2451 - Cisco Network Fundamentals with a grade of “C” or better

CIST 2454 - Cisco Accessing the WAN (4)
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.
Pre-requisites: CIST 2452 - Cisco Routing Protocols and Concepts with a grade of “C” or better

CIST 2510 - Web Technologies (3)
In Web Technologies, students will investigate one or more software packages that help automate Web content creation. Students will explore and utilize various features of software packages such as CSS, multimedia incorporation, scripting technologies, form creation, search functionality, advanced image techniques and database connectivity.
Pre-requisites: Program Admission

CIST 2531 - Web Graphics II (3)
Students will further explore how to use and industry standard or open source graphics software program to create Web ready images and Web pages. Topics include advanced image correction techniques and adjustments, typography and interpolation as well as conditional scripting statements and arrays.
Pre-requisites: CIST 1530 - Web Graphics I with a grade of “C” or better

CIST 2541 - Web Animation II (3)
In this continuation of Web Animation I, students build on their basic scripting knowledge to incorporate advanced scripting techniques in an animated project. They will also explore how to create realistic graphics using inverse kinematics, how to create and edit advanced tweens and how to incorporate various media types into a Web based animation or movie. The course concludes with the completion of a Web animation project.
Pre-requisites: CIST 1540 - Web Animation I with a grade of “C” or better

CIST 2550 - Web Development II (3)
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.
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

CIST 2580 - Interactive and Social Apps Integration (4)
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.
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

CIST 2801 - Interactive Video Productions I (4)
This course will be the first of three courses designed to train individuals in the skills needed to package information content ready for an interactive video delivery system.
Pre-requisites: None

CIST 2802 - Interactive Video Productions II (4)
This course will be the second of three courses designed to train individuals in the skills, needed to package information content ready for an interactive video delivery system.
Pre-requisites: None

CIST 2803 - Interactive Video Productions III (4)
This course will be the third of three courses designed to train individuals in the skills needed to package information content ready for an interactive video delivery system.
Pre-requisites: None

CIST 2921 - IT Analysis, Design, and Project Management (4)
IT Analysis, Design, and Project Management will provides a review and application of systems life cycle development methodologies and project management. Topics include: Systems planning, systems analysis, systems design, systems implementation, evaluation, and project management.
Pre-requisites: None

CIST 2950 - Web Systems Project (3)
This course is a capstone course providing a realistic experience for students working in a team to develop a complete web systems project.
Pre-requisites: Program Instructor Approval

CIST 2991 - CIST Internship I (3)
Provides the instructor and student a 3 credit hour opportunity to develop special learning environments. Instruction is delivered through occupational work experiences, practicums, advanced projects, industry sponsored workshops, seminars, or specialized and/or innovative learning arrangements.
Pre-requisites: Program Instructor Approval

CMTT – CMT

CMTT 2010 - Residential Estimating Review (3)
This course introduces the complete estimating process from excavation to completed residence. Topics include the sequencing of construction, materials calculation, blueprint interpretation methods of construction, working with subcontractors, and final estimate assembly.
Pre-requisites: None

CMTT 2020 - Construction Drafting I (3)
This course provides instruction in producing residential floor plans and elevations using computer-aided drafting and design (CAD) software. Topics include system setup and system management, software menus and basic functions, prototype drawings, and two and three dimensional drafting and dimensioning.
Pre-requisites: COMP 1000 - Introduction to Computers with a grade of "C" or better

CMTT 2050 - Residential Code Review (3)
This course covers building codes as they apply to typical residential applications. Topics include international residential codes, working with building inspectors, permits and inspections, and site visits.
Pre-requisites: None

CMTT 2130 - Computerized Construction Scheduling (3)
This course provides instruction in the use of application software for scheduling construction work. The use of contemporary construction scheduling and management software is emphasized. Topics include software overview, scheduling methods and requirements, and computerized scheduling of a simulated construction job.
Pre-requisites: COMP 1000 - Introduction to Computers with a grade of "C" or better

CMTT 2170 - Construction Contracting (4)
This course provides an in depth study of the contractual relationship between the parties involved in building construction contracting. Topics include bonds, insurance, bidding, awarding, and subcontracting types and conditions.
Pre-requisites: CMTT 2130 - Computerized Construction Scheduling with a grade of "C" or better

COFC Construction Fundamental Core

COFC 1000 - Safety (2)
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.
Pre-requisites: None

COFC 1011 - Overview of Building Construction Practices (2)
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.
Pre-requisites: Provisional Admission

COFC 1020 - Professional Tool Use and Safety (3)
This course provides instruction in the use of professional tools for the construction trades. Emphasis will be placed on the safe use of each tool discussed. Topics include layout and measuring tools, cutting tools, sawing tools, drilling and boring tools, finishing and fastening tools, general shop tool use, and job site setup.
Pre-requisites: None

COFC 1030 - Materials and Fasteners (2)
This course introduces the fundamental array of building materials used in residential and commercial construction. Topics include fasteners, wood products, concrete, brick and block, plumbing materials, finishing materials, manufactured products and an introduction to construction cost estimation.
Pre-requisites: None

COFC 1050 - Construction Print Reading Fundamentals (3)
This course introduces the reading and interpretation of prints and architectural drawings for all of the construction trades. Topics include types of plans, scales, specifications, conventions, and schedules.
Pre-requisites: None

COLL College Life

COLL 1500 – College Success and Career Exploration (3)
This course may be taken by a student enrolled in any program of study. It can be used as an occupational elective or an additional course.
Apply physiological, social and psychological principles to success in college, the world of work and life. Explore personality, interests and values to increase self-understanding and select an appropriate major and career. Learn about careers of the future. Discover strategies for lifelong learning by identifying your learning style and applying psychological principles of learning and memory to academic study strategies. Apply life management techniques such as time and money management to accomplish personal goals. Examine adult stages of development and develop a plan for wellness and living a long and healthy life. Learn strategies for

motivation and stress management. Practice creative and critical thinking techniques.
Pre-requisites: None

COMP Introduction to Computers

COMP 1000 - Introduction to Computers (3)
Introduces the fundamental concepts, terminology, and operations necessary to use computers. Emphasis is placed on basic functions and familiarity with computer use. Topics include an introduction to computer terminology, the Windows environment, Internet and e-mail, word processing software, spreadsheet software, database software, and presentation software. Students must have a consistent, reliable access to a computer with Microsoft Office 2010 and Microsoft Windows 7.
Pre-requisites: Provisional Admission

COSM Cosmetology

COSM 1000 - Introduction to Cosmetology Theory (4)
Introduces fundamental both theory and practices of the cosmetology profession. Emphasis will be placed on professional practices and safety. Topics include: state rules, and regulations; state regulatory agency, image; bacteriology; decontamination and infection control, chemistry fundamentals, safety, Hazardous Duty Standards Act compliance, and anatomy and physiology.
Pre-requisites: Program Admission

COSM 1010 - Chemical Texture Services (3)
Provides instruction in the chemistry and chemical reactions of permanent wave solutions and relaxers, application of permanent waves and relaxers. Precautions and special problems involved in applying permanent waves and relaxers will be emphasized. Topics include: permanent wave techniques, chemical relaxer techniques, chemistry, physical and chemical change, safety procedures, permanent wave and chemical relaxer application procedures, hair analysis, scalp analysis, permanent wave procedures (in an acceptable time frame), relaxer application (in an acceptable time frame), and Hazardous Duty Standards Act Compliance.
Pre-requisites: None
Co-requisites:COSM 1000 - Introduction to Cosmetology Theory with a grade of “C” or better

COSM 1020 - Hair Care and Treatment (2)
Introduces the theory, procedures and products used in the care and treatment of the scalp and hair, disease and disorders and their treatments and the fundamental theory and skills required to

shampoo, condition, and recondition the hair and scalp.
Pre-requisites: None
Co-requisites: COSM 1000 - Introduction to Cosmetology Theory with a grade of “C” or better

COSM 1030 - Haircutting (3)
Introduces the theory and skills necessary to apply haircutting techniques, advanced haircutting techniques, proper safety and decontamination precautions, hair design elements, cutting implements, head, hair and body analysis, and client consultation.
Pre-requisites: None
Co-requisites: COSM 1000 - Introduction to Cosmetology Theory with a grade of “C” or better

COSM 1040 - Styling (3)
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.
Pre-requisites: None
Co-requisites: COSM 1000 - Introduction to Cosmetology Theory with a grade of “C” or better

COSM 1050 - Hair Color (3)
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.
Pre-requisites: None
Co-requisites: COSM 1000 - Introduction to Cosmetology Theory with a grade of “C” or better

COSM 1060 - Fundamentals of Skin Care (3)
This course provides a comprehensive study in care of the skin for theory and practical application. Emphasis will be placed on client consultation, safety precautions, skin conditions, product knowledge, basic facials, facial massage, corrective facial treatments, hair removal, and make-up application. Other topics in this course include advanced skin treatments in electrotherapy, light therapy, galvanic current, high frequency, and microdermabrasion.
Pre-requisites: None
Co-requisites: COSM 1000 - Introduction to Cosmetology Theory with a grade of “C” or better

COSM 1070 - Nail Care and Advanced Techniques (3)
Provides training in manicuring, pedicuring and advanced nail techniques. Topics include: implements, products and supplies, hand and foot anatomy and Physiology, diseases and disorders, manicure techniques, pedicure techniques, nail product chemistry, safety precautions and practices, and advanced nail techniques (wraps/tips/acrylics).
Pre-requisites: None
Co-requisites: COSM 1000 - Introduction to Cosmetology Theory with a grade of “C” or better

COSM 1080 - Cosmetology Practicum I (4)
Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is required by the Georgia State Board of Cosmetology. This course includes a portion of the required hours for licensure. Topics include: permanent waving and relaxers; various hair color techniques, foiling and lightening; skin, scalp, and hair treatments; haircutting; styling; manicure/pedicure/advanced nail techniques; dispensary; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.
Pre-requisites:
COSM 1000 - Introduction to Cosmetology Theory with a grade of “C” or better, COSM 1010 - Chemical Texture Services with a grade of “C” or better, COSM 1020 - Hair Care and Treatment with a grade of “C” or better, COSM 1030 – Haircutting with a grade of “C” or better, COSM 1040 – Styling with a grade of “C” or better, COSM 1050 - Hair Color with a grade of “C” or better,

COSM 1060 - Fundamentals of Skin Care with a grade of "C" or better, COSM 1070 - Nail Care and Advanced Techniques with a grade of "C" or better

COSM 1090 - Cosmetology Practicum II (4)
Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is prescribed by the Georgia State Board of Cosmetology. This course includes a portion of the hours required for licensure. Topics include: permanent waving and relaxers; hair color, foiling, lightening, skin, scalp, and hair treatments; haircutting; clipper design, precision cutting, styling; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; product knowledge, customer service skills, client retention, State Board Rules and Regulations guidelines, and State Board foundation prep.
Pre-requisites: None
Co-requisites:
COSM 1080 - Cosmetology Practicum I with a grade of "C" or better.

COSM 1100 - Cosmetology Practicum III (4)
Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications for completion of state board service credit requirements for this course may be met in a laboratory setting. Topics include: 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.
Pre-requisites: None
Co-requisites: COSM 1090 - Cosmetology Practicum II with a grade of "C" or better

COSM 1110 - Cosmetology Practicum IV (4)
Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting. Topics include: permanent waving and relaxers; hair color and bleaching; skin, scalp, and hair treatments; haircutting; dispensary; styling; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; and state licensure preparation.
Pre-requisites: None
Co-requisites: COSM 1100 - Cosmetology Practicum III with a grade of "C" or better

COSM 1120 - Salon Management (3)
Emphasizes the steps involved in opening and operating a privately owned salon. Topics include: law requirements regarding employment, tax payer education / federal and state responsibilities, law requirements for owning and operating a salon business, business management practices, and public relations and career development.
Pre-requisites: None
Co-requisites: COSM 1000 - Introduction to Cosmetology Theory with a grade of "C" or better

COSM 1180 - Nail Care I (5)
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.
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

COSM 1190 - Nail Care II (5)
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.
Pre-requisites: None
Co-requisites: COSM 1180 - Nail Care I with a grade of "C" or better

CRJU Criminal Justice Technology

CRJU 1010 - Introduction to Criminal Justice (3)
Introduces the development and organization of the criminal justice system in the United States. Topics include: the American criminal justice system; constitutional limitations; organization of enforcement, adjudication, and corrections; and career opportunities and requirements.
Pre-requisites: Provisional Admission

CRJU 1021 - Private Security (3)
Provides an orientation to the development, philosophy, responsibility, and function of the private security industry. A historical and philosophical perspective of private security will help students better understand the present stage of private security, its principles, its legal authority and its effect on society in general. Topics include: private security: an overview; basic security goals and responsibilities; when prevention fails; and security systems at work: putting it all together.
Pre-requisites: Program Admission

CRJU 1030 - Corrections (3)
Provides an analysis of all phases of the American correctional system and practices, including its history, procedures, and objectives. Topics include: history and evolution of correctional facilities; legal and administrative problems; institutional facilities and procedures; probation, parole, and prerelease programs; alternative sentencing; rehabilitation; community involvement; and staffing.
Pre-requisites: Program Admission

CRJU 1040 - Principles of Law Enforcement (3)
This course examines the principles of the organization, administration, and duties of federal, state and local law enforcement agencies. Topics include: history and philosophy of law enforcement, evaluation of administrative practices, problems in American law enforcement agencies, emerging concepts, professionalism, and community crime prevention programs.
Pre-requisites: Program Admission

CRJU 1043 - Probation and Parole (3)
This course will cover the history of both juvenile and adult probation as well as the history of parole. The probation and parole systems

will be covered generally with a special emphasis on the Georgia systems and related laws. Topics include: history and philosophy of probation and parole; function of the probation and parole systems; Georgia law related to probation and parole; characteristics and roles of probation and parole officers; and special issues and programs of probation and parole.
Pre-requisites: Program Admission

CRJU 1050 - Police Patrol Operations (3)
This course presents the knowledge and skills associated with police patrol operations. Emphasis is placed on patrol techniques, crimes in progress, crisis intervention, domestic disputes, Georgia Crime Information Center procedures, electronics communications and police reports. Topics include: foundations, policing skills and communication skills
Pre-requisites: Program Admission

CRJU 1052 - Criminal Justice Administration (3)
This course explores the managerial aspects of effective 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.
Pre-requisites: Program Admission

CRJU 1054 - Police Officer Survival (3)
This course examines the critical issues involved in the survival of a police officer in all aspects including their physical, mental, and psychological wellbeing. Emphasis is placed on personal protection skills, defensive tactics, handcuffing techniques, patrol tactics, vehicle stops, building searches and use of force.
Pre-requisites: None

CRJU 1056 - Police Traffic Control and Investigation (3)
This course examines enforcement of traffic laws and procedures for traffic accident investigation. Emphasis is placed on Georgia traffic laws, traffic law enforcement, recognition of impaired driving, and traffic accident investigation. Topics include: regulations, impaired driving, and traffic accident investigation.
Pre-requisites: Program Admission

CRJU 1062 - Methods of Criminal Investigation (3)
This course presents the fundamentals of criminal investigation. The duties and responsibilities of the investigator both in field and in the courtroom are highlighted. Emphasis is placed on techniques commonly utilized by investigative personnel as well as the procedures used for investigating various crimes.
Pre-requisites: Program Admission

CRJU 1065 - Community-Oriented Policing(3)
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.
Pre-requisites: Program Admission

CRJU 1068 - Criminal Law for Criminal Justice (3)
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.
Pre-requisites: Program Admission

CRJU 1075 - Report Writing (3)
Explains and demonstrates the effectiveness of the entire criminal investigation process by the quality of notes reports, and accurate documentation. An examination of what goes into the preparation, content, elements, mechanics, and format of documenting the criminal investigation process. Topics include: Field notes, initial information, observations, evidence, victims, witnesses, property, neighborhood canvass, crime scene, laboratory analysis and results, investigative follow-up, suspect statements, and the characteristics essential to quality report writing.
Pre-requisites: Program Admission

CRJU 1400 - Ethics and Cultural Perspectives for Criminal Justice (3)
This course provides an exploration ethics and cultural perspectives in criminal justice. In presenting ethics, both the individual perspective and the organizational standpoint will be examined. Four areas of ethical decision making opportunities are studied including: law enforcement ethics; correctional ethics; legal profession ethics; and policymaking ethics. The presentation of cultural perspectives is designed to aid law enforcement officers to better understand and communicate with members of other cultures with whom they come in contact in the line of duty. Topics include: defining and applying terms related to intercultural attitudes, role-play activities related to intercultural understanding, developing interpersonal/intercultural communication competence, and development of personal intercultural growth plan.
Pre-requisites: Program Admission

CRJU 2020 - Constitutional Law for Criminal Justice (3)
This course emphasizes those provisions of the Bill of Rights which pertain to criminal justice. Topics include: characteristics and powers of the three branches of government; principles governing the operation of the U.S. Constitution, the Bill of Rights and the Fourteenth Amendment.
Pre-requisites: Program Admission

CRJU 2050 - Criminal Procedure (3)
Introduces the procedural law of the criminal justice system which governs the series of proceedings through which government enforces substantive criminal law. The course offers an emphasis on the laws of arrest and search and seizure; the rules of evidence, right to counsel, and the rights and duties of both citizens and officers. The course covers in depth appropriate Case Law and court rulings that dictate criminal procedure on the State and Federal Level.
Pre-requisites: Program Admission

CRJU 2060 - Criminology (3)
Introduces the nature, extent, and factors related to criminal behavior, and the etiology of criminal offenses and offenders. Topics include: sociological, psychological, and biological causes of crime; effectiveness of theories in explaining crime; theory integration; and application of theory to selected issues.
Pre-requisites: Program Admission

CRJU 2070 - Juvenile Justice (3)
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.
Pre-requisites: Program Admission

CRJU 2090 - Criminal Justice Practicum (3)
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.
Pre-requisites: Program Admission

CRJU 2100 - Criminal Justice Externship (3)
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.
Pre-requisites: Program Admission

CRJU 2110 - Homeland Security (3)
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.
Pre-requisites: Program Admission

CRJU 2201 - Criminal Courts (3)
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.
Pre-requisites: Program Admission

CSSP Central Sterile Supply Processing

CSSP 1010 - Central Sterile Supply Processing Technician (5)
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.
Pre-requisites: Program Admission

CSSP 1020 - Central Sterile Supply Proc. Tech. Practicum (11)
This course complements CSSP 1010 Central Sterile Supply Processing Technician, providing the practica hours.
Pre-requisites: Program Admission

CTDL Commercial Truck Driving

CTDL 1010 - Fundamentals of Commercial Driving (3)
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.
Pre-requisites: None

CTDL 1020 - Combination Vehicle Basic Operation and Range Work (2)
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.
Pre-requisites: None
Co-requisites: CTDL 1010 - Fundamentals of Commercial Driving with a grade of “C” or better

CTDL 1030 - Combination Vehicle Advanced Operations (4)
Advanced Operations develops students' driving skills under actual road conditions. The classroom part of the course stresses following safe operating practices. These safe operating practices are integrated into the development of driving skills on the road. Each student must receive at least twelve (12) hours behind-the-wheel (BTW) instructional time on the street/road. In addition the student must have a minimum program total of forty four (44) hours BTW instructional time in any combination (with CTDL 1020) of range and street/road driving. Note: state law requires that whenever a combination vehicle is operated on public roads an instructor must be present in the vehicle while the student is driving.
Pre-requisites: None
Co-requisites: CTDL 1020 - Combination Vehicle Basic Operation and Range Work with a grade of “C” or better

CTDL 1050 - Strt Truck/Passenger Vehicle Basic Operation A (3)
This course focuses on familiarizing 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 at least twelve (12) hours behind-the-wheel (BTW) instructional time in range operations by operating a straight truck or passenger vehicle through clearance maneuvers, backing, turning, parallel parking and coupling and uncoupling.
Pre-requisites: None
Co-requisites: CTDL 1010 - Fundamentals of Commercial Driving with a grade of “C” or better

CTDL 1060 - Strt Truck and Passenger Vehicle Adv. Operation (4)
Advanced Operations focuses on developing students' driving skills under actual road conditions. The classroom part of the course stresses safe operating practices. These safe operating practices are then 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 1050) of range and street/road driving. Note: State law requires that whenever a vehicle is operated on public roads an instructor must be present in the truck while a student is driving.
Pre-requisites: None
Co-requisites: CTDL 1050 - Straight Truck/Passenger Vehicle Basic Operation A with a grade of “C” or better

CUUL Culinary Arts

CUUL 1000 - Fundamentals of Culinary Arts (4)
Provides an overview of the professionalism in culinary arts, culinary career opportunities, Chef history, pride, and espirit d corp. Introduces principles and practices necessary to food, supply, and equipment selection, procurement, receiving, storage, and distribution. Topics include: cuisine, food service organizations, career opportunities, food service styles, basic culinary management

techniques, professionalism, culinary work ethics, quality factors, food tests, pricing procedures, cost determination and control, selection, procurement, receiving, storage, and distribution. Laboratory demonstration and student experimentation parallel class work.
Pre-requisites: MATH 0097 - Math II with a grade of "C" or better

CUUL 1110 - Culinary Safety and Sanitation (2)
Emphasizes fundamental kitchen and dining room safety, sanitation, maintenance, and operation procedures. Topics include: cleaning standards, O.S.H.A. M.S.D.S. guidelines, sanitary procedures following SERV-SAFE guidelines, HACCAP, safety practices, basic kitchen first aid, operation of equipment, cleaning and maintenance of equipment, dishwashing, and pot and pan cleaning. Laboratory practice parallels class work.
Pre-requisites: Provisional Admission

CUUL 1120 - Principles of Cooking (6)
This course introduces fundamental food preparation terms, concepts, and methods. Course content reflects American Culinary Federation Educational Institute apprenticeship training objectives. Topics include: weights and measures, conversions, basic cooking principles, methods of food preparation, recipe utilization, and nutrition. Laboratory demonstrations and student experimentation parallel class work.
Pre-requisites: CUUL 1110 - Culinary Safety and Sanitation with a grade of "C" or better, COMP 1000 - Introduction to Computers with a grade of "C" or better

CUUL 1129 - Fundamentals of Restaurant Operations (4)
Introduces the fundamentals of dining and beverage service and experience in preparation of a wide variety of quantity foods. Course content 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.
Pre-requisites: CUUL 1120 - Principles of Cooking with a grade of "C" or better

CUUL 1170 - Introduction to Culinary Nutrition (3)
This course is an orientation for school nutrition employees that will introduce students to proper sanitation and food handling, equipment safety, first aid, meal pattern requirements, quantity food production, merchandising, communication, and basic nutrition knowledge. The course will help school nutrition employees develop skills that will result in improved nutrition programs and service to customers. Basic nutrition concepts will focus on Iron, Fats, Saturated Fat, and Cholesterol, Protein, Fiber, Sugar, and Sodium, Calories, Calcium, Vitamin A, and Vitamin C.
Pre-requisites: Program Admission

CUUL 1220 - Baking Principles (5)
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.
Pre-requisites:
CUUL 1120 - Principles of Cooking with a grade of "C" or better

CUUL 1320 - Garde Manger (4)
Introduces basic pantry manger principles, utilization, preparation, and integration into other kitchen operations. Course content reflects American Culinary Federation Educational Institute apprenticeship pantry, garnishing, and presentation training objectives. Topics include: pantry functions; garnishes, carving, and decorating; buffet presentation; cold preparations; hot/cold sandwiches; salads, dressings and relishes; breakfast preparation; hot/cold hors d'oeuvres; chaudfroids, gelees, and molds; and pats and terrines. Laboratory practice parallels class work.
Pre-requisites:
CUUL 1120 - Principles of Cooking with a grade of "C" or better

CUUL 1370 - Culinary Nutrition and Menu Development (3)
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.
Pre-requisites:
CUUL 1120 - Principles of Cooking with a grade of "C" or better

CUUL 2130 - Culinary Practicum and Leadership (6)
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.
Pre-requisites:
CUUL 1220 - Baking Principles with a grade of "C" or better
CUUL 1320 - Garde Manger with a grade of "C" or better
Co-requisites: CUUL 2160 - Contemporary Cuisine

CUUL 2140 - Advanced Baking and International Cuisine (6)
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.
Pre-requisites:
CUUL 1220 - Baking Principles with a grade of "C" or better
CUUL 1320 - Garde Manger with a grade of "C" or better
Co-requisites: CUUL 2160 - Contemporary Cuisine

CUUL 2160 - Contemporary Cuisine (4)
This course emphasizes all modern cuisine and introduces management concepts necessary to the functioning of a commercial kitchen. Topics include: international cuisine, cuisine trends, kitchen organization, kitchen management, kitchen supervision, competition entry, nutrition, menu selection, layout and design, and on/off premise catering. Laboratory demonstration and student experimentation parallel class work.
Pre-requisites:
CUUL 1220 - Baking Principles with a grade of "C" or better
CUUL 1320 - Garde Manger with a grade of "C" or better

CUUL 2190 - Principles of Culinary Leadership (3)
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.
Pre-requisites: CUUL 1000 - Fundamentals of Culinary Arts

DENA Dental Assisting

DENA 1010 - Basic Human Biology (1)
Focuses on basic normal structure and function of the human body with an emphasis on organ systems. Topics include: medical terminology as it relates to the normal human body; and normal structure and function of the human body - cells and tissues, organs and systems, and homeostatic mechanisms.
Pre-requisites: Program Admission

DENA 1030 - Preventive Dentistry (2)
Provides students with theory and clinical experience in the area of preventive and public health dentistry. Topics include: etiology of dental disease; patient education techniques; plaque control techniques; types and use of fluoride; diet analysis for caries control; and dietary considerations for the dental patient.
Pre-requisites:
DENA 1080 - Dental Biology with a grade of "C" or better and
DENA 1340 - Dental Assisting I: General Chairside with a grade of "C" or better

DENA 1050 - Microbiology and Infection Control (2)
Introduces fundamental microbiology and infection control techniques. Topics include: classification, structure, and behavior of pathogenic microbes; mode of disease transmission; body's defense and immunity; infectious diseases; and infection control procedures in accordance with CDC recommendations and OSHA guidelines.
Pre-requisites: Program Admission
Co-Requisite: DENA 1340 - Dental Assisting I: General Chairside

DENA 1070 - Oral Pathology and Therapeutics(2)
Focuses on the diseases affecting the oral cavity and pharmacology as it relates to dentistry. Topics include: identification and disease process; signs/symptoms of oral diseases and systemic diseases with oral manifestations; developmental abnormalities of oral tissues; basic principle of pharmacology; drugs prescribed by the dental profession; drugs that may contraindicate treatment; and applied pharmacology (regulations, dosage, and applications.
Pre-requisites: Program Admission
Co-requisites:
DENA 1010 - Basic Human Biology with a grade of "C" or better
DENA 1080 - Dental Biology with a grade of "C" or better

DENA 1080 - Dental Biology (5)
Focuses on normal head and neck anatomy and the development and functions of oral anatomy. Topics include: dental anatomy; oral histology; oral embryology; osteology of the skull; muscles of mastication and facial expression; temporal mandibular joint; blood lymphatic nerve supply of the head; and salivary glands and related structures.
Pre-requisites: Program Admission

DENA 1090 - Dental Assisting National Board Exam. Prep (2)
Reviews information concerning all didactic areas tested by the Dental Assisting National Board (DANB). Topics include: collecting and recording clinical data; dental radiography; chairside dental procedures; prevention of disease transmission; patient education and oral health management; office management procedures; and test taking skills.
Pre-requisites: Program Instructor Approval

DENA 1340 - Dental Assisting I: General Chairside (6)
Introduces student to ethics and jurisprudence for the dental assistant and to chairside assisting with diagnostic and operative procedures. Topics include: ethics and jurisprudence in the dental office; four-handed dentistry techniques; clinical data collection techniques; introduction to operative dentistry; and dental material basics.
Pre-requisites: Program Admission
Co-Requisite: DENA 1050 - Microbiology and Infection Control and
DENA 1080 - Dental Biology

DENA 1350 - Dental Assisting II: Dental Specialties and EFDA Skills (7)
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.
Pre-requisites: DENA 1340 - Dental Assisting I: General Chairside with a grade of "C" or better

DENA 1390 - Dental Radiology (4)
After completion of the course the student will be able to provide radiation safety for patient and self, expose x-rays, process x-rays, and prepare dental films for the dental office. Topics include: fundamentals of radiology and radiation safety; radiographic anatomy and interpretation; intraoral and extra-oral radiographic techniques; and quality assurance techniques.
Pre-requisites: DENA 1080 - Dental Biology with a grade of "C" or better

DENA 1400 - Dental Practice Management (3)
Emphasizes procedures for office management in dental practices. Topics include: oral and written communication; records management; appointment control; dental insurance form preparation; accounting procedures; supply and inventory control; employability skills and basic computer skills. A computer lab provides basic skills in computer use and utilization of these skills to perform office procedures on a microcomputer.
Pre-requisites:
DENA 1340 - Dental Assisting I: General Chairside with a grade of "C" or better

DENA 1460 - Dental Practicum I (1)
Practicum focuses on infection control in the dental office and assisting with diagnostic and simple operative procedures. Topics include: infection control procedures; clinical diagnostic procedures; and general dentistry procedures.
Pre-requisites: DENA 1050 - Microbiology and Infection Control, 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

DENA 1470 - Dental Practicum II (1)
Practicum focuses on advanced general dentistry procedures and chairside in dental specialties with special emphasis on nonsurgical specialties. Topics include: advanced general dentistry and specialties.
Pre-requisites: None
Co-requisites: DENA 1460 - Dental Practicum I

DENA 1480 - Dental Practicum III (5)
Practicum continues to focus on assisting chairside with advanced general dentistry procedures with emphasis on dental office management, preventive dentistry, and expanded functions. Topics include: advanced general dentistry procedures; preventive dentistry; dental office management; expanded functions; chairside in specialties; and management of dental office emergencies.
Pre-requisites:
DENA 1460 - Dental Practicum I with a grade of "C" or better, DENA 1470 - Dental Practicum II with a grade of "C" or better

DFTG Drafting

DFTG 1015 - Practical Geometry and Trigonometry for Drafting Tech (3)
This course introduces and develops basic geometric and trigonometric concepts. Course content will emphasize geometric concepts and trigonometric concepts as they pertain to drafting/CAD.
Pre-requisites: MATH 1013 - Algebraic Concepts with a grade of "C" or better

DFTG 1101 - CAD Fundamentals (4)
Establishes safety practices as they relate to a drafting environment. Introduces basic CAD functions while presenting essential principles and practices for line relationships, scale, and geometric construction.
Pre-requisites: Provisional Admission
Co-requisites:
COMP 1000 - Introduction to Computers with a grade of "C" or better

DFTG 1103 - Multiview/Basic Dimensioning (4)
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.
Pre-requisites: DFTG 1101 - CAD Fundamentals with a grade of "C" or better

DFTG 1105 - 3D Mechanical Modeling (4)
In the 3D Mechanical Modeling course, the student becomes acquainted with concepts of the software related to Parametric modeling for mechanical drafting. The student will develop the skills necessary to create 3D models and presentation/working drawings.
Pre-requisites: Provisional Admission
Co-requisites: DFTG 1101 – CAD Fundamentals with a grade of "C" or better

DFTG 1107 - Advanced Dimensioning/Sectional Views (3)
Advanced Dimensioning/Sectional Views continues dimensioning skill development and introduces tools for precision measurement and sectional views.
Pre-requisites: DFTG 1103 – Multiview/Basic Dimensioning with a grade of "C" or better, DFTG 1105 - 3D Mechanical Modeling with a grade of "C" or better

DFTG 1109 - Auxiliary Views/Surface Development (4)
Introduces techniques necessary for auxiliary view drawings, surface development, and developing sheet metal parts. Topics include: primary auxiliary views, secondary auxiliary views, surface development, and developing sheet metal parts.
Pre-requisites:
DFTG 1103 - Multiview/Basic Dimensioning with a grade of "C" or better, DFTG 1105 - 3D Mechanical Modeling with a grade of "C" or better

DFTG 1111 - Fasteners(4)
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.
Pre-requisites:
DFTG 1103 - Multiview/Basic Dimensioning with a grade of "C" or better, DFTG 1105 - 3D Mechanical Modeling with a grade of "C" or better

DFTG 1113 - Assembly Drawings (4)
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.
Pre-requisites: DFTG 1111 – Fasteners with a grade of "C" or better

DFTG 1125 - Architectural Fundamentals (4)
Introduces architectural fundamental principles and practices associated with architectural styles and drawing. Fundamentals residential and commercial practices will be covered. Topics include: specifications and materials; architectural styles, construction drawing practices and procedures, dimensioning and scales.
Pre-requisites: None

DFTG 1127 - Architectural 3D Modeling(4)
In the Architectural 3D Modeling course, the student becomes acquainted with concepts of the software related to Parametric modeling for Architectural drafting. The student will develop the skills necessary to create 3D models and presentation/constructions drawings.
Pre-requisites: None

DFTG 1129 - Residential Drawing I (4)
Introduces the essential skills necessary for assessing the expected materials, labor requirements and costs for given structures or products also students will be introduce to architectural drawing skills necessary to produce a basic set of construction drawings given floor plan information. Topics include: material take-offs; footing and foundation; floor plans; exterior elevations; site plans; and construction drawing techniques/practices.
Pre-requisites: DFTG 1125 - Architectural Fundamentals with a grade of "C" or better, DFTG 1127 – Architectural 3D Modeling with a grade of "C" or better

DFTG 1131 - Residential Drawing II (4)
Continues in-depth architectural drawing practice and develops architectural design skills. Plans are designed to meet applicable codes. Topics include: material take-offs; footing and foundation; floor plans; exterior elevations; site plans; and construction drawing techniques/practices.
Pre-requisites: DFTG 1129 - Residential Drawing I with a grade of "C" or better

DFTG 1133 - Commercial Drawing I (4)
Introduces commercial drawing skills necessary to produce construction drawings given floor plan information. Topics include: structural steel detailing, reflected
ceiling plans, rebar detailing, and commercial construction drawings.
Pre-requisites: DFTG 1125 - Architectural Fundamentals with a grade of "C" or better, DFTG 1127 - Architectural 3D Modeling with a grade of "C" or better

DFTG 2010 - Engineering Graphics (4)
Covers the basics of computer terminology, input and output devices, file formatting, file management, for CAD software. Introduces students to the fundamentals of geometric construction, scale reading line relationship and basic history of the drafting concepts. Student will also be introduced to basic and intermediate CAD commands and procedures, and drafting concepts and principals.
Pre-requisites: None

DFTG 2020 - Visualization and Graphics (3)
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.
Pre-requisites: None

DFTG 2030 - Advanced 3D Modeling Architectural (4)
In this course students become acquainted with concepts of the software related to Presentations for Architectural Renderings and Architectural Animations. Students will demonstrate skills in texture applications, camera angles for presentations, lighting and shadow techniques for architectural renderings, and animation techniques for architectural presentations.
Pre-requisites: DFTG 1127 - Architectural 3D Modeling with a grade of "C" or better

DFTG 2040 - Advanced 3D Modeling Mechanical (4)
In this course the student becomes acquainted with concepts of the software related to Sheet Metal modeling for mechanical drafting, multi-body parts assemblies, and basic animation techniques for mechanical assembly presentations.
Pre-requisites: DFTG 1105 - 3D Mechanical Modeling with a grade of "C" or better

DFTG 2110 - Blueprint Reading for Technical Drawing I (2)
Introduces the fundamental principles and practices associated with interpreting technical drawings. Topics include: interpretation of blueprints and sketching.
Pre-requisites: Provisional Admission

DFTG 2120 - Print Reading for Architecture (3)
This course emphasizes skills in reading, producing and interpreting construction drawings. Topics include reading and measuring plans, identifying and understanding lines, symbols, dimensions, materials, schedules, and specifications.
Pre-requisites: None

DFTG 2130 - Manual Drafting Fundamentals (2)
This course emphasizes the essential techniques of basic manual drafting. It introduces drafting tools and equipment, scale and measurement, line relationships and lettering, and geometric construction concepts.
Pre-requisites: None

DFTG 2210 - Blueprint Reading for Technical Drawing II (2)
This course continues the development of blueprint reading as applied to technical drawing. Topics include threads (inch and metric), auxiliary views, geometric tolerancing, and weldments.
Pre-requisites: None
Co-requisites: DFTG 2110 - Blueprint Reading for Technical Drawing with a grade of "C" or better

DFTG 2300 - Drafting Technology Practicum/Internship 3 (3)
Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control.
Pre-requisites: None

DFTG 2400 - Drafting Technology Practicum/Internship 4 (4)
Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control.
Pre-requisites: None

DFTG 2500 - Drafting Technology Exit Review (3)
Emphasis is placed on students' production of portfolio-quality pieces. Focuses on the preparation for entry into the job market.
Pre-requisites: None

DFTG 2600 - Drafting Technology Practicum/Internship 6 (6)
Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control.
Pre-requisites: None

DIET Diesel Equipment Technology

DIET 1000 - Introduction to Diesel Technology, Tools, and Safety(3)
This course introduces basic knowledge and skills the student must have to succeed in the Diesel Equipment Technology field. Topics include an overview of diesel powered vehicles, diesel technology safety skills, basic tools and equipment, reference materials, measuring instruments, shop operation, mechanical fasteners, welding safety, and basic welding skills. Classroom and lab experiences on safety, precision measuring, and basic shop practices are highly emphasized.
Pre-requisites: Program Admission

DIET 1010 - Diesel Electrical and Electronic Systems (7)
This course introduces students to electrical and electronic systems used on medium/heavy duty trucks and heavy equipment. Topics

include: general electrical system diagnosis, battery diagnosis and repair, starting system diagnosis and repair, charging system diagnosis and repair, lighting system diagnosis and repair, gauges and warning devices, and an introduction and familiarization with electrical and electronic systems.
Pre-requisites: None
Co-requisites: DIET 1000 - Introduction to Diesel Technology, Tools, and Safety

DIET 1020 - Preventive Maintenance (5)
This course introduces preventive maintenance procedures pertaining to medium/heavy duty trucks and heavy equipment. Topics include: engine systems; cab and hood; heating, ventilation and air conditioning (HVAC); electrical and electronics; frame and chassis.
Pre-requisites: None
Co-requisites: Diet 1010 Diesel Electrical and Electronic Systems

DIET 1030 - Diesel Engines (7)
This course introduces diesel engines used in medium/heavy duty trucks and heavy equipment. Topics include: general engine diagnosis, cylinder head and valve train, engine block, engine lubrication system, hydraulic pumps, engine cooling, air induction, exhaust, fuel supply systems, electronic fuel management, and engine brakes. Using and interpreting test and measuring equipment is highly emphasized.
Pre-requisites: None
Co-requisites: Diet 1010 Diesel Electrical and Electronic Systems

DIET 1040 - Diesel Truck and Heavy Equipment HVAC Systems (3)
This course introduces systems used in medium/heavy duty trucks and heavy equipment. Classroom instruction on HVAC theory and operation along with local, state, and federal regulations are strongly emphasized. Topics include: HVAC safety, HVAC system theory and operation, A/C system component diagnosis and repair, HVAC system diagnosis and repair, HVAC operating systems and related controls, and refrigeration recovery, recycling, and handling procedures.
Pre-requisites: None
Co-requisites: Diet 1010 Diesel Electrical and Electronic Systems

DIET 2000 - Truck Steering and Suspension Systems (4)
This course introduces steering and suspension systems used on medium/heavy trucks. Classroom instruction on Federal Motor Vehicle Safety Standards (FMVSS) is strongly emphasized. Topics include: hydraulic assist steering systems; suspension systems; wheel alignment diagnosis, adjustment, and repair; wheels and tires; and frame and coupling devices.
Pre-requisites: None
Co-requisites: DIET 1000 - Introduction to Diesel Technology, Tools, and Safety

DIET 2001 - Heavy Equipment Hydraulics (6)
This course introduces the student to basic hydraulic fundamentals, components, system servicing, symbols and schematics. The student will learn component operation and service techniques for maintaining a hydraulic system. The student will also learn to identify the ISO symbols used on hydraulic schematics and to trace the hydraulic schematics. Topics include: general system operation; basic hydraulic principles; hydraulic system components; hydraulic control valves; load sensing pressure control systems; pilot operated hydraulic system operation; and hydraulic actuators.
Pre-requisites: None
Co-requisites: DIET 1000 - Introduction to Diesel Technology, Tools, and Safety with a grade of "C" or better

DIET 2002 - Diesel Power Generation - Basic Power Gen. Fund.(6)
This course introduces AC voltage concepts, AC sychronous 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.
Pre-requisites: DIET 1000, DIET 1010 with a grade of "C" or better

DIET 2010 - Truck Brake Systems (4)
This course introduces air and hydraulic brake systems used on medium/heavy duty trucks. Classroom theory on brake systems along Federal Motor Vehicle Safety Standards (FMVSS) is strongly emphasized. Topics include: introduction to hydraulic systems and safety; air brakes air supply and system service; air brakes mechanical service; parking brakes; hydraulic brake system and service; hydraulic brakes mechanical service; hydraulic brakes power assist units; anti-lock brake systems (ABS) and automatic traction control (ATC); and wheel bearings.
Pre-requisites: None
Co-requisites:
DIET 1000 - Introduction to Diesel Technology, Tools, and Safety
DIET 1010 - Diesel Electrical and Electronic Systems

DIET 2011 - Off Road Drivelines (6)
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.
Pre-requisites: None
Co-requisites:
DIET 1000 - Introduction to Diesel Technology, Tools, and Safety
DIET 1010 - Diesel Electrical and Electronic Systems

DIET 2012 - Diesel Power Gen. Controls, Switching, and Aux. Syst.(6)
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.
Pre-requisites: DIET 1010 - Diesel Electrical and Electronic Systems
Co-requisites: DIET 2002 - Diesel Power Generation - Basic Power Generation Fundamentals

DIET 2020 - Truck Drivetrains (6)
This course introduces power train systems used on medium/heavy duty trucks. Topics include: introduction to power trains, clutches and flywheels, powertrain electronic systems, auto-shift mechanical transmissions, power take-offs, truck drive lines, differentials and final drives, torque converters, and automatic transmissions.
Pre-requisites: None
Co-requisites:
DIET 1000 - Introduction to Diesel Technology, Tools, and Safety
DIET 1010 - Diesel Electrical and Electronic Systems

DMPT Design and Media Production Technology

DMPT 1000 - Introduction to Design and Media Production (6)
Covers the basics of computer terminology, operating systems, and input and output devices, file formatting, file management, and overview of software. Introduces students to the fundamentals of design concepts, including design, composition and layout, color theory and typography.
Pre-requisites: Provisional Admission

DMPT 1005 - Vector Graphics(5)
This course is an introduction to the creation of vector imagery. Students will learn to draw illustrations, transform objects, work with layers, patterns, brushes, and filters, use effects and create graphics for various applications. The focus will be on learning the essential tools, basic operation and commands used in the creation of vector graphics used in different media fields.
Pre-requisites: DMPT 1000 - Introduction to Design and Media Production with a grade of "C" or better

DMPT 1010 - Raster Imaging (5)
In the Raster Imaging course, the student becomes acquainted with the concepts and software related to raster image manipulation. The student is introduced to the workspace and tools used in image editing software and will learn basic image editing techniques.
Pre-requisites: DMPT 1000 - Introduction to Design and Media Production with a grade of "C" or better

DMPT 2100 - Identity Design (4)
This course focuses on the design challenges associated with the development of symbol systems, logos, environmental graphics and information graphics. Students will use their knowledge of vector and raster applications for further study into the use of typographic treatment and graphic images.
Pre-requisites: DMPT 2120 - Prepress and Output with a grade of "C" or better

DMPT 2105 - Page Layout (4)
This course is an introduction to graphic design production using page layout software. Students will be introduced to the essential terminology, tools, and stages of workflow in the graphic design process.
Pre-requisites: DMPT 1000 - Introduction to Design and Media Production with a grade of "C" or better

DMPT 2110 - Publication Design (4)
Using skills learned in the page layout course, students will design projects relating to the challenges associated with multiple page formats.
Pre-requisites: DMPT 2105 - Page Layout AND DMPT 2120 - Prepress and Output with a grade of "C" or better

DMPT 2115 - Advertising and Promotional Design (4)
Using skills learned in the page layout course, students will design projects for advertising and promotion of products and services.
Pre-requisites: DMPT 2120 - Prepress and Output with a grade of "C" or better

DMPT 2120 - Prepress and Output (4)
This course is an in-depth introduction to the graphic prepress production process. Through hands-on projects, the student will experience the challenges involved in successful graphic prepress production.
Pre-requisites: None
Co- requisites: DMPT 1005 - Vector Graphics, DMPT 1010 - Raster Imaging, AND DMPT 2105 - Page Layout with a grade of "C" or better.

DMPT 2125 - Advanced Raster Imaging (elective only) (4)
The student will refine imaging skills and apply concepts in advanced techniques of raster imaging.
Pre-requisites: DMPT 1010 - Raster Imaging with a grade of "C" or better

DMPT 2130 - Advanced Vector Graphics (elective only) (4)
Students will learn how to use advanced vector imagery techniques for communicating creative concepts in different media fields. They will study a variety of digital illustration styles and begin to develop a personal style of their own.
Pre-requisites: DMPT 1005 - Vector Graphics with a grade of "C" or better

DMPT 2905 - Practicum/Internship II (4)
Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control.
Pre-requisites: DMPT 2930 - Exit Review with a grade of "C" or better AND Program Instructor Approval

DMPT 2930 - Exit Review (4)
Emphasis is placed on student's production of portfolio-quality pieces. Focuses on the preparation for entry into the job market.
Pre-requisites: DMPT 2100 - Identity Design with a grade of "C" or better

DRSP Direct Support Professional

DRSP 1100 - Facilitating Access to Community Living I (3)
This is the first of two courses (each accompanied by a practicum) designed to provide people working in direct support roles with the knowledge and tools that will enable their support of people with disabilities within a context that is inclusive, community-based and person centered. Topics include: the changing role of support, systematic instruction, discovery process, person centered planning, individual accomplishments, community/neighborhood exploration, representation, personal assistance, family supports, and social networks/social capital.
Pre-requisites: Program Admission
Co-requisites: DRSP 1130 - Direct Support Professional Practicum I with a grade of "C" or better

DRSP 1130 - Direct Support Professional Practicum I (2)
This practicum accompanies DRSP 1100 - Facilitating Access to Community Living I involving people working in direct support roles with people with disabilities in a context that is inclusive, community-based and person centered. Topics include: systematic instruction, discovery process, individual accomplishments, person centered planning, community/neighborhood exploration, representation, personal assistance, family supports, and social networks/social capital.
Pre-requisites: Program Admission
Co-requisites: DRSP 1100 - Facilitating Access to Community Living I with a grade of "C" or better

ECCE Early Childhood Care and Education

ECCE 1070 - Introduction to Child Care and Licensing (3)
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.
Pre-requisites: Provisional Admission
Student will need a grade of "C" or better to pass.

ECCE 1075 - Introduction to Child Development (3)
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.
Pre-requisites: Provisional Admission
Student will need a grade of "C" or better to pass.

ECCE 1080 - Introduction to Classroom Management (3)
Introduces the student to quality classroom environments, developmentally appropriate curriculum, classroom management, and communicating with parents.
Pre-requisites: Provisional Admission
Student will need a grade of "C" or better to pass.

ECCE 1101 - Introduction to Early Childhood Care and Education (3)
Introduces concepts relating the responsibilities and procedures involved in a variety of early childhood care situations. Topics include historical perspectives; professionalism; guidance; developmentally appropriate practices; learning environment (including all children); cultural diversity; and licensing, accreditation, and credentialing.
Pre-requisites: Provisional Admission
Student will need a grade of "C" or better to pass.

ECCE 1103 - Child Growth and Development (3)
Introduces the student to the physical, social, emotional, and cognitive development of the young child (prenatal through 12 years of age). The course provides for competency development in observing, recording, and interpreting growth and development stages in the young child; advancing physical and intellectual competence; supporting social and emotional development; and examining relationships between child development and positive guidance. Topics include developmental characteristics, prenatal through age 12, developmental guidance applications, observing and recording techniques, ages and stages of development, and introduction to children with special needs.
Pre-requisites: Provisional Admission
Student will need a grade of "C" or better to pass.

ECCE 1105 - Health, Safety and Nutrition (3)
Introduces the theory, practices, and requirements for establishing and maintaining a safe, healthy learning environment. Topics include CPR and first aid, health issues, safety issues, child abuse and neglect, and nutritional needs of children.
Pre-requisites: Provisional Admission
Additional Fees: Pediatric or infant/child CPR/First Aid Certificate $60. Student will need a grade of "C" or better to pass.

ECCE 1112 - Curriculum and Assessment (3)
Provides student with an understanding of developmentally effective approaches to teaching, learning, observing, documenting and assessment strategies that promote positive development for young children. The course will enable the student to establish a learning environment appropriate for young children and to identify the goals, benefits, and uses of assessment in the development of curriculum for young children. Topics include observing, documenting, and assessing; learning environments; development of curriculum plans and materials; curriculum approaches; and instructional media.
Pre/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.

ECCE 1113 - Creative Activities for Children (3)
Introduces the concepts related to creativity in art, music, movement and creative drama, and facilitating children's creative expression across the curriculum. Topics include concepts of creativity and expression; theories of young children's creative development; facilitation of children's creative expression, media, methods and materials across the curriculum; appreciation of children's art processes and products; appreciation of children's creativity in music, movement and dance; appreciation of children's creative expression in play and creative drama; and art and music appreciation.
Pre-requisites: Provisional Admission
Student will need a grade of "C" or better to pass.

ECCE 1121 - Early Childhood Care and Education Practicum (3)
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.
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. Current background check through a law enforcement agency required for fall term, starting in Jan. 2014 students will need a fingerprint check.
Student will need a grade of "C" or better to pass.

ECCE 2115 - Language and Literacy (3)
Develops knowledge, skills, and abilities in supporting young children's literacy acquisition and development, birth through age twelve. Topics include developmental continuum of reading and writing, literacy acquisition birth to five years of age, literacy acquisition in kindergarten, literacy acquisition in early grades, and literacy acquisition in children who are culturally and linguistically diverse.
Pre/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.

ECCE 2116 - Math and Science (3)
Presents the process of introducing math and science concepts to young children. Includes planning and implementation of developmentally appropriate activities and development of math and science materials, media and methods. Topics include inquiry approach to learning; cognitive stages and developmental processes in developing math and science concepts with children birth to five; cognitive stages and developmental processes in developing math and science concepts with children in kindergarten and primary grades; planning math and science activities; and development of math and science materials, media and methods.
Pre/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.

ECCE 2201 - Exceptionalities (3)
Provides for the development of knowledge and skills that will enable the student to understand individuals with special needs and appropriately guide their development. Special emphasis is placed on acquainting the student with programs and community resources that serve families with children with special needs. Topics include inclusion/least restrictive environment (LRE), physical and motor impairments, gifted/talented, intellectual and cognitive disabilities, emotional and behavioral disorders, communication disorders in speech and language, autism spectrum disorders, visual

impairments, deaf and hard of hearing, health impairments, multiple disabilities, and community resources.
Pre-requisites: ECCE 1103 - Child Growth and Development with a grade of "C" or better.
Student will need a grade of "C" or better to pass.

ECCE 2202 - Social Issues and Family Involvement (3)
Enables the student to value the complex characteristics of children's families and communities and to develop culturally responsive practices which will support family partnerships. Students use their understanding to build reciprocal relationships which promote children's development and learning. Students are introduced to local programs and agencies that offer services to children and families within the community. Topics include professional responsibilities, family/social issues, community resources, family education and support, teacher-family communication, community partnerships, social diversity and anti-bias concerns, successful transitions, and school-family activities.
Pre-requisites: Provisional Admission
Student will need a grade of "C" or better to pass.

ECCE 2203 - Guidance and Classroom Management (3)
Examines effective guidance practices in group settings based upon the application of theoretical models of child development and of developmentally appropriate practices. Focus will be given to individual, family, and cultural diversity. Topics will include developmentally appropriate child guidance (birth through 12); effective classroom management, including preventive and interventive techniques; understanding challenging behaviors; and implementing guidance plans.
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.

ECCE 2240 - Early Childhood Care and Education Internship (12)
Provides the student with the opportunity to gain a supervised experience in an actual or simulated work site allowing demonstration of techniques obtained from course work. Internship 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; guidance techniques and classroom management, and professional portfolio development.
Pre-requisites: ECCE 1101, ECCE 1103, ECCE 1105 with a grade of "C" or better; Requires Advisor's Approval.
Co-requisites: ECCE 1105 with a grade of "C" or better.
*Additional Fees: Students are required to purchase liability insurance through the college. A fee of $19.00 for the NOCTI exam Current background check through a law enforcement agency required Fall 2013, Starting Jan. 2014 students will need a Fingerprint Check.
Student will need a grade of "C" or better to pass.

ECCE 2310 - Paraprofessional Methods and Materials (3)
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.
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.

ECCE 2312 - Paraprofessional Roles and Practices (3)
Develops skills to enable the student to work as a paraprofessional in a program for kindergarten through elementary aged children. Topics include professional qualifications, professional and ethical conduct, professionalism and employment, and paraprofessional roles and responsibilities.
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.

ECCE 2320 - Program Administration and Facility Management (3)
Provides training in planning, implementation, and maintenance of an effective early childhood program and facility. Topics include organization, mission, philosophy, goals of a program; types of programs; laws, rules, regulations, accreditation, and program evaluation; needs assessment; administrative roles and board of directors; anti-bias program development; child development and developmentally appropriate practices; marketing, public and community relations, grouping, enrollment and retention; working with families; professionalism and work ethics; space management; money management; and program, equipment, and supplies management.
Pre-requisites: Provisional Admission
Student will need a grade of "C" or better to pass.

ECCE 2322 - Personnel Management (3)
Provides training in early childhood personnel management. Topics include staff records; communication; personnel policies; managing payroll; recruitment, interviewing, selection, hiring, motivating, and firing; staff retention; staff scheduling; staff development; staff supervision; conflict resolution; staff evaluations; ethical responsibilities to employees; and time and stress management.
Pre-requisites: Provisional Admission
Student will need a grade of "C" or better to pass.

ECCE 2330 - Infant/Toddler Development (3)
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.
Pre-requisites: Provisional Admission
Student will need a grade of "C" or better to pass.

ECCE 2332 - Infant/Toddler Group Care and Curriculum (3)
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.
Pre-requisites: Provisional Admission
Student will need a grade of "C" or better to pass.

ECCE 2360 - Classroom Strategies for Exceptional Children (3)
Prepares child care providers and paraprofessionals with knowledge and skills in the areas of working effectively with children with a disability; working with families as partners; examining the laws and

regulations; exploring resources, service providers, and agencies that may assist the child and his/her family; examining the adaptations and modifications to facilities and environments; reviewing the referral process; implementing inclusion; modifying instruction to accommodate the child with special needs; and investigating ways to document and chart observations.
Pre/Co-requisites: ECCE 2201 – Exceptionalities with a grade of "C" or better
Student will need a grade of "C" or better to pass.

ECCE - 2362 Exploring Your Role in the Exceptional Environment (3)
Prepares child care providers and paraprofessionals with knowledge and skills for screening and assessing purposes; and explores resources, service providers, and agencies that may assist the child and families in educational or natural settings. Examines adaptations, accommodations, and modifications to environments; reviews the referral process; implements inclusion and modifies instruction to accommodate the child with special needs.
Pre/Co-requisites: ECCE 2201 – Exceptionalities with a grade of "C" or better
Student will need a grade of "C" or better to pass.

ECGT Electrocardiography Technology

ECGT 1030 - Introduction to Electrocardiography (5)
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.
Pre-requisites: ENGL 1010 - Fundamentals of English I with a grade of "C" or better, PSYC 1010 - Basic Psychology with a grade of "C" or better, MATH 1011 - Business Math with a grade of "C" or better
Co-requisites: ALHS 1011 - Anatomy and Physiology with a grade of "C" or better, ALHS 1090 - Medical Terminology for Allied Health Sciences with a grade of "C" or better

ECGT 1050 - Electrocardiography Practicum (5)
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.
Pre-requisites:
ECGT 1030 - Introduction to Electrocardiography with a grade of "C" or better

ECMT Electrical Construction and Maintenance

ECMT 1130 - Basic Lineworker Skills (3)
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.
Pre-requisites: Provisional Admission

ECON Economics

ECON 1101 - Principles of Economics (3)
Provides a description and analysis of economic operations in contemporary society. Emphasis is placed on developing an understanding of economic concepts and policies as they apply to everyday life. Topics include basic economic principles; economic forces and indicators; capital and labor; price, competition, and monopoly; money and banking; government expenditures, federal and local; fluctuations in production, employment, and income; and United States economy in perspective.
Pre-requisites: Regular Admissions

ELCR Electronics Technology

ELCR 1005 - Soldering Technology (1)
Develops the ability to solder and desolder connectors, components, and printed circuit boards using industry standards. Topics include: safety practices, soldering, desoldering, anti-static grounding, and surface mount techniques.
Pre-requisites: Provisional Admission

ELCR 1010 - Direct Current Circuits (5)
This course provides instruction in the theory and practical application of simple and complex direct current circuitry. Topics include laboratory safety practices and procedures, electrical laws and principles, DC test equipment, basic series, parallel and combination circuits, complex series and parallel circuits, and DC theorems.
Pre-requisites: None
Co-requisites:
MATH 1111 - College Algebra with a grade of "C" or better OR
MATH 1013 - Algebraic Concepts with a grade of "C" or better

ELCR 1020 - Alternating Current Circuits (7)
This course introduces the theory and application of varying sine wave voltages and current, and continues the development of AC concepts with emphasis on constructing, verifying, and troubleshooting reactive circuits using RLC theory and practical application. Topics include AC wave generation, frequency and phase relationship, impedance, admittance, and conductance, power factors, reactive components, simple RLC circuits, AC circuit resonance, passive filters, and non-sinusoidal wave forms.
Pre-requisites: ELCR 1010 - Direct Current Circuits with a grade of "C" or better

ELCR 1030 - Solid State Devices (5)
This course provides instruction in the theory and application of solid state devices in the electronics industry. Emphasis is placed on the physical characteristics and uses of solid state devices. Topics include PN diodes, power supplies, voltage regulation, bipolar junction theory and application, field effect transistors, and special applications.
Pre-requisites: ELCR 1020 - Alternating Current Circuits with a grade of "C" or better

ELCR 1040 - Digital and Microprocessor Fundamentals (5)
This course is designed to provide sufficient coverage of digital electronics and microprocessor fundamentals. Digital fundamentals will introduce basic binary topics such as binary arithmetic, logic

gates and truth tables, Boolean algebra and minimization techniques, logic families, and digital test equipment. Upon completion of the foundational digital requirements, a more advanced study of digital devices and circuits will include such topics as flip-flops, counters, multiplexers and de-multiplexers, encoding and decoding, displays, and analog to digital and digital to analog conversions. Students will also explore the basic architecture and hardware concepts of the microprocessor.
Pre-requisites: ELCR 1020 - Alternating Current Circuits with a grade of "C" or better
Co-requisites: ELCR 1030 - Solid State Devices with a grade of "C" or better

ELCR 1060 - Linear Integrated Circuits (3)
Provides in-depth instruction on the characteristics and applications of linear integrated circuits. Topics include: operational amplifiers, timers, and three-terminal voltage regulators.
Pre-requisites: ELCR 1030 - Solid State Devices with a grade of "C" or better

ELCR 2110 - Process Control (3)
Introduces industrial process control applications with an emphasis on sensors and signal conditioning. Topics include: symbology and drawing standards, control techniques, sensors and signal conditioning, and ISA and other relevant standards.
Pre-requisites: ELCR 1030 - Solid State Devices with a grade of "C" or better

ELCR 2120 - Motor Controls (3)
Introduces the application of motor controls in the industrial environment. Topics include: AC/DC motors, AC/DC drives, MCC and contactors, NEC and NEMA standards, ladder diagrams, and power sources.
Pre-requisites: ELCR 1030 - Solid State Devices with a grade of "C" or better

ELCR 2130 - Programmable Controllers (3)
Provides the basic skills and techniques used in industrial application of programmable controls. Topics include: controller hardware, programming, PC applications, and troubleshooting.
Pre-requisites: ELCR 1030 - Solid State Devices with a grade of "C" or better

ELCR 2140 - Mechanical Devices (2)
Develops knowledge and skills necessary to transmit mechanical power using common industrial linkage types. Emphasis is placed on use of mechanical devices in combination with electronic controls. Topics include: linkages, motion analysis, gear drives, and preventative maintenance.
Pre-requisites: Program Admission

ELCR 2150 - Fluid Power (2)
Provides an overview of fluid power operation as applied to industrial electronics. Emphasis is placed on the interfacing of electronic and fluidic systems. Topics include: safety, fluid dynamics, hydraulics, pneumatics, air logic, and electrical interfacing.
Pre-requisites: Program Admission

ELCR 2160 - Advanced Microprocessors and Robotics (3)
This course continues an earlier study of microprocessor fundamentals and introduces robotic theory and application. Topics include the microprocessor instruction set, programming and debugging applications and troubleshooting, microprocessor applications for embedded systems, basic DSP concepts, robotic terminology and languages, and robotic programming.
Pre-requisites:
ELCR 2130 - Programmable Controllers with a grade of "C" or better
ELCR 2140 - Mechanical Devices with a grade of "C" or better
ELCR 2150 - Fluid Power with a grade of "C" or better

ELCR 2170 - Computer Hardware (5)
Provides an introduction to the fundamentals of installing, configuring, upgrading, troubleshooting, and repairing microcomputer systems. Topics include installation, configuration, upgrading, diagnosing, troubleshooting, preventive maintenance, basic hardware, printers, and basic networking.
Pre-requisites: Program Admission

ELCR 2190 - Networking I (3)
Provides an introduction to networking technologies. Cover a wide range of material about networking, from careers in networking to local area networks, wide area networks, protocols, topologies, transmission media, and security. Focuses on operating network management systems and implementing the installation of networks. The course reviews cabling, connection schemes, the fundamentals of LAN and Wan technologies, TCP/IP configuration and troubleshooting, remote connectivity, and network maintenance and troubleshooting. Topics include: media and topologies, protocols and standards, network implementation, and network support.
Pre-requisites: Program Admission

ELCR 2210 - Advanced Circuit Analysis (5)
This course provides an in depth study of communication system concepts and emphasis an analysis of amplitude and frequency modulation and detection methods. Topics include AM, FM, and SSB modulation and detection, transmitters and receivers, multiplexing and de-multiplexing, basic telemetry concepts, and noise bandwidth considerations.
Pre-requisites:
ELCR 1040 - Digital and Microprocessor Fundamentals with a grade of "C" or better

ELCR 2220 - Advanced Modulation Techniques (3)
This course continues the study of modulation and detection techniques. Topics include: digital modulation techniques, pulse modulation techniques, and sampling techniques.
Pre-requisites: None
Co-requisites: ELCR 2210 - Advanced Circuit Analysis with a grade of "C" or better

ELCR 2230 - Antenna and Transmission Lines (3)
Provides an understanding of antennas and transmission lines used in communications. Topics include: transmission lines, wave guides, antenna types, antenna applications, and telephone transmission lines.
Pre-requisites: None
Co-requisites: ELCR 2220 - Advanced Modulation Techniques with a grade of "C" or better

ELCR 2240 - Microwave Communications and Radar (3)
Provides a basic understanding of microwave communications and radar. Topics include: microwave and radar fundamentals, microwave devices, wave guides, specialized antennas, radar systems, and communications systems.
Pre-requisites: ELCR 2230 - Antenna and Transmission Lines with a grade of "C" or better

ELCR 2250 - Optical Communications Techniques (3)
Surveys the major optical devices used for communications. Topics include: light sources, fiber optic cable, coupling and fusing, light modulation and detection techniques, and system application of light devices.
Pre-requisites: None
Co-requisites: ELCR 2240 - Microwave Communications and Radar with a grade of "C" or better

ELCR 2590 - Fiber Optic Systems (3)
Introduces the fundamentals of fiber optics and explores the applications of fiber optic transmission systems. Laboratory exercises give students hands-on experience with fiber optic devices and test equipment. Topics includes: fundamentals of fiber optics, types of optical fibers, fiber materials and manufacture, cabling, light sources/transmitters/receivers, connectors, splicing, test measurement, and fiber optic system design.
Pre-requisites: ELCR 1040 - Digital and Microprocessor Fundamentals with a grade of "C" or better

ELCR 2600 - Telecommunication and Data Cabling (3)
Introduces the basic of cable installation from the initial site survey to splicing cable and making connections. Through laboratory activities, students perform the basic tasks of a cable installer. Topics include: basic standards and practices, cable rating and performance, cable installation and management, testing and troubleshooting, industry standards, pulling cable, and understanding blueprints.
Pre-requisites: ELCR 1010 - Direct Current Circuits with a grade of "C" or better

ELCR 2620 – Telecommunications Systems Installation, Programming, and Data Transmission (4)
This course provides instruction in the installation, programming, testing, and repair of simple and complex telephone systems. An introduction is also given to basic concepts on telecommunication and data transmission.
Pre-requisites: ELCR 1010 - Direct Current Circuits with a grade of "C" or better
Co-requisites: ELCR 2600 - Telecommunication and Data Cabling with a grade of "C" or better

ELTR Electrical Technology

ELTR 1020 - Electrical Systems Basics I (3)
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.
Pre-requisites: None
Co-requisites: MATH 1012 - Foundations of Mathematics with a grade of "C" or better, IDFC 1011 - Direct Current I with a grade of "C" or better

ELTR 1060 - Electrical Prints, Schematics, and Symbols (2)
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.
Pre-requisites: Provisional Admission

ELTR 1080 - Commercial Wiring I (5)
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.
Pre-requisites: None
Co-requisites: ELTR 1090 - Commercial Wiring II with a grade of "C" or better

ELTR 1090 - Commercial Wiring II (6)
This course is a continuation of the study in commercial wiring practices and procedures. Topics include: transformer connections, an introduction to low voltage systems, conduit design and installation practices, and system design concepts.
Pre-requisites: None
Co-requisites: ELTR 1080 - Commercial Wiring I with a grade of "C" or better

ELTR 1110 - Electric Motors (4)
Introduces the fundamental theories and applications of single-phase motors. Topics include: motor theory/operating principles, motor terminology, motor identification, NEMA standards, motor efficiencies, preventive maintenance, troubleshooting/failure analysis, and NEC requirements.
Pre-requisites: None
Co-requisites: ELTR 1120, ELTR 1180 Both with a grade of "C" or better

ELTR 1120 - Variable Speed/Low Voltage Controls (2)
Introduces types of electric motor control, reduced voltage starting, and applications. Emphasis will be placed on motor types, controller types, and applications. Includes information on wye and delta motor connections; part wind, autotransformer; adjustable frequency drives and other applications; and oscilloscopes and their operation. Topics include: types of reduced voltage starting, reduced voltage motor connections, and adjustable frequency drive.
Pre-requisites: None
Co-requisites: ELTR 1110 - Electric Motors with a grade of "C" or better ELTR 1180 - Electrical Controls with a grade of "C" or better

ELTR 1180 - Electrical Controls (3)
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.
Pre-requisites: None
Co-requisites:
ELTR 1110 - Electric Motors with a grade of "C" or better
ELTR 1120 - Variable Speed/Low Voltage Controls with a grade of "C" or better

ELTR 1205 - Residential Wiring I (3)
Introduces residential wiring practices and procedures. Topics include: residential circuits, print reading, National Electrical Code, wiring materials, determining the required number and location of lighting/receptacles and small appliance circuits, wiring methods (size and type conductors, box fill calculations and voltage drop), switch control of luminaries, receptacle installation including bonding, GFCI and AFCI circuits, special purposes outlets - ranges, cook tops, ovens, dryers, water heaters, sump pumps, and sizing OCPDs (circuit breakers and fuses).
Pre-requisites: None
Co-requisites: ELTR 1210 - Residential Wiring II with a grade of "C" or better

ELTR 1210 - Residential Wiring II (3)
Provides additional instruction on wiring practices in accordance with the National Electrical Code. Topics include: residential single family service calculations, residential two family service calculations, load balancing, sub panels and feeders, residential single family service installation, residential two family service installation, concepts of TV and CATV installation, swimming pool installation, and remote control of lighting and intercom installation.
Pre-requisites: None
Co-requisites: ELTR 1205 - Residential Wiring I with a grade of "C" or better

ELTR 1220 - Industrial PLC's (4)
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.
Pre-requisites: None
Co-requisites: ELTR 1180 - Electrical Controls with a grade of "C" or better

ELTR 1250 - Diagnostic Troubleshooting (2)
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.
Pre-requisites: None

ELTR 1270 - Industrial Wiring Concepts (4)
Provides instruction in industrial applications of the National Electrical Code. Topics include: rigid/IMC conduit installation, EMT conduit installation, busways installation, cable tray/wireway installation, and equipment installation (600 volts or less).
Pre-requisites: None

ELTR 1520 - Grounding and Bonding (2)
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.
Pre-requisites: Provisional Admission

ELTR 1525 - Photovoltaic Systems (5)
This class introduces techniques and method on how to install residential and commercial photovoltaic systems.
Pre-requisites: Advisor Approval

ELTR 1530 - Conduit Sizing (2)
Provides practice in calculating conduit size. Emphasis is placed on use of the requirement of the National Electrical Code. Topics include: National Electrical Code, conduits types/trade sizes, and percent of fill.
Pre-requisites: Program Admission

EMPL Job Acquisition Skills

EMPL 1000 - Interpersonal Relations and Professional Development (2)
Emphasizes human relations and professional development in today's rapidly changing world that prepares students for living and working in a complex society. Topics include human relations skills, job acquisition skills and communication, job retention skills, job advancement skills, and professional image skills.
Pre-requisites: Provisional Admission

EMSP Emergency Medical Services Professions

EMSP 1010 - Emergency Medical Responder (4)
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.
Pre-requisites: Program Admission

EMSP 1110 - Introduction to the EMT Profession (3)
This course serves as the introductory course to the Emergency Medical Services (EMS) profession. It orients the student to the prehospital care environment, issues related to the provision of patient care in both in-hospital and out-of-hospital circumstances. It further provides foundational information upon which subsequent curriculum content is based so that successful completion of this content increases the potential for success in subsequent courses and should allow students to apply the fundamental knowledge, skills, and attitudes gained in order to effectively communicate and function safely, ethically and professionally within the emergency medical services environment. Topics include: Anatomy and Physiology, Medical Terminology, Pathophysiology, CPR for HCP, EMS Systems, Research, Workforce Safety and Wellness, Documentation, EMS System Communication, Therapeutic Communication, Medical/Legal and Ethics, Public Health, Principles of Safely Operating a Ground Ambulance, Incident Management, Multiple Casualty Incidents, Air Medical, Vehicle Extrication, HazMat, MCI due to Terrorism/Disaster, and Life Span Development.
Pre-requisites: Program Admission
Co-requisites: EMSP 1120 - EMT Assessment/Airway Mgt. and Pharmacology

EMSP 1120 - EMT Assessment/Airway Mgt. and Pharmacology (3)
This course prepares students for initial scene management and assessment of patients as well as management of the airway. Introduction to pharmacology is also covered. Includes application of scene information and patient assessment findings (scene size up, primary and secondary assessment, patient history, and reassessment) to guide emergency management. Topics include: Scene Size-Up; Primary Assessment; History Taking; Secondary Assessment; Monitoring Devices; Reassessment; Airway Management; Respiration; Artificial Ventilation; Principles of Pharmacology; Medication Administration; and Emergency Medications.
Pre-requisites: Program Admission
Co-requisites: EMSP 1110 - Introduction to the EMT Profession

EMSP 1130 - Medical Emergencies for the EMT (3)
This course integrates pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan of cases involving non-traumatic medical emergencies. Topics include: Medical Overview; Neurology; Abdominal and Gastrointestinal Disorders; Immunology; Infectious

Disease; Endocrine Disorders; Psychiatric; Cardiovascular; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Non-Traumatic Musculoskeletal Disorders; Diseases of the Eyes, Ears, Nose, and Throat; and Medical Assessments.
Pre-requisites: EMSP 1120 - EMT Assessment/Airway Mgt. and Pharmacology with a grade of "C" or better
Co-requisites: EMSP 1140 - Special Patient Populations

EMSP 1140 - Special Patient Populations (3)
This course provides a fundamental knowledge of growth, development, and aging and assessment findings to provide basic emergency care and transportation for a patient with special needs. Topics include: Obstetrics, Gynecology, Neonatal Care, Pediatrics, Geriatrics, Patients with Special Challenges, and Special Patient Populations - Assessments.
Pre-requisites: EMSP 1120 - EMT Assessment/Airway Mgt. and Pharmacology with a grade of "C" or better
Co-requisites: EMSP 1130 - Medical Emergencies for the EMT

EMSP 1150 - Shock and Trauma for the EMT (3)
This course is designed to prepare the EMT student to apply pre-hospital emergency care to patients who have sustained injuries resulting from various mechanisms of injury including: Abdominal and Genitourinary trauma; 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.
Pre-requisites: EMSP 1120 - EMT Assessment/Airway Mgt. and Pharmacology with a grade of "C" or better

EMSP 1160 - Clinical and Practical Applications for the EMT (1)
This course provides supervised clinical experience in various clinical settings as well as opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of an EMT. Topics include: Clinical and Assessment Based Management.
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 EMSP, 1140 - Special Patient Populations, EMSP 1150 - Shock and Trauma for the EMT

EMSP 1510 - Advanced Concepts for the AEMT (3)
This course serves as the introductory course to the advanced level practice of the Advanced Emergency Medical Technician (AEMT). It expands on the information attained at the EMT level. Topics include: EMS Systems; Documentation; EMS System Communication; Therapeutic Communication; Principles of Pharmacology; Medication Administration; Emergency Medications; Airway Management; Respiration; Artificial Ventilation; Primary Assessment; and Secondary Assessment.
Pre-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

EMSP 1520 - Advanced Patient Care for the AEMT (3)
This course provides opportunities to apply fundamental knowledge of basic and selected advanced emergency care and transportation based on assessment findings for the following: an acutely ill patient; a patient in shock, respiratory failure or arrest, cardiac failure or arrest, and post resuscitation management; and an acutely injured patient. In addition it provides a fundamental knowledge of growth, development, and aging and assessment findings to provide basic and selected advanced emergency care and transportation for a patient with special needs. Topics include: Geriatrics; Patients with Special Challenges; Medical Overview; Neurology; Immunology; Infectious Disease; Endocrine Disorders; Cardiovascular; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Shock and Resuscitation; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopaedic Trauma; Head, Facial, Neck, and Spine Trauma: Nervous System Trauma; and Integration of Medical/Trauma Assessments.
Pre/Co-requisites: EMSP 1510 - Advanced Concepts for the AEMT with a grade of "C" or better

EMSP 1530 - Clinical Applications for the AEMT (1)
This course provides supervised clinical experience in various clinical settings. Topics include: Clinicals.
Pre/Co-requisites: EMSP 1510 - Advanced Concepts for the AEMT with a grade of "C" or better

EMSP 1540 - Clinical and Practical Applications for the AEMT (3)
This course provides supervised clinical experience in various clinical settings as well as opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of an AEMT. Topics include: Clinicals and Assessment Based Management.
Pre/Co-requisites: EMSP 1510 - Advanced Concepts for the AEMT with a grade of "C" or better

EMSP 2110 - Foundations of Paramedicine (3)
This course introduces the student to the role of the paramedic in today's healthcare system, with a focus on the prehospital setting. This course will also prepare the student to integrate scene and patient assessment findings with knowledge of epidemiology and pathophysiology to form a field impression. This includes developing a list of differential diagnoses through clinical reasoning to modify the assessment and formulate a treatment plan. Topics include: EMS Systems; Research; Workforce Safety and Wellness; Documentation; EMS System Communication; Therapeutic Communication; Medical/Legal and Ethics; Life Span Development; Public Health; Incident Management; Air Medical; Scene Size-Up; Primary Assessment; History Taking; Secondary Assessment; Monitoring Devices; and Reassessment.
Pre-requisites: Program Admission

EMSP 2120 - Applications of Pathophysiology for Paramedics (3)
This course expands the concepts of pathophysiology as it correlates to disease processes. This course will enable the student to apply the general concepts of pathophysiology to the assessment and management of patients in the emergency setting. Topics include: Pathophysiology.
Pre/co-requisites:
ALHS 1011 - Anatomy and Physiology OR
BIOL 2113 - Anatomy and Physiology I AND
BIOL 2113L - Anatomy and Physiology Lab I
EMSP 2130 - Advanced Resuscitative Skills for Paramedics(3)
This course will equip the paramedicine student with an expanded knowledge of pharmacology, as well as skills used to manage the respiratory system. Students will learn to use these advanced resuscitative skills to mitigate patient care emergencies, and to improve the overall health of the patient. Topics include: Principles of Pharmacology; Medication Administration; Emergency Medications; Airway Management; Respiration; and Artificial Ventilation.
Pre-requisites: Program Admission

EMSP 2140 - Advanced Cardiovascular Concepts (4)
This course equips the paramedicine student with an expanded knowledge of the anatomy, physiology, and electrophysiology of the cardiovascular system. Students will also examine the epidemiology of cardiovascular disease, and will begin to integrate advanced assessment skills (including ECG interpretation) into the assessment of cardiac patients. Topics include: Anatomy, Physiology, and Electrophysiology of the Cardiovascular System; Epidemiology of Cardiovascular Disease; Assessment of the Cardiac Patient; Electrocardiographic (ECG) interpretation.
Pre/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

EMSP 2310 - Therapeutic Modalities of Cardiovascular Care (3)
This course will enable the student to integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient experiencing a cardiovascular emergency. Topics include: Cardiovascular Emergencies and Advanced Cardiovascular Life Support (ACLS).
Pre/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

EMSP 2320 - Therapeutic Modalities of Medical Care (5)
This course will enable the student to integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient experiencing a medical emergency. Topics include: Medical Overview; Neurology; Abdominal and Gastrointestinal Disorders; Immunology; Infectious Disease; Endocrine Disorders; Psychiatric; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Non-Traumatic Musculoskeletal Disorders; Diseases of the Eyes, Ears, Nose, and Throat; and Assessment of Medical Emergencies.
Pre/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

EMSP 2330 - Therapeutic Modalities of Trauma Care (4)
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.
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

EMSP 2340 - Therapeutic Modalities Special Patient Populations (4)
This course will enable the student to integrate assessment findings with principles of pathophysiology and knowledge of psychosocial needs to formulate a field impression and implement a comprehensive treatment/disposition plan for 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.
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

EMSP 2510 - Clinical Applications for the Paramedic - I (2)
This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2510 Clinical Applications for the Paramedic - I is one in a series of courses that also includes: EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.
Pre/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

EMSP 2520 - Clinical Applications for the Paramedic – II (2)
This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2520 Clinical Applications for the Paramedic - II is one in a series of courses that also includes: EMSP 2510, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.
Pre/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

EMSP 2530 - Clinical Applications for the Paramedic - III (2)
This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2530 Clinical Applications for the Paramedic - III is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.
Pre/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

EMSP 2540 - Clinical Applications for the Paramedic - IV (1)
This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2540 Clinical Applications for the Paramedic - IV is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.
Pre/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

EMSP 2550 - Clinical Applications for the Paramedic - V (1)
This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2550 Clinical Applications for the Paramedic - V is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2560 and EMSP 2570. The successful completion of all of

these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.
Pre/Co-requisites: EMSP 2110 - Foundations of Paramedicine with a grade of "C" or better ANDEMSP 2130 - Advanced Resuscitative Skills for Paramedics with a grade of "C" or better

EMSP 2560 - Clinical Applications for the Paramedic - VI (1)
This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2560 Clinical Applications for the Paramedic - VI is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.
Pre/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

EMSP 2570 - Clinical Applications for the Paramedic - VII (1)
This course provides the paramedicine 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.
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

EMSP 2710 - Field Internship for the Paramedic (2)
Provides supervised field internship experience in the prehospital advanced life support setting. Topics include: Field Internship.
Pre-requisites: EMSP 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.

EMSP 2720 - Practical Applications for the Paramedic (3)
Allows opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of a Paramedic. Topics include: Assessment Based Management for Paramedics.
Pre-requisites: EMSP 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.

ENGL English

ENGL 0096 - English I (3)
Emphasizes standard English usage. Topics include capitalization, basic punctuation, subject and verb agreement, correct verb forms, spelling, and basic paragraph development.
Pre-requisites: Appropriate Placement Test Score.

ENGL 0097 - English II (3)
Emphasizes standard English usage. Topics include capitalization, basic punctuation, subject and verb agreement, correct verb forms, spelling, and basic paragraph development.
Pre-requisites: ENGL 0096 – English I OR Appropriate Placement Test Score.

ENGL 0098 - English III (3)
Emphasizes the ability to communicate using written methods. Topics include writing, grammar, and revising.
Pre-requisites: ENGL 0097 - English II OR Appropriate Placement Test Score.

ENGL 1010 - Fundamentals of English I (3)
Emphasizes the development and improvement of written and oral communication abilities. Topics include analysis of writing, applied grammar and writing skills, editing and proofreading skills, research skills, and oral communication skills.
Pre-requisites:
ENGL 0097 - English II OR Appropriate Placement Test Score AND READ 0097 - Reading II OR Appropriate Placement Test Score.

ENGL 1101 - Composition and Rhetoric (3)
Explores the analysis of literature and articles about issues in the humanities and in society. Students practice various modes of writing, ranging from exposition to argumentation and persuasion. The course includes a review of standard grammatical and stylistic usage in proofreading and editing. An introduction to library resources lays the foundation for research. Topics include writing analysis and practice, revision, and research. Students write a research paper using library resources and using a formatting and documentation style appropriate to the purpose and audience.
Pre-requisites:
Appropriate Degree Level Writing (English) Placement Test Score AND Appropriate Degree Level Reading Placement Test Score

ENGL 1102 - Literature and Composition (3)
Emphasizes the student's ability to read literature analytically and meaningfully and to communicate clearly. Students analyze the form and content of literature in historical and philosophical contexts. Topics include reading and analysis of fiction, poetry, and drama; research; and writing about literature.
Pre-requisites: ENGL 1101 - Composition and Rhetoric with a grade of "C" or better.

ENGL 1105 - Technical Communications (3)
Emphasizes practical knowledge of technical communications techniques, procedures, and reporting formats used in industry and business. Topics include reference use and research, device and process description, formal technical report writing, business correspondence, and technical report presentation.
Pre-requisites: ENGL 1101 - Composition and Rhetoric with C or better.

ENGL 2130 - American Literature (3)
Emphasizes American literature as a reflection of culture and ideas. A survey of important works in American literature. Includes a variety of literary genres: short stories, poetry, drama, nonfiction, and novels. Topics include literature and culture, essential themes and ideas, literature and history, and research skills.
Pre-requisites: ENGL 1101 - Composition and Rhetoric with C or better.

FOSC Forensic Science Technology

FOSC 1206 - Introduction to Forensic Science (3)
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.
Pre-requisites: Program Admission

FOSC 2010 - Crime Scene Investigation I (4)
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.
Pre-requisites: FOSC 1206 - Introduction to Forensic Science with a grade of "C" or better.

FOSC 2011 - Crime Scene Investigation II (4)
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.
Pre-requisites:
Program Admission
FOSC 2010 - Crime Scene Investigation I with a grade of "C" or better.

FOSC 2012 - Forensic Trace Evidence (4)
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.
Pre-requisites: Program Admission
FOSC 1206 - Introduction to Forensic Science with a grade of "C" or better.

FOSC 2014 - Documentation and Report Preparation (4)
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.
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.

FOSC 2028 - Bloodstain Pattern Analysis (4)
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.
Pre-requisites: FOSC 2010 - Crime Scene Investigation I with a grade of "C" or better.

FOSC 2033 - Death Investigation (3)
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.
Pre-requisites: FOSC 1206 - Introduction to Forensic Science with a grade of "C" or better.

FOSC 2035 - Forensic Photography (4)
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.
Pre-requisites:
Program Admission
FOSC 1206 - Introduction to Forensic Science with a grade of "C" or better.

FOSC 2037 - Victimology (3)
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.
Pre-requisites: Program Admission

FOSC 2039 - Computer Forensics (5)
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.
Pre-requisites: COMP 1000 - Introduction to Computers 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

FOSC 2040 - Forensic Firearms and Toolmark Identification(4)
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.
Pre-requisites: FOSC 1206 - Introduction to Forensic Science with a grade of "C" or better.

FOSC 2041 - Latent Print Examination (4)
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.
Pre-requisites: FOSC 1206 with a grade of "C" or better

FOSC 2150 - Case Preparation and Courtroom Testimony (4)
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.
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

FOSC 2200 - Forensic Firearm Injuries (4)
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.
Pre-requisites:
Program Admission
FOSC 1206 - Introduction to Forensic Science with a grade of "C" or better. AND FOSC 2040 - Forensic Firearms and Toolmark Identification with a grade of "C" or better.

FRSC Fire Science

FRSC 1020 - Basic Firefighter Emergency Services Fundamentals (3)
This course provides the student with information on the applicable laws, policies, and standards that the Firefighter I course is designed, and how the course will be administered. This course will provide the student basic knowledge of where and how the fire service originated from the colonial periods to present day firefighting operations. The student will learn basic roles and responsibilities of a firefighter, how firefighters have to abide by and work from standard operating procedures and guidelines, and how the chain of command works and their position within it. The student will be provided the knowledge on how to communicate within the fire service; whether it with the fire station or on the fire ground. This course provides the emergency responder with basic principles and functions of the Incident Command System. The course will provide the necessary knowledge and skills to operate within the ICS and their role within the ICS at the fire station, at a non-emergency scene, and at emergency scenes. It will provide also provide the emergency responder with knowledge on how to perform basic skills at emergency scenes that deal with infection control, cardiopulmonary resuscitation, basic first aid measures, and using an AED. Finally, it will provide the emergency responder skills and knowledge on how to recognize the presence of and the potential for a hazardous materials release, and how and who personnel should call. Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to obtain a certificate of completion or become certified through the appropriate governing agency for the following: 1. Infection Control 2. CPR 3. First Aid 4. ICS-100 5. IS-700 6. NPQ - Hazardous Materials for First Responders Awareness Level This course meets the requirements NFPA 1001 Standard for Fire Fighter Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.
Pre-requisites: Program Admission

FRSC 1030 - Basic Firefighter - MODULE I (5)
This course provides the firefighter candidate/recruit with basic knowledge and skills to perform various fire ground operations as a firefighter on emergency scenes. The candidate/recruit will learn about safety during all phases of a firefighters career, the personal protective equipment that is required for training and every emergency response, and how to properly don it for use and doff it after use. The candidate/recruit will learn about the dynamics of fire through fire behavior and how to extinguish the different phases of fires with either portable fire extinguishers or through fire suppression attacks and techniques. The candidate/recruit will also learn the three tactical priorities of Life Safety, Incident Stabilization, and Property Conservation that have to be achieved on every fireground. Basic knowledge and skills will be provided to the candidate/recruit so they can achieve the tactical priorities through various fireground operations such as: response 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.
Pre-requisites: Program Admission

FRSC 1040 - Basic Firefighter - MODULE II (3)
This course builds from the skills and knowledge in Module I and provides the knowledge and skills to support the fireground techniques learned in the previous courses. The firefighter will learn various uses of ropes 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.

Pre-requisites: Program Admission

FRSC 1050 - Fire and Life Safety Educator I (3)
Most structural fires, fire deaths and fire injuries occur in the home. This course addresses some of the most important responsibilities of the modern fire service; teaching the public to prevent or if needed, escape fires and related emergencies. We have adopted the approach that we must learn from each incident then put the information to work to prevent fires and fire losses through public fire and life safety education. Topics include: general requisite knowledge, administration, planning and development, education and implementation, and evaluation.
Pre-requisites:
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.

FRSC 1060 - Fire Prevention, Preparedness and Maintenance (3)
This course provides the student with the necessary skills of fire prevention, emergency scene preparedness, and tool and equipment maintenance. Specifically addressed are the following topics: basic principles of building construction; knowledge of water supply systems to include pressurized systems, rural water supplies, and alternative water supplies; perform hydrant flow tests as part of water flow assessments for water supplies coming from pressurized hydrants; discuss fire detection, suppression, and suppression systems; consolidate all knowledge to perform a pre-incident plan of a facility; selection of proper tools and techniques of cleaning and proper maintenance of those tools; discuss hoselines, nozzles, and fire streams to perform hoseline lays with proper nozzles attached and select the proper fire stream for the class of fire encountered on various types of fire scenes; and service testing of fire hoses. Finally, this course will conclude fire cause determination to gain necessary knowledge and skills to perform a fire investigation to determine the point of origin and the cause of a fire in a structure. To participate in this course the student must also attain national certification of Firefighter I status or successful completion of FRSC 1020, FRSC 1030, FRSC 1040 and FRSC 1141.
Pre-requisites: Program Admission

FRSC 1070 - Introduction to Technical Rescue(4)
This course provides an awareness of the principles of technical rescue through utilization of readings from the text, classroom 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.
Pre-requisites: Program Admission

FRSC 1080 - Fireground Operations (3)
This course will provide the student basic knowledge of the roles and responsibilities of the Firefighter II; the standard operating procedures and guidelines of firefighters; fire service communications relative to obtaining information from occupants and owners to complete an incident report can be completed accurately; Incident Command principles and their application; practical fireground hydraulics to supply proper nozzle pressures while participating in live fire scenarios. To participate in this course the student must also attain National certification of Firefighter I status or successful completion of FRSC 1020, FRSC 1030, FRSC 1040, FRSC 1141.
Pre-requisites: Program Admission

FRSC 1100 - Introduction to the Fire Service (3)
This course is a survey of the philosophy and history of Fire Protection, loss of property and life by fire, review of municipal fire defenses and the organization and function of the federal, state, county, city and private fire protection. Includes introduction to: fire technology education and the firefighter selection process; fire protection career opportunities; public fire protection; chemistry and physics of fire; public and private support organizations; fire department resources, fire department administration; support functions; training, fire prevention; codes and ordinances; fire protection systems and equipment; emergency incident management; and emergency operations.
Pre-requisites: Program Admission

FRSC 1110 - Fire Administration - Supervision and Leadership (3)
This course provides the necessary knowledge and skills for an emergency responder to become a successful fire officer. The student will learn how to become a responsible leader and supervisor to a crew of firefighters, how to manage a budget for the fire station, understand standard operating procedures, and be able to manage an incident. Also, an understanding of basic fire prevention methods, fire and building codes, and records systems will be covered throughout the course. Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to qualify for a certificate of completion or seek certification through the appropriate governing agency for the following: 1. NFA Leadership I 2. NFA Leadership II 3. NFA Leadership III This course meets the requirements NFPA 1021 Standard for Fire Officer Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.
Pre-requisites: Program Admission

FRSC 1121 - Firefighting Strategy and Tactics (3)
This course presents the principles of applying fire department resources to mitigate a fire or related emergency. General topics include: principles of firefighting, size up, engine company operations, hose line selection and placement, water supply, standpipe and sprinkler operations, ladder company operations, forcible entry, ventilation and search and rescue. Specific-fires reviewed will include private dwellings, multiple dwellings, commercial buildings, high-rise structures, buildings under construction, structural collapse, flammable liquid and gas fires and waterfront fires.
Pre-requisites: Program Admission

FRSC 1132 - Fire Service Instructor (4)
Students will learn to analyze jobs and information, then prepare and present related training. Emphasis is placed on planning, organizing, presenting, and testing, using methodologies appropriate to the subject. Topics include: orientation to emergency

services instruction, communication, planning and analysis, objectives, learning, assessment, methods of instruction, instructor materials, media, training related group dynamics, classroom management, the legal environment, and NPQ Fire Instructor I. Students will have numerous hands-on opportunities to apply what they learn. Successful completers of FRSC 1132 are qualified to test for the National Professional Qualification (NPQ) Fire Instructor I Exam.
Pre-requisites: Program Admission

FRSC 1141 - Hazardous Materials Operations (4)
This course provides emergency responder personnel with the information to respond safely, limit possible exposure to all personnel, and to provide information to the proper authorities as being a primary goal while reacting in the defensive mode of operation. The first responder operations level responsibilities are recognition and identification of a hazardous material scene, the gathering of information, the notification of the proper authorities, the isolation of the area by setting perimeters/zones, possible evacuation, protection by initiating the incident management system, emergency decontamination, and performing defensive actions only. Even though the first responder is a member of an emergency response service, they are not trained in specialized protective clothing or specialized control equipment. Thus, the first responder is not a member of a hazardous materials response team. This course meets the requirements of NFPA 472 - Professional Competence of First Responders to Haz Mat Incidents at the Operations Level. This course also meets the requirements of OSHA 29 CFR 1910.120, EPA, USDOT, and all other appropriate state, local and provincial occupational health and safety regulatory requirements. Also required as prerequisite: NPQ FF I and NPQ Hazardous Materials Awareness Level
Pre-requisites: Program Admission

FRSC 1151 - Fire Prevention and Inspection (4)
Emphasis is placed on the shared responsibility of all fire service personnel to prevent fires and fire losses by survey of fire prevention activities, conducting basic fire prevention inspections, practicing life safety codes, review of local and state laws regarding fire inspection, and review of applicable codes and standards. Topics include: code administration, inspection, use 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
Pre-requisites: Program Admission

FRSC 1161 - Fire Service Safety and Loss Control (3)
This course will provide the necessary knowledge and skills for the emergency responder to understand occupational safety and health and be able to develop safety programs. The course starts with an introduction to occupational safety and health and covers the history, national agencies that produce injury and fatality reports, and efforts that have been made to address safety and health problems in emergency service occupations. The course will review safety related regulations and standards and discuss how to implement them through risk management processes. There will be lectures and discussions on pre-incident safety, safety at fire emergencies, safety at medical and rescue emergencies, safety at specialized incidents, and post-incident safety management. Personnel roles and responsibilities will be covered, so that knowledge can be gained on the relationship to the overall safety and health program by the different responding and administrative personnel at emergency scenes. Lectures and discussions on how to develop, manage, and evaluate safety programs will be covered to provide general knowledge and basic skills on occupational health and safety programs. Finally information management and various other special topics will be covered to gain knowledge on the legal, ethical, and financial considerations that programs need to be aware of and how to collect the data and report it.
Pre-requisites: Program Admission

FRSC 2100 - Fire Administration Management (3)
This course will provide the necessary knowledge and skills for the emergency responder to become a diverse leader and manager in their department. The course starts with the history of the fire service which focuses on the historical events that have forged the fire service today. Discussions on preparing for the future are designed to provide information to develop a game plan for personal success. Leadership and Management principles will be taught to blend the academics of leadership and management research into what occurs in the fire service organization on a daily basis. Leadership styles will be discussed to help understand how to lead and manage and, as important, why it's done. The course will take an insightful look into how people handle change personally and organizationally. Discussions on ethics will be focused on the elements critical to ethical leadership and management practices. The course will explore the elements of team building and provide a depth of understanding how to blend various styles and personalities to get the most from people. Discussions on managing emergency services will target budgeting and personnel management the support elements that are so vital to every organization. Quality of the fire service will also be looked at for methods of quality improvement and their applications to improve the services delivered to citizens everyday. An in-depth overview of the changes in disaster planning and response since 9-11, and includes ways to help with community evaluation and preparedness processes. Finally, shaping the future will explore the possibilities of what may occur in the fire service and how you can play an important role in helping to shape the fire service of the future.
Pre-requisites: Program Admission

FRSC 2110 - Fire Service Hydraulics (3)
This course begins with the history and theories of the use of water for fire extinguishment then moves to practical application of the principles of hydraulics in water systems and on the fire ground. Topics include: water at rest and in motion, velocity and discharge, water distribution systems, fire service pumps, friction loss, engine and nozzle pressures, fire streams, standpipe systems, automatic sprinkler systems, firefighting foams, and the clip board friction loss system. Pre-requisites: Program Admission

FRSC 2120 - Fire Protection Systems (3)
A review of fire detection and protection systems including: automatic sprinkler systems, portable fire extinguishers, restaurant/kitchen systems, special hazard systems, detection systems, and control systems. The applicable laws, codes and standards will be introduced along with regulatory and support agencies. Specific topics include: introduction to fire protection systems, water supply systems for fire protection systems, water-based suppression systems, nonwater-based suppression systems, fire alarm systems, smoke management systems, and portable fire extinguishers.
Pre-requisites: Program Admission

FRSC 2130 - Fire Service Building Construction (3)
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.
Pre-requisites: Program Admission

FRSC 2141 - Incident Command (4)
The Incident Command course is designed to illustrate the responsibilities to use, deploy, implement, and/or function within an Incident Command System (ICS) as well as functioning within multi-jurisdictions incident under the Incident Management System (IMS). The course emphasizes the need for incident management systems, an overview of the structure and expandable nature of ICS, an understanding of the command skills needed by departmental officers to use ICS guidelines effectively, and scenario practice on how to apply ICS and IMS. The National Incident Management System (NIMS) will illustrate and provide the consistent nationwide template to enable all government, private-sectors, and non-governmental organizations to work together during virtual all domestic incidents. These course competencies will cover those objectives entailed in NIMS 100, 200, 700, and 800.
Pre-requisites: Program Admission

FRSC 2170 - Fire and Arson Investigation (4)
Presents an introduction to Fire Investigation. Emphasis is placed upon: fire behavior, combustion properties of various materials, sources of ignition, and investigative techniques for - structures, grassland, wildland, automobiles, vehicles, ships and other types of fire investigation, causes of electrical fires, chemical fires, explosive evaluations, laboratory operation, Techniques used in fire deaths and injuries, arson as a crime, other techniques, State and Federal laws, and future trends in fire investigative technology.
Pre-requisites: Program Admission

HECT Health Care Technician

HECT 1100 - Hemodialysis Patient Care (7)
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.
Pre-requisites: Program Admission

HECT 1120 - Hemodialysis Practicum (4)
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.
Pre-requisites: HECT 1100 - Hemodialysis Patient Care with a grade of "C" or better

HIMT Health Information Technology

HIMT 1100 - Introduction to Health Information Technology (3)
This course focuses on orienting the student to health information management. Topics include introducing students to the structure of healthcare in the United States and its providers, and the structure and function of the American Health Information Management Association (AHIMA).
Pre-requisites: HUMN 1101, SPCH 1101, PSYC 1101, BIOL 2114, BIOL 2114L, ALHS 1090, COMP 1000, and MATH 1111 with a grade of "C" or better
Co-requisites: MAST 1120, HIMT 1150, HIMT 1200 and HIMT 1250

HIMT 1150 - Computer Applications in Healthcare (2)
Designed to provide students with computer and software skills used in medical offices. Topics include hardware and software components of computers for medical record applications; database software and information management; specialized information management systems in healthcare; methods of controlling confidentiality and patient rights; accuracy and security of health information data in computer systems as well as future directions of information technology in healthcare.
Pre-requisites: HUMN 1101, SPCH 1101, PSYC 1101, BIOL 2114, BIOL 2114L, ALHS 1090, COMP 1000, and MATH 1111 with a grade of "C" or better
Co-requisites: MAST 1120, HIMT 1100, HIMT 1200, and HIMT 1250

HIMT 1200 - Legal Aspects of Healthcare (2)
This course focuses on the study of legal principles applicable to health information, patient care and health records. Topics include: working of the American Legal System, courts and legal procedures, principles of liability, patient record requirements, access to health information, confidentiality and informed consent, the judicial process of health information, specialized patient records, risk management and quality assurance, HIV information, and the electronic health record.
Pre-requisites: HUMN 1101, SPCH 1101, PSYC 1101, BIOL 2114, BIOL 2114L, ALHS 1090, MAST 1120, COMP 1000, and MATH 1111 with a grade of "C" or better
Co-requisites: MAST 1120, HIMT 1100, HIMT 1150, and HIMT 1250

HIMT 1250 - Health Record Content and Structure (2)
This course provides a study of content, storage, retrieval, control, retention, and maintenance of health information. Topics include: health data structure, content and standards, healthcare information requirements and standards.
Pre-requisites: HUMN 1101, SPCH 1101, PSYC 1101, BIOL 2114, BIOL 2114L, ALHS 1090, MAST 1120, COMP 1000, and MATH 1111 with a grade of "C" or better
Co-requisites: MAST 1120, HIMT 1100, HIMT 1150, and HIMT 1200

HIMT 1350 - Pharmacotherapy (2)
Introduces drug therapy with emphasis on safety, classification of drugs, their action, side effects, and/or adverse reactions. Also introduces the basic concept used in the administration of drugs. Topics include: introduction to pharmacology, sources and forms of drugs, drug classification, and drug effects on the body systems.
Pre-requisite: MAST 1120, HIMT 1100, HIMT 1150, HIMT 1200, and HIMT 1250 with a grade of "C" or better
Co-requisites: HIMT 1400, HIMT 2150, HIMT 2200, and HIMT 2410

HIMT 1400 - Coding and Classification I - ICD Coding (4)
This course provides the student an introduction to Medical Coding and Classification of diseases, injuries, encounters, and procedures using standard applications of Medical Coding Guidelines to support reimbursement of healthcare services.
Pre-requisites: MAST 1120, HIMT 1100, HIMT 1150, HIMT 1200, HIMT 1250 with a grade of "C" or better
Co-requisites: HIMT 1350, HIMT 2150, HIMT 2200, and HIMT 2410

HIMT 1410 - Coding and Classification II - ICD Advanced Coding (3)
This course is a continuation of HIT 1400 (Coding and Classification I). This course provides the student with case studies for in-depth review of inpatient and outpatient record formats as found in current healthcare settings. Advanced coding skills and use of industry applications to apply coding and billing standards will be the focus to develop auditing and compliance strategies in the work setting.
Pre-requisites: HIMT 1350, HIMT 1400, HIMT 2150, HIMT 2200, and HIMT 2410 with a grade of "C" or better
Co-requisites: HIMT 2300, HIMT 2400, and HIMT 2640

HIMT 2150 - Healthcare Statistics (2)
This course analyzes the study of methods and formulas used in computing and preparing statistical reports for health care services and vital records. It also focuses on the study of methods and techniques used in presenting statistical data.
Pre-requisites: MAST 1120, HIMT 1100, HIMT 1150, HIMT 1200, and HIMT 1250 with a grade of "C" or better
Co-requisites: HIMT 1350, HIMT 1400, HIMT 2200, HIMT 2410

HIMT 2200 - Performance Improvement (2)
This course introduces the students to the peer review and the role health information plays in evaluating patient care. The course investigates the components of performance improvement programs in health care facilities, including quality assessment, utilization management, risk management, and critical clinical pathways. State and local standards are included as well as review of the federal government's role in health care and accreditation requirements of various agencies.
Pre-requisites: MAST 1120, HIMT 1100, HIMT 1150, HIMT 1200, and HIMT 1250 with a grade of "C" or better
Co-requisites: HIMT 1350, HIMT 1400, HIMT 2150, and HIMT 2410

HIMT 2300 - Healthcare Management (3)
This course will engage in the functions of a manager, planning, organizing, decision making, staffing, leading or directing, communication and motivating. Further study will include principles of authority/ responsibility, delegation and effective communication, organization charts, job descriptions, policies and procedures, employee motivation, discipline and performance evaluation.
Pre-requisites: HIMT 1350, HIMT 1400, HIMT 2150, HIMT 2200, and HIMT 2410 with a grade of "C" or better
Co-requisites: HIMT 1410, HIMT 2400, and HIMT 2640

HIMT 2400 - Coding and Classification System III (3)
This course provides an introduction to, and application of, codes using CPT/HCPCS system. Codes will be applied to workbook exercises, case studies, and actual outpatient charts. Codes will be assigned manually as well as by an encoder.
Pre-requisites: HIMT 1350, HIMT 1400, HIMT 2150, HIMT 2200, and HIMT 2410 with a grade of "C" or better
Co-requisites: HIMT 1410, HIMT 2300, and HIMT 2640

HIMT 2410 - Revenue Cycle Management (2)
This course focuses on how the revenue cycle is impacted by various departments within the facility such as patient access/registration, case management/quality review, health information management, and patient accounting. Subjects include insurance plans, medical necessity, claims processing, accounts receivable, chargemaster, DRGs, APCs, edits, auditing and review. ICD and CPT coding as they relate to the billing function will be reviewed. The importance of revenue cycle management for fiscal stability is emphasized.
Pre-requisites: MAST 1120, HIMT 1100, HIMT 1150, HIMT 1200, and HIMT 1250 with a grade of "C" or better
Co-requisite: HIMT 1350, HIMT 1400, HIMT 2150, and HIMT 2200

HIMT 2460 - Health Information Technology Practicum (3)
This course will allow students to perform advanced functions of a health information management (HIM) department. Students will work in realistic work environments in either a traditional, non-traditional, or lab setting. Activities will include application of all HIMT coursework. The student will also learn professional skills to prepare them for employment in the HIM career field. This course must be taken in the student's last term. If the student drops any HIMT courses during the last term, the student must also drop HIMT 2460.
Pre-requisites: HIMT 1350, HIMT 1400, HIMT 2150, HIMT 2200, HIMT 2410 with a grade of "C" or better
Co-requisites: HIMT 1410, HIMT 2300, and HIMT 2400

HIST History

HIST 2111 - U.S. History I (3)
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.
Pre-requisites: Appropriate Degree Level Writing (English) and Reading Placement Test Scores

HORT Horticulture Science

HORT 1000 - Horticulture Science (3)
Introduces the fundamentals of plant science and horticulture as a career field. Emphasis will be placed on an industry overview; plant morphology; plant physiology; environmental factors affecting horticulture practices; soil physical and chemical properties; fertilizer elements and analysis; and basic propagation techniques.
Pre-requisites: Provisional Admission

HORT 1010 - Woody Ornamental Plant Identification (3)
Provides the basis for a fundamental understanding of the taxonomy, identification, and culture requirements of woody plants. Topics include: introduction to woody plants, classification of woody plants, and woody plant identification and culture requirements.
Pre-requisites: Provisional Admission

HORT 1020 - Herbaceous Plant Identification (3)
Emphasizes the identification, selection, and cultural requirements of herbaceous plants. Topics include: introduction to herbaceous plants, plant classification and nomenclature of herbaceous plants, herbaceous plant identification and culture requirements and seasonal color management.
Pre-requisites: Provisional Admission

HORT 1030 - Greenhouse Management (3)
This course helps to prepare students for a career in the management of commercial greenhouses, conservatories and institutional greenhouses. Emphasis is placed on greenhouse construction; operation and management; regulating and controlling the environment; applying cultural practices as they affect plant physiological processes and influence plant growth and development; and management of a greenhouse business.
Pre-requisites: Provisional Admission

HORT 1040 - Landscape Installation (3)
This course helps develop skills needed to prepare an area for plant and vital non-plant materials as well as install the landscape items as intended by the designer. Topics include: Workplace safety, retaining wall construction, landscape paving, irrigation and drainage, plant installation, and managerial functions related to landscape installation.
Pre-requisites: Provisional Admission

HORT 1050 - Nursery Production and Management (3)
Develops skills necessary to propagate and produce both container and field grown nursery stock. Topics include: industry overview,

facility design, propagation techniques and environment, field grown and container production, and managerial functions for nursery production.
Pre-requisites: Provisional Admission

HORT 1060 - Landscape Design (3)
Introduces design principles, drawing skills, and plant selection techniques required to produce landscape plans for residential/commercial clients. Topics include: landscape design principles, sketching and drawing skills, site analysis, plant and material selection, and landscape design process.
Pre-requisites: Provisional Admission

HORT 1080 - Pest Management (3)
This course provides an introduction to the principles and mechanisms of integrated pest management across a diverse array of pests including insects, weeds, plant pathogens, nematodes and vertebrates. Specifically, the course will provide students with a fundamental and practical understanding of integrated pest management in a landscape setting with emphasis on pest identification and control; pesticide application safety; and legal requirements for state licensure.
Pre-requisites: Provisional Admission

HORT 1120 - Landscape Management (3)
This course introduces cultural techniques required for proper landscape management with emphasis on practical application and managerial techniques. Topics include: landscape management, safe operation and maintenance of landscape equipment, and administrative functions for landscape managers.
Pre-requisites: Provisional Admission

HORT 1140 - Horticulture Business Management (3)
This course presents managerial techniques required for business success in a chosen horticultural field. All aspects of establishing and managing a small business will be addressed. Emphasis will be placed on strategic planning; financial management; marketing strategies; human resource management; and operations and administration.
Pre-requisites: Provisional Admission

HORT 1150 - Environmental Horticulture Internship (3)
Provides the student with practical experience in an actual job setting. This internship allows the student to become involved in on-the-job environmental horticulture applications that require practice and follow through. Topics include: work ethics, skills, and attitudes; demands of the horticulture industry; horticultural business management; and labor supervision.
Pre-requisites: Program Admission

HORT 1160 - Landscape Contracting (3)
Provides essential knowledge and skills in landscape contracting with emphasis on landscape business practices and principles, landscape bidding and estimating and managerial skills for the landscape business environment. Topics include: overview of landscape industry, landscape business principles and practices, landscape bidding and estimating and managerial skills for the landscape business environment.
Pre-requisites: Provisional Admission

HORT 1250 - Plant Production and Propagation (3)
This course provides instruction and hands-on experience in crop production with emphasis on the production of seasonal crops for the local areas and managerial skills involved with crop production. The technical principles of plant propagation focusing on hands-on application are introduced. Topics include cultural controls for propagation and production, insects and diseases, production and scheduling, methods of propagation (seed germination, rooting cuttings, layering, grafting, and budding, tissue culture),and propagation facilities construction.
Pre/Co-requisites: HORT 1030 - Greenhouse Management with a grade of "C" or better AND HORT 1050 - Nursery Production and Management with a grade of "C" or better

HORT 1310 - Irrigation (3)
Provides students with exposure to the basic principles of hydraulics and fluidics. Special attention is given to watering plant materials in various soil and climatic conditions through the use of irrigation. Topics include: industry overview; fluidics and hydraulics; system design and installation.
Pre-requisites: Provisional Admission

HORT 1330 - Turf grass Management (3)
A study of turf grass used in the southern United States. Topics include: industry overview, soil and soil modification; soil fertility; turf installation; turf maintenance, turf diseases, insects and weeds: and estimating costs on management practices
Pre-requisites: Provisional Admission

HORT 1440 - Landscape Grading and Drainage (4)
Allows students to become familiar with basic site grading procedures that promote proper site drainage. This course emphasizes a hands-on approach to grading using hand and machine-driven equipment. Topics include: overview of grading and drainage, topographic map reading and evaluation, basic surveying procedures and equipment usage, site analysis and drainage design and installation, grading equipment operation and safety and grading landscape areas.
Pre-requisites: Provisional Admission

HORT 1500 – Small Engine Repair and Maintenance (4)
Provides instruction in basic small engine maintenance. Topics include: engine types; ignition systems; fuel systems; lubrication, filtration, and maintenance; and engine repair.
Pre-requisites: None

HORT 1680 - Woody Plant Identification II (3)
Students will develop a systematic approach to proper classification, nomenclature, identification, culture and use of many different woody plant species suitable for the region. Topics include: principles of plant classification and nomenclature, identification traits of woody plants and identification, culture and use of woody landscape plant species.
Pre-requisites: Provisional Admission

HORT 1720 - Introductory Floral Design (3)
This course introduces the basic concepts and practices of floral design. Topics include: introduction to floral design; principles and elements of design used in floral compositions; identification of commonly used floral materials; conditioning and storing cut flowers; mechanics and supplies of flower arranging; construction of basic geometric designs; and corsage construction.
Pre-requisites: None
Co-requisites: HORT 1730 - Advanced Floral Design

HORT 1730 - Advanced Floral Design (3)
Advanced floral design theory; techniques and skills which enhance students' ability to design with cut and dried floral materials with emphasis on party, wedding, sympathy and high-style floral designs.
Pre-requisite: None
Co-requisites: HORT 1720 - Introductory Floral Design with a grade of "C" or better

HORT 1800 - Urban Landscape Issues (3)
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.
Pre-requisites: Provisional Admission

HORT 2249 - Flower Shop Management (3)
Introduces the student to the development and operational procedures of a floral business. Emphasis will be on both traditional and high style design as a business. Topics include: overview of the floral industry and starting a floral business.
Pre-requisites: None

HORT 2500 - Specialty Landscape Construction (3)
This course is designed to introduce construction methods, materials, and safety procedures related to the design and installation of specialty landscape features such as water features, lighting, and garden structures.
Pre-requisites: None

HUMN Humanities

HUMN 1101 - Introduction to Humanities (3)
Explores the philosophic and artistic heritage of humanity expressed through a historical perspective on visual arts, music, and literature. The humanities provide insight into people and society. Topics include historical and cultural developments, contributions of the humanities, and research.
Pre-requisites: ENGL 1101 - Composition and Rhetoric with C or better.

IDFC Industrial Fundamental Courses

IDFC 1000 - Principles of Electricity I (4)
Provides an in-depth study of the health and safety practices required for maintenance of industrial, commercial, and home electrically operated equipment. Topics include: introduction to OSHA regulations; safety tools, equipment, and procedures; and first aid and cardiopulmonary resuscitation.
Pre-requisites: None

IDFC 1007 - Industrial Safety Procedures (2)
Provides an in-depth study of the health and safety practices required for maintenance of industrial, commercial, and home electrically operated equipment. Topics include: introduction to OSHA regulations; safety tools, equipment, and procedures; and first aid and cardiopulmonary resuscitation.
Pre-requisites: Provisional Admission

IDFC 1011 - Direct Current I (3)
Introduces direct current (DC) concepts and applications. Topics include: electrical principles and laws; batteries; DC test equipment; series, parallel, and simple combination circuits; and laboratory procedures and safety practices.
Pre-requisites: None
Co-requisites: MATH 1012 - Foundations of Mathematics with a grade of “C” or better

IDSY Industrial Systems Technology

IDSY 1101 - DC Circuit Analysis (3)
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.
Pre-requisites: Program Admission

IDSY 1105 - AC Circuit Analysis (3)
This course introduces alternating current concepts, theory, and application of varying sine wave voltages and current, and the physical characteristics and applications of solid state devices. Topics include, but are not limited to, electrical laws and principles, magnetism, inductance and capacitance.
Pre-requisites: Program Admission

IDSY 1110 - Industrial Motor Controls I (5)
This course introduces the fundamental concepts, principles, and devices involved in industrial motor controls, theories and applications of single and three-phase motors, wiring motor control circuits, and magnetic starters and braking. Topics include, but are not limited to, motor theory and operating principles, control devices, symbols and schematic diagrams, NEMA standards, Article 430 NEC and preventative maintenance and troubleshooting.
Pre-requisites: Program Admission

IDSY 1120 - Basic Industrial PLC's (5)
This course introduces the operational theory, systems terminology, PLC installation, and programming procedures for Programmable Logic Controllers. Emphasis is placed on PLC programming, connections, installation, and start-up procedures. Other topics include timers and counters, relay logic instructions, and hardware and software applications.
Pre/Co-requisites: IDSY 1110 - Industrial Motor Controls I with a grade of “C” or better

IDSY 1130 - Industrial Wiring (5)
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.
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

IDSY 1170 - Industrial Mechanics (5)
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.
Pre-requisites: Provisional admission

IDSY 1190 - Fluid Power and Piping Systems (5)
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.
Pre-requisites: Provisional admission

IDSY 1210 - Industrial Motor Controls II (5)
This course introduces the theory and practical application for two-wire control circuits, advanced motor controls, and variable speed motor controls. Emphasis is placed on circuit sequencing, switching, and installation, maintenance, and troubleshooting techniques.
Pre-requisites: IDSY 1110 - Industrial Motor Controls I with a grade of "C" or better

IDSY 1220 - Intermediate Industrial PLC's (5)
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.
Pre-requisites: IDSY 1120 - Basic Industrial PLC's with a grade of "C" or better

IDSY 1230 - Industrial Instrumentation (5)
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.
Pre-requisites: Program admission

LEQR Lawn Equipment Repair

LEQR 1000 - 4-Cycle Engines (5)
Introduction to basic four-stroke engine operation. Topics include: Lawn Equipment safety, four-stroke gasoline and diesel engine fundamentals, electrical systems, governor systems, fuel systems, engine cooling systems, and precision measuring.
Pre-requisites: Program Admission

LEQR 1100 - General Lawnmower Repair (4)
Introduces general equipment maintenance, electrical systems, bearings, clutches, hydrostatic transmission theory and diagnosis, and steering system diagnosis and repair
Pre-requisites: Program Admission

LEQR 1150 - 2-Cycle Engine Equipment Repair (3)
Introduces two-stroke engine operation. Topics include: Lawn Equipment two-stroke engine fundamentals, ignition systems, governor systems, fuel systems, general maintenance, and technical information.
Pre-requisites: Program Admission

MAST Medical Assisting

MAST 1010 - Legal and Ethical Concerns in the Medical Office (2)
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.
Pre-requisites: Program Admission

MAST 1030 - Pharmacology in the Medical Office (4)
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.
Pre-requisites: Program Admission, MAST 1120 - Human Pathological Conditions in Medical Office, AND MATH 1012 - Foundations of Mathematics with a grade of "C" or better

MAST 1060 - Medical Office Procedures (4)
Emphasizes essential skills required for the medical practice. Topics include: office protocol, time management, appointment scheduling, medical office equipment, medical references, mail services, medical records, and professional communication.
Pre-requisites: Program Admission

MAST 1080 - Medical Assisting Skills I (4)
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 electrocardiography.
Pre-requisites:
Program Admission
ALHS 1011 - Anatomy and Physiology with a grade of "C" or better AND ALHS 1090 - Medical Terminology for Allied Health Sciences with a grade of "C" or better

MAST 1090 - Medical Assisting Skills II (4)
Furthers 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; advanced reagent testing (Strep Test, HcG etc.); administration of medications; medical office emergency procedures and emergency preparedness; respiratory evaluations; principles of IV administration; rehabilitative therapy procedures; principles of radiology safety and maintenance of medication and immunization records.
Pre-requisites: Program Admission, ALHS 1011 - Anatomy and Physiology 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 AND MAST 1120 – Human Pathological Conditions in the Medical Office with a grade of "C" or better

MAST 1100 - Medical Insurance Management(2)
Emphasizes essential skills required for the medical practice. Topics include: managed care, reimbursement, and coding.
Pre-requisites: Program Admission
ENGL 1010 - Fundamentals of English I with a grade of "C" or better AND COMP 1000 - Introduction to Computers with a grade of "C" or better AND ALHS 1011 - Anatomy and Physiology with a grade of "C" or better AND ALHS 1090 - Medical Terminology for Allied Health Sciences with a grade of "C" or better

MAST 1110 - Administrative Practice Management (3)
Emphasizes essential skills required for the medical practice in the areas of computers and medical transcription. Topics include: medical transcription/electronic health records; application of computer skills; integration of medical terminology; accounting procedures; and application of software.
Pre-requisites: BUSN 1100 - Introduction to Keyboarding with a grade of "C" or better AND ENGL 1010 - Fundamentals of English I with a grade of "C" or better AND COMP 1000 - Introduction to Computers with a grade of "C" or better AND ALHS 1011 - Anatomy and Physiology with a grade of "C" or better AND ALHS 1090 - Medical Terminology for Allied Health Sciences with a grade of "C" or

better AND MATH 1012 - Foundations of Mathematics with a grade of "C" or better

MAST 1120 - Human Pathological Conditions in Medical Office (3)
Provides fundamental information concerning common diseases and disorders of each body system. For each system, the disease or disorder is highlighted including: description, etiology, signs and symptoms, diagnostic procedures, treatment, management, prognosis, and prevention. Topics include: introduction to disease and diseases of body systems.
Pre-requisites: Program Admission, ALHS 1011 OR BIOL 2113, BIOL 2113L and BIOL 2114, BIOL 2114L with a grade of 'C" or better.

MAST 1170 - Medical Assisting Externship (6)
Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical office job setting. This clinical practicum allows the student to become involved in a work setting at a professional level of technical application and requires concentration, practice, and follow-through. Topics include: application of classroom knowledge and skills and functioning in the work environment.
Pre-requisites: Program Admission, MAST 1010, 1030, 1120, 1080, 1090, 1060, 1110, 1100 with a grade of "C" or better
CO-REQ: MAST 1180 with a grade of "C" or better

MAST 1180 - Medical Assisting Seminar (3)
Seminar focuses on job preparation and maintenance skills and review for the certification examination. Topics include: letters of application, resumes, completing a job application, job interviews, follow-up letter/call, letters of resignation and review of program competencies for employment and certification.
Pre-requisites: Program Admission, MAST 1010, 1030, 1120, 1080, 1090, 1060, 1110, 1100 with a grade of "C" or better
CO-REQ: MAST 1170 with a grade of "C" or better

MATH Mathematics

MATH 0096 - Math I (3)
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.
Pre-requisites: Appropriate arithmetic placement test score.

MATH 0097 - Math II (3)
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.
Pre-requisites: MATH 0096 - Math I OR Appropriate arithmetic placement test score.

MATH 0098 - Elementary Algebra (3)
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.
Pre-requisites: MATH 0097 - Math II OR Appropriate arithmetic placement test score.

MATH 0099 - Intermediate Algebra (3)
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.
Pre-requisites: MATH 0098 - Elementary Algebra OR Appropriate algebra placement test score.

MATH 1011 - Business Math (3)
Emphasizes mathematical concepts found in business situations. Topics include basic mathematical skills, mathematical skills in business-related problem solving, mathematical information for documents, graphs, and mathematical problems.
Pre-requisites: MATH 0097 - Math II OR Appropriate arithmetic placement test score.

MATH 1012 - Foundations of Mathematics (3)
Emphasizes the application of basic mathematical skills used in the solution of occupational and technical problems. Topics include fractions, decimals, percents, ratios and proportions, measurement and conversion, formula manipulation, technical applications, and basic statistics.
Pre-requisites: MATH 0097 - Math II OR Appropriate arithmetic placement test score.

MATH 1013 - Algebraic Concepts (3)
Emphasizes concepts and operations which are applied to the study of algebra. Topics include basic mathematical concepts, basic algebraic concepts, and intermediate algebraic concepts.
Pre-requisites: MATH 0098 - Elementary Algebra with a grade of "C" or better OR Appropriate algebra placement test score.

MATH 1015 - Geometry and Trigonometry (3)
Emphasizes basic geometric and trigonometric concepts. Topics include measurement conversion, geometric terminology and measurements, and trigonometric terminology and functions.
Pre-requisites: MATH 1013 - Algebraic Concepts with a grade of "C" or better.

MATH 1017 – Trigonometry (3)
Emphasizes trigonometric concepts, logarithms, and exponential functions. Topics include trigonometric concepts, logarithms and exponentials.
Pre-requisites: MATH 1013 - Algebraic Concepts with a grade of "C" or better.

MATH 1100 - Quantitative Skills and Reasoning (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.) 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.
Pre-requisites: Appropriate algebra placement test score.

MATH 1101 - Mathematical Modeling (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.) 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.
Pre-requisites: Appropriate algebra placement test score.

MATH 1111 - College Algebra (3)
Emphasizes techniques of problem solving using algebraic concepts. Topics include fundamental concepts of algebra, equations and inequalities, functions and graphs, and systems of equations; optional topics include sequences, series, and probability or analytic geometry.
Pre-requisites: Appropriate degree level math placement test score.

MATH 1112 - College Trigonometry (3)
Emphasizes techniques of problem solving using trigonometric concepts. Topics include trigonometric functions, properties of trigonometric functions, vectors and triangles, inverse of trigonometric functions and graphing of trigonometric functions, logarithmic and exponential functions, and complex numbers.
Pre-requisites: Regular Admission and MATH 1111 with a grade of "C" or better.

MATH 1113 - Pre-calculus (3)
Prepares students for calculus. The topics discussed include an intensive study of polynomial, rational, exponential, logarithmic, and trigonometric functions and their graphs. Applications include simple maximum and minimum problems, exponential growth and decay.
Pre-requisites: Regular Admission and MATH 1111 with a grade of "C" or better.

MCHT Machine Tool Technology

MCHT 1011 - Introduction to Machine Tool (4)
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.
Pre-requisites: Provisional Admission

MCHT 1012 - Blueprint for Machine Tool (3)
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.
Pre-requisites: Provisional Admission

MCHT 1013 - Machine Tool Math (3)
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.
Pre-requisites:
Provisional Admission
MATH 1012 - Foundations of Mathematics

MCHT 1020 - Heat Treatment and Surface Grinding (3)
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.
Pre-requisites: Program Admission, MCHT 1011 with a grade of "C" or better

MCHT 1030 - Applied Measurement (3)
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.
Pre-requisites: None
Co-requisites:
MCHT 1013 - Machine Tool Math with a grade of "C" or better
MCHT 1011 - Introduction to Machine Tool with a grade of "C" or better

MCHT 1119 - Lathe Operations I (3)
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.
Pre-requisites Requires Provisional Admission, MCHT 1011 with a grade of "C" or better

MCHT 1120 - Mill Operations I (3)
Provides instruction in the setup and use of the milling machine. Topics include: safety, milling machines, milling machine setup, and milling machine operations.
Pre-requisites: Requires Provisional Admission, MCHT 1011 with a grade of "C" or better

MCHT 1219 - Lathe Operations II (3)
Provides further instruction for students to develop skill in the use of lathes. Topics include: lathes, lathe setup, lathe operations, and safety.
Pre-requisites: Provisional Admission
MCHT 1119 - Lathe Operations I with a grade of "C" or better

MCHT 1220 - Mill Operations II (3)
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.
Pre-requisites: MCHT 1120 - Mill Operations I with a grade of "C" or better

MGMT Business Management

MGMT 1100 - Principles of Management (3)
Develops skills and behaviors necessary for successful supervision of people and their job responsibilities. Emphasis will be placed on real life concepts, personal skill development, applied knowledge and managing human resources. Course content is intended to help managers and supervisors deal with a dramatically changing workplace being affected by technology changes, a more competitive and global market place, corporate restructuring and the changing nature of work and the workforce. Topics include: Understanding the 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.
Pre-requisites: Provisional Admission

MGMT 1105 - Organizational Behavior (3)
Provides a general knowledge of the human relations aspects of the senior-subordinate workplace environment. Topics include employee relations principles, problem solving and decision making, leadership techniques to develop employee morale, human values and attitudes, organizational communications, interpersonal communications, and employee conflict.
Pre-requisites: Provisional Admission

MGMT 1110 - Employment Law (3)
Develops a working knowledge of the laws of employment necessary for managers. Topics include: Employment Law, the Courts, Alternative Dispute Resolution (ADR), Discrimination Law, Selecting Applicants Under the Law, OSHA and Safety, Affirmative Action, At-

Will Doctrine, Right to Privacy, Fair Labor Standards Act (FLSA), Family Medical Leave Act (FMLA), Worker's Compensation, Unemployment Compensation, and National Labor Relations Act.
Pre-requisites: Provisional Admission

MGMT 1115 - Leadership (3)
This course familiarizes the student with the principles and techniques of sound leadership practices. Topics include: Characteristics of Effective Leadership Styles, History of Leadership, Leadership Models, The Relationship of Power and Leadership, Team Leadership, The Role of Leadership in Effecting Change.
Pre-requisites: Provisional Admission

MGMT 1120 – Introduction to Business (3)
This course is designed to provide the student with an overview of the functions of business in the market system. The student will gain an understanding of the numerous decisions that must be made by managers and owners of businesses. Topics include: the market system, the role of supply and demand, financial management, legal issues in business, employee relations, ethics, and marketing.
Pre-requisites: Provisional Admission

MGMT 1125 - Business Ethics (3)
Provides students with an overview of business ethics and ethical management practices with emphasis on the process of ethical decision-making and working through contemporary ethical dilemmas faced by business organizations, managers and employees. The course is intended to demonstrate to the students how ethics can be integrated into strategic business decisions and can be applied to their own careers. The course uses a case study approach to encourage the student in developing analytical, problem-solving, critical thinking and decision-making skills. Topics include: An overview of business ethics; moral development and moral reasoning; personal values, rights, and responsibilities; frameworks for ethical decision-making in business; justice and economic distribution; corporations and social responsibility; corporate codes of ethics and effective ethics programs; business and society: consumers and the environment; ethical issues in the workplace; business ethics in a global and multicultural environment; business ethics in cyberspace; and business ethics and the rule of law.
Pre-requisites: Provisional Admission

MGMT 2115 - Human Resource Management (3)
This course is designed as an overview of the Human Resource Management (HRM) function and of the manager and supervisors role in managing the career cycle from organizational entry to exit. It acquaints the student with the authority, responsibility, functions, and problems of the human resource manager, with an emphasis on developing familiarity with the real world applications required of employers and managers who increasingly are in partnership with HRM generalists and specialists in their organizations. Topics include: strategic human resource management, contemporary issues in HRM: ethics, diversity and globalization; the human resource/supervisor partnership; human resource planning and productivity; job description analysis, development, and design: recruiting, interviewing, and selecting employees; performance management and appraisal systems; employee training and development: disciplinary action and employee rights; employee compensation and benefits; labor relations and employment law; and technology applications in HRM.
Pre-requisites: Provisional Admission

MGMT 2120 - Labor Management Relations (3)
Provides a student with an overview of the relationship of rank and file employees to management in business organizations. The nature of the workplace, the economic foundations of work organizations, and the history of the relationship between management and labor is examined. The course acquaints the student with the principles of developing positive relationships between management and labor within the context of the legal environment governing labor relations. Topics include: the nature of the American workplace; the economic history of business organizations, the historical roots of labor-management relations; adversarial and cooperative approaches to labor relations; the legal framework of labor relations; employee-employer rights; collective bargaining and union organizing processes; union and nonunion grievance procedures; international labor relations; and the future of labor-management relations in a changing economy. Case studies, readings, and role-plays are used to simulate workplace applications in labor relations.
Pre-requisites: Provisional Admission

MGMT 2125 - Performance Management (3)
Develops an understanding of how 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.
Pre-requisites: Provisional Admission

MGMT 2130 - Employee Training and Development (3)
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.
Pre-requisites: Provisional Admission

MGMT 2135 - Management Communication Techniques (3)
Emphasizes developing the full range of communication strategies required to become a successful manager and prepares managers for the skills required to communicate effectively in business today. Topics include: Organizational/Strategic Communication, Interpersonal Communication, Presentation Techniques, Presentation Technology and Applications, Team/Group Communication, Intercultural Communication, External Stakeholder Communication and Using Spreadsheet Applications for Business Problem Solving.
Pre-requisites: Provisional Admission
Co-requisites: COMP 1000 - Introduction to Computers with a grade of "C" or better

MGMT 2140 - Retail Management (3)
Develops a working knowledge of managing a retail business from a variety of perspectives with an emphasis on store management. The emphasis is on contemporary issues in retailing, particularly the process of supervising customer service and dealing with the changing demographics of retailing. An application focus on the use of information technologies, the internet, and electronic retailing is

intended to give the student hands-on experience in retail management. Topics include: strategic retail management; store, non-store, and nontraditional retailing; retail human resource management; developing a customer-focused service strategy; managing customer service; retail operations and financial management; merchandise management; buying and inventory management; global, cataloging, and electronic retail management, information technology applications in retailing.
Pre-requisites: Provisional Admission

MGMT 2145 – Business Plan Development (3)
Provides students with knowledge and skills necessary for a manager or entrepreneur to develop and implement a business plan. Topics include: business/community compatibility, introduction to cash flow and break even analysis, development of product/service idea, determination of market feasibility, determination of financial feasibility, development of marketing strategy, development of operations outline, and application of financial concepts.
Pre-requisites: Provisional Admission

MGMT 2150 - Small Business Management (3)
This course introduces the essentials of starting, managing, and growing a small business. Topics include: the role of the entrepreneur, pricing, advertising, financing, and layout of facilities, inventory control, staffing, purchasing, vendor selection, and relevant laws affecting small business.
Pre-requisites: Provisional Admission

MGMT 2155 - Quality Management Principles (3)
Familiarizes the student with the principles and methods of Quality Management (QM). Topics include: the history of quality control, quality control leaders, quality tools, QM implementation, team building for QM, and future quality trends.
Pre-requisites: Provisional Admission

MGMT 2200 - Production/Operations Management (3)
This course provides the student with an intensive study of the overall field of production/operations management. Topics include: role of production management/production managers, operational design, capacity planning, aggregate planning, inventory management, project management, and quality control/assurance.
Pre-requisites: Program Admission

MGMT 2205 - Service Sector Management (3)
This course focuses on supervision in the service sector with special emphasis on team building, quality management, and developing a customer focus. The challenge of providing world-class customer service is addressed through sections on principles of service industry supervision, career development, problem solving, stress management, and conflict resolution. Topics include: principles of service industry supervision, team building, customer service operations, TQM in a service environment, business software applications, communication in the service sector, introduction to information systems, selling principles and sales management, retail management, and legal issues in the service sector.
Pre-requisites: None

MGMT 2210 - Project Management (3)
Provides a basic understanding of project management functions and processes. Topics include: team selection and management; project planning, definition and scheduling of tasks; resource negotiation, allocation, and leveling; project control, monitoring, and reporting; computer tools for project planning and scheduling; managing complex relationships between project team and other organizations; critical path methodology; and total quality management. Pre-requisites: Provisional Admission

MGMT 2215 - Team Project (3)
This course utilizes team methodologies to study the field of management. It encourages students to discuss their perception of management practices which have been studied during the management program. Topics include: current issues and problems in management and supervision and state-of-the-art management and leadership techniques. Students will be put into teams, will work on team projects to demonstrate their understanding of the competencies of this course, and will do peer evaluation. Potential team projects could include authoring a management book covering the competencies, videos, web sites, bulletin boards, and slide presentations amongst others.
Pre-requisites: Program Admission, ENGL 1010 OR ENGL 1101 with a grade of "C" or better.

MGMT 2220 – Management Occupation-Bases Instructions (3)
Reinforcement of management, supervision, and employability principles in an actual job placement or through a practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into management and supervisory applications on the job. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of management and supervisory techniques, and professional development. The occupation-based instruction is implemented through the uses of a practicum or internship and all of the following: written individualized training plans, written performance evaluation, and a required weekly seminar.
Pre-requisites: Program Admission
Co-requisites:
ENGL 1010 – Fundamentals of English I with a grade of "C" or better
MGMT 1100 – Principles of Management with a grade of "C" or better

MKTG Marketing Management

MKTG 1100 – Principles of Marketing (3)
This course emphasizes the trends and the dynamic forces that affect the marketing process and the coordination of the marketing functions. Topics include effective communication in a marketing environment, role of marketing, knowledge of marketing principles, marketing strategy, and marketing career paths.
Pre-requisites: None

MKTG 1130 - Business Regulations and Compliance (3)
This course introduces the study of contracts and other legal issues and obligations for businesses. Topics include: creation and evolution of laws, court decision processes, legal business structures, sales contracts, commercial papers, Uniform Commercial Code, and risk-bearing devices.
Pre-requisites: None

MKTG 1161 - Service Industry Business Environment (2)
This course introduces the learner to the service industry. Topics include: an introduction to the service industry business environment, an introduction to life-long learning, work ethic and positive behavior required for exceptional customer service, an introduction to customer relations, working together successfully on teams, and basic business principles.
Pre-requisites: None

MKTG 1162 - Customer Contact Skills (4)
This course provides students with skills necessary to communicate with customers and successfully manage that relationship in both telephone and face-to-face situations. Topics include: skills to effectively communicate with customers, developing rapport with customers, problem-solving in customer service, telephone skills, sales skills in the service environment, managing the difficult

customer, and managing the multicultural customer. Computer-Based Training (CBT) is used to allow students to practice skills using simulated business situations.
Pre/Co-requisites: MKTG 1161 with a grade of "C" or better

MKTG 1163 - Computer Skills for Customer Service (2)
Provides students with the fundamentals of computer skills used in a customer service environment. Topics include: introduction to computer technology, introduction to the Windows environment, introduction to word processing, introduction to spreadsheets, introduction to databases and introduction to E-mail.
Pre-requisites: MKTG 1162 with a grade of "C" or better

MKTG 1164 - Business Skills for the Customer (2)
Provides students with the fundamentals of basic business skills used in the customer service environment. Topics include: introduction to business correspondence, basic business calculations, change management, managing multiple tasks and priorities, and tolls for team problem-solving and service improvement.
Pre-requisites: MKTG 1163 with a grade of "C" or better

MKTG 1165 - Personal Effectiveness in Customer Service (1)
Provides students with skills that will allow them to present a positive image to both co-workers and customers. Topics include: personal wellness and stress management, positive image, and job interview skills.
Pre-requisites: MKTG 1164 with a grade of "C" or better

MKTG 1190 – Promotion and Marketing Comm. (3)
This course introduces the fundamental principles and practices associated with promotion and communication. Topics include: purposes of promotion and IMC, principles of promotion and Integrated Marketing Communication (IMC), budgeting, regulations and controls, media evaluation and target market selection, integrated marketing plans, trends in promotion, and promotion and communication career paths..
Pre-requisites: None

MKTG 2070 – Buying and Merchandising (3)
Develops buying and merchandising skills required in retail or e-business. Topics include: principles of merchandising, inventory control, merchandise plan, assortment planning, buying merchandise, and pricing strategies.
Pre-requisites: None

MUSC Music

MUSC 1101 - Music Appreciation (3)
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.
Pre-requisites: ENGL 1101 - Composition and Rhetoric with a grade of "C" or better

NAST Nursing Assistant

NAST 1100 - Nurse Aide Fundamentals (6)
Introduces student to the role and responsibilities of the Nurse Aide. Emphasis is placed on understanding and developing critical thinking skills, as well as demonstrating knowledge of the location and function of human body systems and common disease processes; responding to and reporting changes in a residents/patients condition, nutrition, vital signs; nutrition and diet therapy; disease processes; vital signs; observing, reporting and documenting changes in a residents condition; emergency concerns; ethics and legal issues and governmental agencies that influence the care of the elderly in long term care settings; mental health and psychosocial well-being of the elderly; use and care of mechanical devices and equipment; communication and interpersonal skills and skills competency based on federal guidelines. Specific topics include: roles and responsibilities of the Nurse Aide; communication and interpersonal skills; topography, structure, and function of the body systems; injury prevention and emergency preparedness; residents rights; basic patient care skills; personal care skills; and restorative care.
Pre/Co-requisites: ALHS 1040, ALHS 1090 with a grade of "C" or better.
Co-requisite: ALHS 1060 with a grade of "C" or better

ORTT Orthopaedic Technology

ORTT 1010 - Orthopaedic Anatomy and Physiology (4)
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.
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

ORTT 1020 - Orthopaedic Techniques I (4)
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.
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

ORTT 1030 - Introduction to Orthopaedic Surgical Techniques (4)
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.
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

ORTT 1040 - Advanced Orthopaedic Anatomy and Physiology (4)
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.
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

ORTT 1050 - Orthopaedic Techniques II (6)
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.
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

ORTT 2010 - Orthopaedic Technology Clinical I (3)
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.
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

ORTT 2020 - Orthopaedic Technology Clinical II (9)
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.
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

ORTT 2030 - Orthopedic Technology Capstone (3)
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.
Pre-requisites: Program Admission

PARA Paralegal Studies

PARA 1100 - Introduction to Law and Ethics (3)
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.
Pre-requisites: Provisional Admission

PARA 1105 - Legal Research and Legal Writing I (3)
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.
Pre-requisites:
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

PARA 1110 - Legal Research and Legal Writing II (3)
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.
Pre-requisites: ENGL 1101 - Composition and Rhetoric with a grade of "C" or better AND 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

PARA 1115 - Family Law (3)
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.
Pre-requisites: Program Admission
Co-requisites: PARA 1100 - Introduction to Law and Ethics with a grade of "C" or better

PARA 1120 - Real Estate Law (3)
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.
Pre-requisites: Program Admission
Co-requisites: PARA 1100 - Introduction to Law and Ethics with a grade of "C" or better

PARA 1125 - Criminal Law and Criminal Procedure (3)
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.
Pre-requisites: Program Admission
Co-requisites: PARA 1100 - Introduction to Law and Ethics with a grade of "C" or better

PARA 1130 - Civil Litigation (3)
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.
Pre-requisites: Program Admission
PARA 1100 - Introduction to Law and Ethics with a grade of "C" or better

PARA 1135 - Wills, Trusts, Probate, and Administration (3)
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.
Pre-requisites: Program Admission
Co-requisites: PARA 1100 - Introduction to Law and Ethics with a grade of "C" or better

PARA 1140 - Tort Law (3)
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.
Pre-requisites: Program Admission
Co-requisites: PARA 1100 - Introduction to Law and Ethics with a grade of "C" or better

PARA 1145 - Law Office Management (3)
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.
Pre-requisites: Program Admission
Co-requisites: PARA 1100 - Introduction to Law and Ethics with a grade of "C" or better

PARA 1150 Contracts, Commercial Law and Business Organizations(3)
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.
Pre-requisites: Program Admission, PARA 1100 - Introduction to Law and Ethics with a grade of "C" or better

PARA 1200 - Bankruptcy/Debtor-Creditor Relations (3)
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.
Pre-requisites: Completion of all 1100 numbered (i.e. PARA 1100-1150) Paralegal courses within one's program of study with a grade of "C" or better.

PARA 1205 - Constitutional Law (3)
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.
Pre-requisites: PARA 1100 - Intro to Law and Ethics with a grade of "C" or better

PARA 1210 - Legal and Policy Issues in Healthcare (3)
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.
Pre-requisites: PARA 1100 - Intro to Law and Ethics with a grade of "C" or better

PARA 1215 - Administrative Law (3)
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.
Pre-requisites:
PARA 1100 - Introduction to Law and Ethics with a grade of "C" or better

PARA 2205 - Advanced Legal Research and Writing (3)
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.
Pre-requisites: ENGL 1102 - Literature and Composition with a grade of "C" or better

PARA 2210 - Paralegal Internship I (6)
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.
Pre-requisites: Must be in last term of program. With advisor approval, may take concurrently with last term courses.

PARA 2215 - Paralegal Internship II (6)
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.
Pre-requisites: Must be in last term of program. With advisor approval, may take concurrently with last term courses.

PHAR Pharmacy Technology

PHAR 1000 - Pharmaceutical Calculations (4)
This course develops knowledge and skills in pharmaceutical calculations procedures. Topics include: systems of measurement, medication dispensing calculations, pharmacy mathematical procedures, and calculation tools and techniques.
Pre-requisites: MATH 1111 - College Algebra OR MATH 1012 - Foundations of Mathematics with a grade of "C" or better

PHAR 1010 - Pharmacy Technology Fundamentals (5)
Provides an overview of the pharmacy technology field and develops the fundamental concepts and principles necessary for successful participation in the pharmacy field. Topics include: safety, orientation to the pharmacy technology field, Fundamental principles of chemistry, basic laws of chemistry, ethics and laws, definitions and terms, and reference sources.
Pre-requisites: Program Admission

PHAR 1020 - Principles of Dispensing Medications (4)
This course introduces the student to principles of receiving, storing, and dispensing medications. Topics include: purchasing, packaging, and labeling drugs; pharmacy policies and procedures; documentation; inventory and filing systems; compounding; storage and control; pharmacy equipment; and health care organizational structure. This course provides laboratory and clinical practice.
Pre-requisites: PHAR 1000 - Pharmaceutical Calculations with a grade of "C" or better AND PHAR 1010 - Pharmacy Technology Fundamentals with a grade of "C" or better

PHAR 1030 - Principles of Sterile Medication Preparation (4)
Continues the development of student knowledge and skills in preparing medication, processing glassware, and maintaining an aseptic environment. Topics include: aseptic and sterile techniques, parenteral admixtures, hyperalimentation, chemotherapy, filtering, disinfecting, contamination, ophthalmic preparations, infection control, and quality control.
Pre-requisites: PHAR 1000 - Pharmaceutical Calculations with a grade of "C" or better AND PHAR 1010 - Pharmacy Technology Fundamentals with a grade of "C" or better

PHAR 1040 - Pharmacology (4)
The course introduces the students to principles and knowledge about all classifications of medication. Topics include: disease states and treatment modalities, pharmaceutical side effects and drug interactions, control substances, specific drugs, and drug addiction and abuse.
Pre-requisites: Program Admission
PHAR 1050 - Pharmacy Technology Practicum (5)
Orients students to the clinical environment and provides experiences with the basic skills necessary for the pharmacy technician. Topics include: storage and control, documentation, inventory and billing, community practice, institutional practice, and communication.
Pre-requisites: PHAR 1000 - Pharmaceutical Calculations with a grade of "C" or better AND PHAR 1010 - Pharmacy Technology Fundamentals with a grade of "C" or better

PHAR 2060 - Advanced Pharmacy Technology Principles (3)
This course presents the advanced concepts and principles needed in the pharmacy technology field. Topics include: physician orders, patient profiles, pharmacy data systems, job readiness, legal requirements, inventory and billing, pharmaceutical calculations review and pharmacology review.
Pre-requisites: COMP 1000 - Introduction to Computers with a grade of "C" or better AND PHAR 1030 - Principles of Sterile Medication Prep with a grade of "C" or better ANDPHAR 1050 - Pharmacy Technology Practicum with a grade of "C" or better

PHAR 2070 - Advanced Pharmacy Technology Practicum (5)
Continues the development of student knowledge and skills applicable to pharmacy technology practice. Topics include: dispensing responsibilities, physician orders, controlled substances, hyperalimentation, chemotherapy, patient profiles, pharmacy data systems, ophthalmic preparations, and hospital/retail/home health pharmacy techniques.
Pre-requisites: COMP 1000 - Introduction to Computers 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

PHLT Phlebotomy Technician

PHLT 1030 - Introduction to Venipuncture (3)
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.
Pre-requisites: Program Admission

PHLT 1050 - Clinical Practice (5)
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.
Pre/Co-requisites: PHLT 1030 - Introduction to Venipuncture with a grade of "C" or better

PHOT Photography

PHOT 1102 - Visual Theory I (3)
Introduces the theory and information necessary for photographic processes with reference to black and white technologies. Emphasis will be placed on technical creative skills. Topics include: photographic processes, technical skills, creative skills, black and white theory, equipment, and zone system.
Pre-requisites: None

PHOT 1105 - Digital Imaging I (3)
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 Photoshop software, and manipulation of digital photos into print formats.
Pre-requisites: None

PHOT 1126 - Portraiture I (3)
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.
Pre-requisites: None

PHOT 2103 - Commercial I (3)
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.
Pre-requisites: None

PHYS 1110 Physics

PHYS 1110 - Conceptual Physics (3)
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.
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

PHYS 1110L - Conceptual Physics Lab (1)
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.
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

PLBG Plumbing

PLBG 1000 - Introduction to Plumbing (3)
This course provides an introduction to the Plumbing construction trade. The knowledge and skills required to succeed in the Plumbing industry are emphasized. Topics include general safety rules and practices, introduction to construction and the pipe trades, and work ethics, communication, and affective skills and practices.
Pre-requisites: Provisional Admission

PLBG 1070 - Physical Science and Mechanics for the Pipe Trades (3)
Explores the science of materials and the mechanics related to the pipe trades. Topics include: properties and characteristics of water, hydraulics and pneumatics; mechanics; metals, alloys, and synthetics; corrosion; and basic electrical theory.
Pre-requisites: None
Co-requisites: PLBG 1000 - Introduction to Plumbing with a grade of "C" or better

PLBG 1160 - Plumbing Drawings(3)
This course introduces the reading and interpretation of sets of building drawings. Topics include types of plans, scales, specifications, conventions, and schedules.
Pre-requisites: None
Co-requisites: PLBG 1000 - Introduction to Plumbing with a grade of "C" or better

PLBG 1210 - Pipes, Valves, and Fittings (3)
This course introduces the student to the materials, pipes, valves, fittings, and joining methods used in the plumbing trade. Topics include pipes, fittings, and valves, hangers and supports, and joining techniques.
Pre-requisites: None
Co-requisites: PLBG 1000 - Introduction to Plumbing with a grade of "C" or better

PLBG 1220 - Drainage Systems (3)
Provides an introduction to the treatment, design and materials used in plumbing, drainage systems. Applicable plumbing codes are also discussed. Topics include: public and private sewage systems and treatment; materials, fittings, and valves; traps, venting, and grade; ejector and sump pumps; design, sizing, and installation of drainage systems.
Pre-requisites: None
Co-requisites: PLBG 1000 - Introduction to Plumbing with a grade of "C" or better

PLBG 1240 - Water Supply Systems (3)
Provides an introduction to the sources, treatment, design, and materials used in residential cold and hot water distribution systems. Applicable plumbing codes are also discussed. Topics include: public and private water systems; materials and fittings; valves; water treatment; water mains and services; hot water supply; design and installation of water supply systems.
Pre-requisites: None
Co-requisites: PLBG 1160 - Plumbing Drawings with a grade of "C" or better

PLBG 1260 - Plumbing Fixtures and Appliances (3)
This course introduces the identification, theory, application and installation of residential plumbing fixtures, trim and appliances.
Pre-requisites: None
Co-requisites: PLBG 1000 - Introduction to Plumbing with a grade of "C" or better

PLBG 1280 - Gas Piping, Venting, and Appliances (3)
This course provides instruction in the materials and design of building gas supply systems and the installation of gas appliances. Emphasis is placed in conformance with applicable gas codes. Topics include types of gas, safety, materials and fittings, valves, design and size gas systems, gas appliances and controls, and gas venting.
Pre-requisites: None
Co-requisites: PLBG 1000 - Introduction to Plumbing with a grade of "C" or better

PLBG 1310 - Special Plumbing Systems (3)
This course provides information and instruction in the design, use of materials, and purpose of special plumbing systems. Applicable plumbing codes are also discussed. Topics include special water systems, special drain systems, and boiler and sprinkler systems.
Pre-requisites: None
Co-requisites: PLBG 1000 - Introduction to Plumbing with a grade of "C" or better

PLBG 1320 - Plumbing Service (3)
Provides instruction in the repair and maintenance of plumbing fixtures, appliances, and systems. There is an emphasis on analysis, problem solving, and planning in performing service work. Bidding,

invoicing, and working with the customer are also included. Requirements include 20 hours of demonstration lab. Topics include: plumbing fixtures and controls, appliances, servicing water systems, servicing gas systems, planning service work, bidding and invoicing, and customer relations.
Pre-requisites: None
Co-requisites: PLBG 1000 - Introduction to Plumbing with a grade of "C" or better

PLBG 1330 - Plumbing Codes (3)
This course provides an introduction to the plumbing codes for local, national, and international applications. Topics include the history, purpose, and construction of codes, model and international codes, local codes and amendments, and code applications.
Pre-requisites: None
Co-requisites: PLBG 1000 - Introduction to Plumbing with a grade of "C" or better

PLBG 1340 - Pipefitting Tools and Techniques (3)
This course provides introduction in the safe and proper care and use of Pipefitting Specialty Tools and Techniques used in the Pipefitting Trade. Topics include Pipefitting Hand Tools, Pipefitting Power Tools, Motorized Equipment, Rigging Equipment and Practices, Steam Traps, Hangers and Supports.
Pre-requisites: None
Co-requisites: PLBG 1000 - Introduction to Plumbing with a grade of "C" or better

PLBG 1350 - Oxy Fuel Techniques for Pipefitters (3)
Introduces fundamental principles, safety practices, equipment, and techniques necessary for metal heating and oxyfuel cutting for pipefitting purposes. Topics include metal heating and cutting principles, safety procedures, use of cutting torches and apparatus, metal heating techniques, metal cutting techniques to include straight line cutting, square shape cutting, piercing and slot cutting, bevels and washing.
Pre-requisites: None
Co-requisites: PLBG 1000 - Introduction to Plumbing with a grade of "C" or better

PLBG 1360 - Threaded Pipe Fabrication (3)
Describes the materials used in threaded piping systems. Explains how to determine pipe lengths between threaded pipe fittings, prepare the pipe and fittings for git-up, and assemble the piping systems. Explains the set up die adjustment, and die replacement for hand threaders, hand held threaders, and large power threaders.
Pre-requisites: None
Co-requisites: PLBG 1000 - Introduction to Plumbing with a grade of "C" or better

PLBG 1370- Pipe Fabrication I (3)
Explains pipe installation procedures (fit-up) and guidelines, including the procedures for cast iron, ductile iron, concrete, carbon steel, fiberglass, and thermoplastic. Also explains how to secure the work area and determine field run specifications, load weights for erection equipment, and support needs. Above Ground pipe installation identifies various types of pipe, flanges, gaskets, and bolts.
Pre-requisites: None
Co-requisites: PLBG 1000 - Introduction to Plumbing with a grade of "C" or better

PLBG 1380 - Pipe Fabrication II (3)
Describes the various specialty devices that are used in pipelines, including bleed rings, ball and expansion joints, measuring devices for temperature, level, flow rate, and pressure; steam traps; drip legs; and desuperheaters. The purpose and function of each type is explained. Also discusses how to lay out and fabricate mitered bends, laterals, wyes, and ninety-degree intersections using tables of ordinates or a calculator.
Pre-requisites: None
Co-requisites: PLBG 1000 - Introduction to Plumbing with a grade of "C" or better

PLBG 1400 - Steel Pipe Assembly (3)
Describes the materials used in socket weld piping systems. Explains how to determine pipe lengths between socket weld fittings, prepare the pipe and fittings for fir-up, and fabricate socket weld fittings. Describes the materials used in butt weld piping systems. Describes how to select and install backing rings, fabricate channel iron welding jigs, and use and care for welding clamps.
Pre-requisites: None
Co-requisites: PLBG 1000 - Introduction to Plumbing with a grade of "C" or better

PLBG 1500 - Backflow Prevention and Cross-Connection Control (3)
This course provides guidelines for acceptable practice for testing, inspection, and repair of backflow prevention assemblies used in cross-connection control installations.
Pre-requisites: None
Co-requisites: PLBG 1000 - Introduction to Plumbing with a grade of "C" or better

PNSG Practical Nursing

PNSG 2010 - Introduction to Pharmacology and Clinical Calculations (2)
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.
Pre-requisites: ALHS 1060, COMP 1000, ENGL 1010 OR ENGL 1101, MATH 1012 OR MATH 1111, PSYC 1010 OR PSYC 1101, ALHS 1011 OR BIOL 2113/BIOL2113L AND BIOL 2114/BIOL 2114L

PNSG 2030 - Nursing Fundamentals (6)
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.
Pre-requisites: ALHS 1060, COMP 1000, ENGL 1010 OR ENGL 1101, MATH 1012 OR MATH 1111, PSYC 1010 OR PSYC 1101, ALHS 1011 OR BIOL 2113/BIOL2113L AND BIOL 2114/BIOL 2114L

PNSG 2035 - Nursing Fundamentals Clinical (2)
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.
Pre-requisites: ALHS 1060, COMP 1000, ENGL 1010 OR ENGL 1101, MATH 1012 OR MATH 1111, PSYC 1010 OR PSYC 1101,

ALHS 1011 OR BIOL 2113/BIOL2113L AND BIOL 2114/BIOL 2114L, PNSG 2010, and PNSG 2030

PNSG 2210 - Medical-Surgical Nursing I (4)
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.
Pre-requisites: ALHS 1060, COMP 1000, ENGL 1010 OR ENGL 1101, MATH 1012 OR MATH 1111, PSYC 1010 OR PSYC 1101, ALHS 1011 OR BIOL 2113/BIOL2113L AND BIOL 2114/BIOL 2114L, PNSG 2010, PNSG 2030, AND PNSG 2035

PNSG 2220 - Medical-Surgical Nursing II (4)
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.
Pre-requisites: ALHS 1060, COMP 1000, ENGL 1010 OR ENGL 1101, MATH 1012 OR MATH 1111, PSYC 1010 OR PSYC 1101, ALHS 1011 OR BIOL 2113/BIOL2113L AND BIOL 2114/BIOL 2114L, PNSG 2010, PNSG 2030, PNSG 2035, PNSG 2210, AND PNSG 2310

PNSG 2230 - Medical-Surgical Nursing III (4)
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.
Pre-requisites: ALHS 1060, COMP 1000, ENGL 1010 OR ENGL 1101, MATH 1012 OR MATH 1111, PSYC 1010 OR PSYC 1101, ALHS 1011 OR BIOL 2113/BIOL2113L AND BIOL 2114/BIOL 2114L, PNSG 2010, PNSG 2030, PNSG 2035, PNSG 2210, PNSG 2310, PNSG 2220, AND PNSG 2320

PNSG 2240 - Medical-Surgical Nursing IV (4)
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.
Pre-requisites: ALHS 1060, COMP 1000, ENGL 1010 OR ENGL 1101, MATH 1012 OR MATH 1111, PSYC 1010 OR PSYC 1101, ALHS 1011 OR BIOL 2113/BIOL2113L AND BIOL 2114/BIOL 2114L, PNSG 2010, PNSG 2030, PNSG 2035, PNSG 2210, PNSG 2310, PNSG 2220, PNSG 2320, PNSG 2230, AND PNSG 2330

PNSG 2250 - Maternity Nursing (3)
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.
Pre-requisites: ALHS 1060, COMP 1000, ENGL 1010 OR ENGL 1101, MATH 1012 OR MATH 1111, PSYC 1010 OR PSYC 1101, ALHS 1011 OR BIOL 2113/BIOL2113L AND BIOL 2114/BIOL 2114L, PNSG 2010, PNSG 2030, PNSG 2035, PNSG 2210, PNSG 2310, PNSG 2220, AND PNSG 2320

PNSG 2255 - Maternity Nursing Clinical (1)
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.
Pre-requisites: ALHS 1060, COMP 1000, ENGL 1010 OR ENGL 1101, MATH 1012 OR MATH 1111, PSYC 1010 OR PSYC 1101, ALHS 1011 OR BIOL 2113/BIOL2113L AND BIOL 2114/BIOL 2114L, PNSG 2010, PNSG 2030, PNSG 2035, PNSG 2210, PNSG 2310, PNSG 2220, AND PNSG 2320

PNSG 2310 - Medical-Surgical Nursing Clinical I (2)
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.
Pre-requisites: ALHS 1060, COMP 1000, ENGL 1010 OR ENGL 1101, MATH 1012 OR MATH 1111, PSYC 1010 OR PSYC 1101, ALHS 1011 OR BIOL 2113/BIOL2113L AND BIOL 2114/BIOL 2114L, PNSG 2010, PNSG 2030, AND PNSG 2035

PNSG 2320 - Medical-Surgical Nursing Clinical II (2)
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.
Pre-requisites: ALHS 1060, COMP 1000, ENGL 1010 OR ENGL 1101, MATH 1012 OR MATH 1111, PSYC 1010 OR PSYC 1101, ALHS 1011 OR BIOL 2113/BIOL2113L AND BIOL 2114/BIOL 2114L, PNSG 2010, PNSG 2030, PNSG 2035, PNSG 2210, AND PNSG 2310

PNSG 2330 - Medical-Surgical Nursing Clinical III (2)
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.
Pre-requisites: ALHS 1060, COMP 1000, ENGL 1010 OR ENGL 1101, MATH 1012 OR MATH 1111, PSYC 1010 OR PSYC 1101, ALHS 1011 OR BIOL 2113/BIOL2113L AND BIOL 2114/BIOL 2114L, PNSG 2010, PNSG 2030, PNSG 2035, PNSG 2210, PNSG 2220, PNSG 2310, AND PNSG 2320

PNSG 2340 - Medical-Surgical Nursing Clinical IV (2)
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.
Pre-requisites: ALHS 1060, COMP 1000, ENGL 1010 OR ENGL 1101, MATH 1012 OR MATH 1111, PSYC 1010 OR PSYC 1101, ALHS 1011 OR BIOL 2113/BIOL2113L AND BIOL 2114/BIOL 2114L, PNSG 2010, PNSG 2030, PNSG 2035, PNSG 2210, PNSG 2220,PNSG 2230, PNSG 2310, PNSG 2320, AND PNSG 2330

PNSG 2410 - Nursing Leadership (1)
Builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market. Topics include: application of the nursing process, supervisory skills, client education methods, group dynamics and conflict resolution.
Pre-requisites: ALHS 1060, COMP 1000, ENGL 1010 or ENGL 1101, MATH 1012 or MATH 1111, PSYC 1010 or PSYC 1101, ALHS 1011 or BIOL 2113/ BIOL 2113L and BIOL 2114/ BIOL 2114L, PNSG 2010, PNSG 2030, AND PNSG 2035

PNSG 2415 - Nursing Leadership Clinical (2)
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.
Pre-requisites: ALHS 1060, COMP 1000, ENGL 1010 or ENGL 1101, MATH 1012 or MATH 1111, PSYC 1010 or PSYC 1101, ALHS 1011 or BIOL 2113/ BIOL 2113L and BIOL 2114/ BIOL 2114L, PNSG 2010, PNSG 2030, AND PNSG 2035

POLS Political Science

POLS 1101 - American Government (3)
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.
Pre-requisites:
Appropriate Degree Level Writing (English) and Reading Placement Test Scores

PSYC Psychology

PSYC 1010 - Basic Psychology (3)
Presents basic concepts within the field of psychology and their application to everyday human behavior, thinking, and emotion. Emphasis is placed on students understanding basic psychological principles and their application within the context of family, work and social interactions. Topics include an overview of psychology as a science, the nervous and sensory systems, learning and memory, motivation and emotion, intelligence, lifespan development, personality, psychological disorders and their treatments, stress and health, and social psychology.
Pre-requisites:
Diploma program admission language competency OR successful completion of required English and reading learning support courses with C or better.

PSYC 1101 - Introductory Psychology (3)
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.
Pre-requisites:
Degree program admission language competency OR successful completion of required English and reading learning support courses with C or better.

PSYC 2103 - Human Development (3)
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.
Pre-requisites: PSYC 1101 - Introductory Psychology

RADT Radiology Technology

RADT 1010 - Introduction to Radiology (4)
Introduces a grouping of fundamental principles, practices, and issues common to many specializations in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Provides the student with an overview of radiography and patient care. Students will be oriented to the radiographic profession as a whole. Emphasis will be placed on patient care with consideration of both physical and psychological conditions. Introduces a grouping of fundamental principles, practices, and issues common to many specializations in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Topics include: ethics, medical and legal considerations, Right to Know Law, professionalism, basic principles of radiation protection, basic principles of exposure, equipment introduction, health care delivery systems, hospital and departmental organization, hospital and technical college affiliation, medical emergencies, pharmacology/contrast agents, media, OR and mobile procedures patient preparation, death and dying, body mechanics/transportation, basic life support/CPR, and patient care in radiologic sciences.
Pre-requisites: Program Admission
Co-requisites:
RADT 1030 - Radiographic Procedures I with a grade of "C" or better
RADT 1320 - Clinical Radiography I with a grade of "C" or better

RADT 1030 - Radiographic Procedures I (3)
Introduces the knowledge required to perform radiologic procedures applicable to the human anatomy. Emphasis will be placed on the production of quality radiographs, and laboratory experience will demonstrate the application of theoretical principles and concepts. Topics include: introduction to radiographic procedures; positioning terminology; positioning considerations; procedures, anatomy, and topographical anatomy related to body cavities, bony thorax, upper extremities, shoulder girdle; and lower extremities.
Pre-requisites: Program Admission, BIOL 2114, and BIOL 2114L. RADT 1010 must be taken as either a Prerequisite or Corequisite.
BIOL 2114 - Anatomy and Physiology II with a grade of "C" or better
ALHS 1011 - Anatomy and Physiology with a grade of "C" or better
RADT 1010 - Introduction to Radiology with a grade of "C" or better
BIOL 2114L - Anatomy and Physiology Lab II with a grade of "C" or better
Co-requisites: RADT 1010 - Introduction to Radiology with a grade of "C" or better

RADT 1060 - Radiographic Procedures II (3)
Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the pelvic girdle; anatomy and routine projections of the spine, gastrointestinal (GI) procedures; genitourinary (GU) procedures; biliary system procedures; and minor procedures.
Pre-requisites:
RADT 1010 - Introduction to Radiology with a grade of "C" or better
RADT 1030 - Radiographic Procedures I with a grade of "C" or better
Co-requisites:
RADT 1330 - Clinical Radiography II with a grade of "C" or better

RADT 1070 - Principles of Imaging I (6)
Content is designed to establish a basic knowledge of atomic structure and terminology. Also presented are the nature and characteristics of radiation, x-ray production and the fundamentals of photon interactions with matter. Factors that govern the image production process, film imaging with related accessories, and a basis for analyzing radiographic images. Included are the importance of minimum imaging standards, discussion of a problem-solving technique for image evaluation and the factors that can affect image quality. Actual images will be included for analysis.
Pre-requisites: Program Admission
MATH 1111 - College Algebra with a grade of "C" or better

RADT 1160 - Principles of Imaging II (6)
Content is designed to impart an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed. Guidelines for selecting exposure factors and evaluating images within a digital system assist students to bridge between film-based and digital imaging systems, with a knowledge base in radiographic, fluoroscopic, mobile and tomographic equipment requirements and design. This content also provides a basic knowledge of quality control, principles of digital system quality assurance and maintenance are presented. Content is designed to provide entry-level radiography students with principles related to computed tomography (CT) imaging, and other imaging modalities (i.e., MRI, US, NM, Mammography) in terms of purpose, principles, equipment/material, and procedure. Topics include: imaging equipment, digital image acquisition and display, and basic principles of CT and other imaging modalities. Topics include: imaging equipment, digital image acquisition and display, and basic principles of CT and other imaging modalities
Pre-requisites: RADT 1200 - Principles of Radiation Biology and Protection with a grade of "C" or better AND RADT 2090 - Radiographic Procedures III with a grade of "C" or better AND RADT 2340 - Clinical Radiography III with a grade of "C" or better

RADT 1200 - Principles of Radiation Biology and Protection (3)
Provides instruction on the principles of cell radiation interaction. Radiation effects on cells and factors affecting cell response are presented. Acute and chronic effects of radiation are discussed. Topics include: radiation detection and measurement; patient protection; personnel protection; absorbed dose equivalencies; agencies and regulations; introduction to radiation biology; cell anatomy, radiation/cell interaction; and effects of radiation.
Pre-requisites: RADT 1060 - Radiographic Procedures II with a grade of "C" or better AND RADT 1070 - Principles of Imaging I with a

grade of “C” or better ANDRADT 1330 - Clinical Radiography II with a grade of “C” or better

RADT 1320 - Clinical Radiography I (4)
Introduces students to the hospital clinical setting and provides an opportunity for students to participate in or observe radiographic procedures. Topics include: orientation to hospital areas and procedures; orientation to mobile/surgery; orientation to radiography and fluoroscopy; participation in and/or observation of procedures related to body cavities, the shoulder girdle, and upper extremities. Activities of students are under direct supervision.
Pre/Co-requisites: RADT 1030 - Radiographic Procedures I with a grade of “C” or better

RADT 1330 - Clinical Radiography II (7)
Continues introductory student learning experiences in the hospital setting. Topics include: equipment utilization; exposure techniques; attend to and/or observation of routine projections of the lower extremities, pelvic girdle, and spine; attend to and/or observation of procedures related to the gastrointestinal (GI), genitourinary (GU), and biliary systems; and attend to and/or observation of procedure related to minor radiologic procedures. Execution of radiographic procedures will be conducted under direct and indirect supervision.
Pre-requisites:
RADT 1010 - Introduction to Radiology with a grade of “C” or better
RADT 1030 - Radiographic Procedures I with a grade of “C” or better
RADT 1320 - Clinical Radiography I with a grade of “C” or better
Co-requisites: RADT 1060 - Radiographic Procedures II with a grade of “C” or better

RADT 2090 - Radiographic Procedures III (2)
Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the cranium; anatomy and routine projections of the facial bones; anatomy and routine projections of the sinuses; sectional anatomy of the head, neck, thorax and abdomen.
Pre-requisites:
RADT 1060 - Radiographic Procedures II with a grade of “C” or better
Co-requisites:
RADT 1330 - Clinical Radiography II with a grade of “C” or better
RADT 2340 - Clinical Radiography III with a grade of “C” or better

RADT 2190 - Radiographic Pathology (2)
Content is designed to introduce the student to concepts related to disease and etiological considerations. Pathology and disease as they relate to various radiographic procedures are discussed with emphasis on radiographic appearance of disease and impact on exposure factor selection. Topics include: fundamentals of pathology, trauma/physical injury, and systematic classification of disease.
Pre-requisites: Program Admission

RADT 2260 - Radiologic Technology Review (3)
Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for radiographers. Topics include: image production and evaluation; radiographic procedures; anatomy, physiology, pathology, and terminology; equipment operation and quality control; radiation protection; and patient care and education.
Pre-requisites:

RADT 2090 - Radiographic Procedures III 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 1160 - Principles of Imaging II with a grade of “C” or better AND RADT 2350 - Clinical Radiography IV with a grade of “C” or better
Co-requisites:
RADT 2360 - Clinical Radiography V with a grade of “C” or better

RADT 2340 - Clinical Radiography III (6)
Provides students with continued hospital setting work experience. Students continue to develop proficiency in executing procedures introduced in Radiographic Procedures. Topics include: patient care; behavioral and social competencies; performance and/or observation of minor special procedures, special equipment use, and participation in and/or observation of cranial and facial radiography. Execution of radiographic procedures will be conducted under direct and indirect supervision.
Pre-requisites: RADT 1330 - Clinical Radiography II with a grade of “C” or better

RADT 2350 - Clinical Radiography IV (7)
Provides students with continued hospital setting work experience. Students continue to develop proficiency in executing procedures introduced in Radiographic Procedures. Topics include: sterile techniques; participation in and/or observation of minor special procedures, special equipment use, and genitourinary system procedures; and participation in and/or observation of cranial and facial radiography; and competency completion evaluation. Execution of radiographic procedures will be conducted under direct and indirect supervision.
Pre-requisites:
RADT 1010 - Introduction to Radiology with a grade of “C” or better AND RADT 2090 - Radiographic Procedures III with a grade of “C” or better AND RADT 2340 - Clinical Radiography III with a grade of “C” or better

RADT 2360 - Clinical Radiography V (9)
Provides students with continued hospital setting work experience. Students demonstrate increased proficiency levels in skills introduced in all of the radiographic procedures courses and practiced in previous clinical radiography courses. Topics include: patient care; behavioral and social competency; advanced radiographic anatomy; equipment utilization; exposure techniques; sterile techniques; integration of procedures and/or observation of angiographic, interventional, minor special procedures; integration of procedures and/or observation of special equipment use; integration of procedures and/or observation of routine and special radiographic procedures; and final completion of clinical competencies. Execution of radiographic procedures will be conducted under direct and indirect supervision.
Pre-requisites: RADT 2350 - Clinical Radiography IV with a grade of “C” or better
Co-requisites: RADT 2260 - Radiologic Technology Review with a grade of “C” or better

READ Reading

READ 0096 - Reading I(3)
Emphasizes the strengthening of fundamental reading competencies. Topics include vocabulary skills, comprehension skills, and study skills.
Pre-requisites: Appropriate entrance reading score.

READ 0097 - Reading II (3)
Emphasizes vocabulary, comprehension, and critical reading skills development. Topics include vocabulary skills, comprehension skills, critical reading skills, study skills, and content area reading skills.
Pre-requisites: READ 0096 - Reading I OR Appropriate entrance reading score.

READ 0098 - Reading III (3)
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.
Pre-requisites: READ 0097 - Reading II or Appropriate entrance reading score.

RESP Respiratory Care

RESP 1110 - Pharmacology (3)
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.
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: PHYS 1110 - Conceptual Physics and PHYS 1110L - Conceptual Physics Lab

RESP 1120 - Introduction to Respiratory Therapy (3)
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.
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, PHYS 1110 - Conceptual Physics and PHYS 1110L - Conceptual Physics Lab

RESP 1130 - Respiratory Therapy Lab I (4)
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.
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, PHYS 1110 - Conceptual Physics and PHYS 1110L - Conceptual Physics Lab

RESP 1193 - Cardiopulmonary Anatomy and Physiology (7)
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.
Pre-requisites: BIOL 2114, BIOL 2114L and completion of either MATH 1101 or MATH 1111 with a grade of "C" or better
Co-requisites: PHYS 1110 - Conceptual Physics and PHYS 1110L - Conceptual Physics Lab

RESP 1310 - Introduction to Polysomnography (4)
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.
Pre-requisites: None
Co-requisites: PHYS 1110 - Conceptual Physics and PHYS 1110L - Conceptual Physics Lab

RESP 1320 - Polysomnography I (5)
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.
Pre-requisites: None
Co-requisites: PHYS 1110 - Conceptual Physics and PHYS 1110L - Conceptual Physics Lab

RESP 1330 - Polysomnography II (5)
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.
Pre-requisites: None
Co-requisites: PHYS 1110 - Conceptual Physics and PHYS 1110L - Conceptual Physics Lab

RESP 1340 - Clinic I (2)
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.
Pre-requisites: None
Co-requisites: PHYS 1110 - Conceptual Physics and PHYS 1110L - Conceptual Physics Lab

RESP 1350 - Clinic II (2)
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.
Pre-requisites: None
Co-requisites: PHYS 1110 - Conceptual Physics and PHYS 1110L - Conceptual Physics Lab

RESP 2090 - Clinical Practice I (2)
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).
Pre/Co-requisites: Program Admission AND RESP 1110 with a grade of "C" or better

Co-requisites: PHYS 1110 - Conceptual Physics and PHYS 1110L - Conceptual Physics Lab

RESP 2100 - Clinical Practice II (2)
Continues to develop skills used in the clinical practice. Topics include: medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, and patient assessment.
Pre/Co-requisites: RESP 2090 - Clinical Practice I with a grade of "C" or better
Co-requisites: PHYS 1110 - Conceptual Physics and PHYS 1110L - Conceptual Physics Lab

RESP 2110 - Pulmonary Disease (3)
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.
Pre-requisites: Program Admission, RESP 1110 - Pharmacology with a grade of "C" or better AND RESP 1193 - Cardiopulmonary Anatomy and Physiology with a grade of "C" or better
Co-requisites: RESP 1120 - Introduction to Respiratory Therapy, RESP 1193 - Cardiopulmonary Anatomy and Physiology, PHYS 1110 - Conceptual Physics and PHYS 1110L - Conceptual Physics Lab

RESP 2120 - Critical Respiratory Care (3)
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.
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
Co-requisites: PHYS 1110 - Conceptual Physics and PHYS 1110L - Conceptual Physics Lab

RESP 2130 - Mechanical Ventilation and Airway Management (4)
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.
Pre-requisites:
RESP 1120 - Introduction to Respiratory Therapy with a grade of "C" or better ANDRESP 1130 - Respiratory Therapy Lab I with a grade of "C" or better AND RESP 2120 - Critical Respiratory Care with a grade of "C" or better
Co-requisites: RESP 2120 - Critical Respiratory Care, PHYS 1110 - Conceptual Physics and PHYS 1110L - Conceptual Physics Lab

RESP 2140 - Advanced Critical Care Monitoring (1)
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.
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 AND RESP 1193 - Cardiopulmonary Anatomy and Physiology with a grade of "C" or better
Co-requisites: PHYS 1110 - Conceptual Physics and PHYS 1110L - Conceptual Physics Lab

RESP 2150 - Pulmonary Function Testing (1)
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
Pre-requisites: RESP 1193 - Cardiopulmonary Anatomy and Physiology with a grade of "C" or better
Co-requisites: PHYS 1110 - Conceptual Physics and PHYS 1110L - Conceptual Physics Lab

RESP 2160 - Neonatal Pediatric Respiratory Care (3)
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.
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
Co-requisites: PHYS 1110 - Conceptual Physics and PHYS 1110L - Conceptual Physics Lab

RESP 2170 - Advanced Respiratory Care Seminar (3)
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.
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
Co-requisites: PHYS 1110 - Conceptual Physics and PHYS 1110L - Conceptual Physics Lab

RESP 2180 - Clinical Practice III (2)
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.
Pre-requisites: Program Admission, RESP 2100 - Clinical Practice II with a grade of "C" or better
Co-requisites: PHYS 1110 - Conceptual Physics and PHYS 1110L - Conceptual Physics Lab

RESP 2190 - Clinical Practice IV (2)
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.
Pre/Co-requisites: RESP 2180 - Clinical Practice III with a grade of "C" or better
Co-requisites: PHYS 1110 - Conceptual Physics and PHYS 1110L - Conceptual Physics Lab

RESP 2200 - Clinical Practice V (3)
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.
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
Co-requisites: PHYS 1110 - Conceptual Physics and PHYS 1110L - Conceptual Physics Lab

RESP 2220 - Clinical Practice VI (7)
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.
Pre/Co-requisites: RESP 2190 - Clinical Practice IV with a grade of "C" or better
Co-requisites: PHYS 1110 - Conceptual Physics and PHYS 1110L - Conceptual Physics Lab

RESP 2270 - Rehabilitation and Home Care (1)
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.
Pre/Co-requisites: RESP 1120 - Introduction to Respiratory Therapy with a grade of "C" or better
Co-requisites: PHYS 1110 - Conceptual Physics and PHYS 1110L - Conceptual Physics Lab

SOCI Sociology

SOCI 1101 - Introduction to Sociology (3)
Explores the sociological analysis of society, its culture, and structure. Sociology is presented as a science with emphasis placed on its methodology and theoretical foundations. Topics include basic sociological concepts, socialization, social interaction and culture, social groups and institutions, deviance and social control, social stratification, social change, marriage and family.
Pre-requisites: Appropriate Degree Level Writing (English) and Reading Placement Test.

SPCH Speech

SPCH 1101 - Public Speaking (3)
Introduces the student to the fundamentals of oral communication. Topics include selection and organization of materials, preparation and delivery of individual and group presentations, analysis of ideas presented by others, and professionalism.
Pre-requisites: Appropriate degree level writing (English) and Reading placement test.

SURG Surgical Technology

SURG 1010 - Introduction to Surgical Technology (6)
Provides an overview of the surgical technology profession and develops the fundamental concepts and principles necessary to successfully participate on a surgical team. Topics include: orientation to surgical technology; biomedical principles; asepsis and the surgical environment; basic 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.))
Pre-requisites: Program Admission

SURG 1020 - Principles of Surgical Technology (5)
Provides continued study of surgical team participation by wound management and technological sciences for the operating room. Topics include: biophysical diversities and needs; pre-operative routine; intra-operative routine; wound management; post-operative patient care; and outpatient surgical procedures. ((There are surgical procedures that are similar as far as procedural steps, instrumentation, supplies, patient position, etc. This is referred to as the "Co-Related Procedures Concept." The purpose of using the Co-Related Procedures Concept is to provide the instructor additional time to teach surgical procedures as well as avoid repetition.))
Pre-requisites: Program Admission

SURG 1080 - Surgical Microbiology (2)
Introduces the fundamentals of surgical microbiology. Topics include: historical development of microbiology; microscopes; cell structure and theory; microbial function and classification; human and pathogen relationships, infectious processes and terminology; defense mechanisms; infection control and principles of microbial control and destruction.
Pre-requisites: Program Admission

SURG 1100 - Surgical Pharmacology (2)
Introduces the fundamentals of intraoperative pharmacology, and emphasizes concepts of anesthesia administration. Topics include: weights and measurements, drug conversions, interpretation of drug orders, legal aspects of drug administration, intraoperative pharmacologic agents, and anesthesia fundamentals.
Pre-requisites: Program Admission

SURG 2030 - Surgical Procedures I (4)
Introduces the core general procedures, including the following: incisions; wound closure; operative pathology; and common complications as applied to general and specialty surgery. Topics include: introduction to surgical procedures; general surgery and special techniques; obstetrical and gynecological surgery; gastrointestinal surgery; genitourinary surgery; otorhinolaryngologic surgery; and 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.))
Pre-requisites:
SURG 1010 - Introduction to Surgical Technology with a grade of "C" or better
SURG 1020 - Principles of Surgical Technology with a grade of "C" or better

SURG 2040 - Surgical Procedures II (4)
Continues development of student knowledge and skills applicable to specialty surgery areas. Topics include: ophthalmic surgery; thoracic surgery; vascular surgery; cardiovascular surgery; neurosurgery; and plastic and reconstructive surgery. ((There are surgical procedures that are similar as far as procedural steps, instrumentation, supplies, patient position, etc. This is referred to as the "Co-Related Procedures Concept." The purpose of using the Co-Related Procedures Concept is to provide the instructor additional time to teach surgical procedures as well as avoid repetition.))
Pre-requisites: SURG 2030 - Surgical Procedures I with a grade of "C" or better

SURG 2110 - Surgical Technology Clinical I (3)
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.
Pre-requisites: Program Admission

SURG 2120 - Surgical Technology Clinical II (3)
Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, 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.
Pre-requisites: SURG 1130 - Surgical Tech. Clinical II with a grade of "C" or better

SURG 2130 - Surgical Technology Clinical III (3)
Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, 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.
Pre-requisites: SURG 1130 - Surgical Tech Clinical II with a grade of "C" or better

SURG 2140 - Surgical Technology Clinical IV (3)
Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, 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.
Pre-requisites: SURG 2130 - Surgical Tech. Clinical IV with a grade of "C" or better

SURG 2240 - Seminar in Surgical Technology (2)
Prepares students for entry into careers as surgical technologists and enables them to effectively prepare for the national certification examination. Topics include: professional credentialing, certification review, and test-taking skills.
Pre-requisites: Program Admission

THEA Theatre

THEA 1101 - Theatre Appreciation (3)
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.
Pre-requisites: ENGL 1101 - Composition and Rhetoric with a grade of "C" or better

WELD Welding

WELD 1000 - Introduction to Welding Technology (3)
Provides an introduction to welding technology with an emphasis on basic welding laboratory principles and operating procedures. Topics include: industrial safety and health practices, hand tool and power machine use, measurement, laboratory operating procedures, welding power sources, welding career potentials, and introduction to welding codes and standards.
Pre-requisites: Provisional Admission

WELD 1010 - Oxyfuel Cutting (3)
Introduces fundamental principles, safety practices, equipment, and techniques necessary for metal heating and oxyfuel cutting. Topics include: metal heating and cutting principles, safety procedures, use of cutting torches and apparatus, metal heating techniques, metal cutting techniques, manual and automatic oxyfuel cutting techniques, and oxyfuel pipe cutting. Practice in the laboratory is provided.
Pre-requisites: None
Co-requisites: WELD 1000 - Intro to Welding Technology with a grade of "C" or better

WELD 1020 - Oxyacetylene Welding (2)
Introduces the fundamental theory, safety practices, equipment, and techniques necessary to perform basic oxyacetylene welding operations. Topics include: welding theory; oxyacetylene welding safety; use of gas cylinders and regulators; use of torches, tips, and apparatus; welding without filler rods; running beads with filler rods; butt, open butt, and lap joints; and brazing and soldering. Practice in the laboratory is provided.
Pre-requisites: None

WELD 1030 - Blueprint Reading for Welding Technology (3)
This course introduces the knowledge and skills necessary for reading welding and related blueprints and sketches. An emphasis is placed on identifying types of welds, and the associated abbreviations and symbols.
Pre-requisites: None
Co-requisites: WELD 1000 - Intro to Welding Technology with a grade of "C" or better

WELD 1040 - Flat Shielded Metal Arc Welding (4)
This course introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in flat positions. Qualification tests, flat position, are used in the evaluation of student progress toward making industrial welds.
Pre-requisites: None
Co-requisites: WELD 1000 - Intro to Welding Technology with a grade of "C" or better

WELD 1050 - Horizontal Shielded Metal Arc Welding (4)
Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the horizontal position. Qualification tests, horizontal position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: horizontal SMAW safety and health practices, selection and applications of electrodes, selection and applications for horizontal SMAW, horizontal SMAW joints, and horizontal SMAW to specification.
Pre-requisites: None
Co-requisites:
WELD 1040 - Flat Shielded Metal Arc Welding with a grade of "C" or better

WELD 1060 - Vertical Shielded Metal Arc Welding (4)
Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the vertical position. Qualification tests, vertical position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: vertical SMAW safety and health practices, selection and applications of electrodes for vertical SMAW, vertical SMAW joints, and vertical SMAW to specification.
Pre-requisites: None
Co-requisites: WELD 1040 - Flat Shielded Metal Arc Welding with a grade of "C" or better

WELD 1050 - Horizontal Shielded Metal Arc Welding with a grade of "C" or better

WELD 1070 - Overhead Shielded Metal Arc Welding (4)
Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the overhead position. Qualification tests, overhead position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: overhead SMAW safety and health practices, selection and applications of electrodes for overhead SMAW, overhead SMAW joints, and overhead SMAW to specification.
Pre-requisites: None
Co-requisites: WELD 1060 - Vertical Shielded Metal Arc Welding with a grade of "C" or better

WELD 1090 - Gas Metal Arc Welding (4)
Provides knowledge of theory, safety practices, equipment and techniques required for successful gas metal arc welding. Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standard welds. Topics include: GMAW safety and health practices; GMAW theory, machines, and set up; transfer modes; wire selection; shielded gas selection; and GMAW joints in all positions.
Pre-requisites: None
Co-requisites: WELD 1000 - Introduction to Welding Technology with a grade of "C" or better

WELD 1110 - Gas Tungsten Arc Welding (4)
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.
Pre-requisites: None
Co-requisites: WELD 1000 - Introduction to Welding Technology with a grade of "C" or better

WELD 1120 - Preparation for Industrial Qualification (3)
Introduces industrial qualification methods, procedures, and requirements. Students are prepared to meet the qualification criteria of selected national welding codes and standards. Topics include: test methods and procedures, national industrial codes and standards, fillet and groove weld specimens, and preparation for qualifications and job entry.
Pre-requisites:
WELD 1040 - 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 ANDWELD 1110 - Gas Tungsten Arc Welding with a grade of "C" or better

WELD 1150 - Advanced Gas Tungsten Arc Welding (3)
Provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful advanced gas tungsten arc welding (GTAW). Qualification tests, all positions, are used in the evaluation of student progress toward making advanced level industrial standard welds. Topics include: GTAW safety and health practices; shielding gases; metal cleaning procedures; GTAW machines and equipment set up; selection of filler rods; GTAW weld positions; and advanced production of GTAW beads, bead patterns, and joints.

Pre-requisites: WELD 1000 – Intro to Welding Technology with a grade of “C” or better AND WELD 1110 - Gas Tungsten Arc Welding with a grade of “C”

WELD 1151 - Fabrication Processes (3)
Presents practices common in the welding and metal fabrication industry. Topics include: metal fabrication safety and health practices and metal fabrication procedures.
Pre-requisites: WELD 1030 - Blueprint Reading for Welding Technology with a grade of “C” or better

WELD 1152 - Pipe Welding (3)
Provides the opportunity to apply skills to pipe welding operations. Topics include: pipe welding safety and health practices, pipe welding nomenclature, pipe layout and preparation, pipe joint assembly, horizontal welds on pipe (2G), vertical welds on pipe (5G), and welds on 45 degree angle pipe (6G).
Pre-requisites: Program Admission

WELD 1153 - Flux Cored Arc Welding (4)
Provides knowledge of theory, safety practices, equipment, and techniques required for successful flux cored arc welding (FCAW). Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standards welds. Topics include: FCAW safety and health practices, FCAW theory, machine set up and operation, shielded gas selection, and FCAW joints in all positions.
Pre-requisites: WELD 1000 - Introduction to Welding Technology with a grade of “C” or better

WELD 1154 - Plasma Cutting (3)
Provides knowledge of theory, safety practices, equipment, and techniques required for plasma cutting. Topics include: safety practices; plasma torch and theory; plasma machine set up and operation; and plasma cutting techniques.
Pre-requisites: WELD 1000 - Introduction to Welding Technology with a grade of “C” or better

WELD 1156 - Ornamental Iron Works (3)
Provides an introduction to ornamental ironworks with emphasis on safety practices, equipment and ornamental ironwork techniques. Topics include: introduction to ornamental ironworks and safety practices; use of scroll machine, and use of bar twister.
Pre-requisites: WELD 1010 - 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

WELD 1330 - Metal Welding and Cutting Techniques (2)
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.
Pre-requisites: Provisional Admission

WELD 1500 - Welding and Joining Technology Practicum/Internship (3)
Provides additional skills application in an industrial setting through a cooperative agreement among industry, the Welding Joining Technology program, and the student to furnish employment in a variety of welding occupations. Emphasizes student opportunities to practice welding skills in a 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.
Pre-requisites: Advisor approval only.

FULL TIME FACULTY AND STAFF DIRECTORY

OFFICE OF THE PRESIDENT

Randall L. Peters, Ed.D	*President*
Kimberly Santerre	Executive Administrative Assistant

OFFICE OF THE PROVOST

Steve Daniel	*Provost*
Wanda Hammock	Administrative Assistant
Mia Collier	High School Coordinator
Drew Todd	High School Coordinator
Scott Ross	*Satellite Centers Director*
Linda Simmons	Jasper Center Coordinator
Amber Murphy	Taylor Center Coordinator
SanJuana Rosales	Program Assistant

ADMINISTRATIVE SERVICES

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Dawn Powers	Administrative Assistant
Mary Hankinson	*Accounting Director*
Stacey Acey	Accountant
Melinda Rooks	Accounting Specialist
Diane Blankenship	Accounting Technician
Kathy Pitts	Accounting Technician
Gina Byrd	*Administrative Services Director*
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Rachel Johnson	Accounting Technician
Donna Lynn Maynard	Accounting Technician
Barbara Johnson	Cashier
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Terri George	Bookstore Assistant
Brannen Wall	Bookstore Assistant
Sharon H. Irby	*Human Resources Director*
Vickie Brezee	Payroll Coordinator
Elizabeth Ogletree	Human Resources Coordinator
Cherie Spillers	Human Resources Coordinator
Angela Moore	*Tender Tech - Child Development Center Director*

ADULT EDUCATION

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Donna Bolton	Program Assistant	
Lynne Brown	Program Assistant	
Stacie Davis	Program Assistant	
Marquita Traylor	Program Assistant	
Dale Rush	Career Transition Facilitator	
Judy Cook-Snider	Lead Adult Education Instructor	Ed.S., West Georgia College
Erin Dickey	Lead Adult Education Instructor	M.S., Troy University
Joe Grubbs	Lead Adult Education Instructor	B.S. West Georgia College

ADULT EDUCATION continued

Rhonda Jenkins	Adult Education Instructor	B.S., Mercer University
Chelsea McGhee	Adult Education Instructor	M.S., Troy University
Nancy Ricker	Adult Education Instructor	B.A., University of South Carolina
Carol Tucker	Adult Education Instructor	B.S., Mercer University
Janis Waits	Adult Education Instructor	B.S., University of Georgia

ECONOMIC DEVELOPMENT

Mark Andrews	*Vice President, Economic Development*
Angela Weatherford	Administrative Assistant
Steve Hendrix	*Economic Development Director-Griffin Campus*
Kay Williamson	*Economic Development Director-Flint River Campus*
Marion Savage	Economic Development Instructor
Connie Register	Program Assistant
Leann White	Receptionist

FACILITIES AND OPERATIONS

Jim Brown	*Vice President, Facilities and Operations*
DeeGee Gassett	Administrative Assistant
Kenneth Troisi	*Campus Police Chief*
Mark Butler	Campus Police Officer-Griffin Campus
Eric Hein	Campus Police Officer-Flint River Campus
Jack Draine	Campus Security Officer – Community Development Center
Scott Floyd	Maintenance Supervisor -Griffin Campus
Marty Helms	Maintenance Technician
Ashley Jackson	Maintenance Technician
Charles Slay	Maintenance Technician
Gary Bryant	Groundskeeper
Carlton Alston	Custodian
Regina Cooley	Custodian
Rafael Nazario	Custodian
Emmett Ponder	Custodian
Morris Powers	Custodian
Jesse Smith	Custodian
Kevin Huckaby	Maintenance Supervisor -Flint River Campus
Danny Ford	Maintenance Technician
Preston Gleaton	Maintenance Technician
Thaddeus Harvey	Maintenance Technician
Fred McCullough	Maintenance Technician
Ralph McGouirk	Groundskeeper
Lonnie Atwater	Custodian
Robert Hardman	Custodian
Michael McGregor	Custodian
Quinitha Searcy	Custodian
Millicent Wright	Custodian

INSTITUTIONAL ADVANCEMENT

Barbara Jo Cook	*Vice President, Institutional Advancement*
Linda Kennedy	Administrative Assistant
Kristen Miller	*Institutional Advancement Director*
Anna Taylor	*Marketing and Public Relations Director*
Kimberly DeWinter	Marketing Specialist

FULL TIME FACULTY AND STAFF DIRECTORY

TECHNOLOGY AND INSTITUTIONAL RESEARCH

Brent Mayes	*Vice President, Technology and Institutional Research*
Michael Shiver	*Chief Information Officer*
Jason Brown	System Administrator
Thomas Rogers	Information System Administrator
Niki Glore	*Help Desk Coordinator*
John Barlow	Technology Support Specialist
Heather Gilbert	Technology Support Specialist
Cammie Hubbard	Technology Support Specialist
Tim Wilmoth	Technology Support Specialist
Bethany Trice	*Institutional Effectiveness Coordinator*
Paul Scott	Project Manager
James Watkins	Data Analyst
Thomas Harris	Project Assistant

STUDENT AFFAIRS

Xenia Johns	*Vice President, Student Affairs*
Jan James	Administrative Assistant
Jasper Foust, Ph.D.	*Admissions Director*
Jessie Vickery	*Admissions Coordinator-Griffin Campus*
Jada Clemons	Student Affairs Specialist
Kimberly Garlin	Admissions Assistant
Lourdes Gomez	Admissions Assistant
Jason Torgormey	Admissions Assistant
Kathy Neeley	*Admissions Coordinator-Flint River Campus*
LaRaysha Mobley	Student Affairs Specialist
Jennifer Richardson	Student Affairs Specialist
Sonya Lawrence	Recruitment Coordinator-Flint River Campus Recruitment Coordinator-Griffin Campus
Kristin Goodson	Receptionist
Shirley Rieger	Receptionist
Susan Murray	*Career Services Director*
Karen Horton	Workforce Investment Act Coordinator-Griffin Campus
Colandra Taylor	Workforce Investment Act Coordinator-Flint River Campus
Kimberly Morris	*Financial Aid Director*
Monique Flowers	Assistant Director, Financial Aid
Ginger Dove	Student Affairs Assistant
Darlene Baldwin	Financial Aid Technician
Kennisha Carter	Financial Aid Technician
Denise Daniel	Financial Aid Technician
Carl Harris	Financial Aid Technician
Melodie Pirone	Financial Aid Technician
Carletta Ashley	Financial Aid Technician
Deborah Thompson	Financial Aid Technician
Kathlyn Burden	*Registrar*
Robin Burns	Registrar Office Assistant
Gail Daniel	Student Affairs Coordinator
Yeasmin Cherry	Assistant Registrar
Monica Green	Assistant Registrar
Ashley Stout	Assistant Registrar

STUDENT AFFAIRS continued

Cherryl Gilbert	*Student Support Services Director*	
Toni Doaty	Assistant Director, Student Support Services	
Teresa Brooks	Special Services Coordinator-Interpreter	
Mary Kate Jackson	Special Services Coordinator-Special Populations	
Andrew Thomas	Special Services Coordinator-Graduation Coach	
Brittany Wright	Student Activities Coordinator	
Trevor Alexander	Assessment Specialist II	
Selethia Gregory	Assessment Specialist	
Deidra Dugger	Testing Specialist-Flint River Campus	

ACADEMIC AFFAIRS

Dawn Z. Hodges	*Vice President, Academic Affairs*	*Ph.D., University of Oklahoma*
Jean Cash	Administrative Assistant	
Raymond LeFils	Academic Affairs Coordinator	B.A., Mercer University
Sandra Patterson	Program Assistant	

ALLIED HEALTH

John Pope	*Dean, Allied Health*	*Ph.D., Georgia State University*
Annie Tucker	Program Assistant-Griffin Campus	
Celestine Weathers	Program Assistant-Flint River Campus	
Michael Melvin, R.Ph.	*Department Chair, Allied Health*	*B.S., University of Georgia*
Barbara Askew	Dental Assisting	M.S., Clayton State University
Luz Marina Ibarra	Dental Assisting	D.D.S., 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
Samuel Brown, OTC	Orthopaedic Technology	M.S., Mississippi State University
Michael Melvin, R.Ph.	Pharmacy Technology	B.S., University of Georgia
Lisa Soares, CPhT, M.H.R.M.	Pharmacy Technology	B.S., DeVry University
Angela Ballard, RN	Practical Nursing	B.S.N., Georgia State University
Wendy Farr, RN	Practical Nursing	M.S.N., Walden University
Peggy Grady, RN	Practical Nursing	A.S.N., Hillsborough Community College
Tanya Harp, RN	Practical Nursing	M.S.N., Clayton State University
Shelly Leidig, RN	Practical Nursing	A.S.N., Gordon College
Kimberly Register, RN	Practical Nursing	A.S.N., Gordon College
Anjeleigh Partridge, RN	Practical Nursing	B.S.N., Winston Salem State University
Christina Taylor, RN	Practical Nursing	B.S.N., Georgia Health Science University
Veronica Taylor, RN	Practical Nursing	M.S.N., University of Phoenix
Sharon Todd, RN	Practical Nursing	M.S.N., Kaplan University
Dana Breeser, R.T.(R)	Radiologic Technology	B.M.SC., Emory University
Debbie R. Dawson, R.T.(R)	Radiologic Technology	B.M.SC., Emory University
Riedetta M. McCreary	Respiratory Technology	Ed.D., Cambridge College
Duane Reed	Respiratory Technology	M.A., Central Michigan University

ACADEMIC AFFAIRS continued

Benson Bradley	Surgical Technology	M.B.A., St. Leo University
Marissa Mathis	Surgical Technology	A.A.S., Southern Crescent Technical College
Tammy Hatcher	Central Sterile Supply Processing	A.A.S., Fayetteville Technical Community College

BUSINESS TECHNOLOGY / ARTS AND SCIENCE

Rebecca Johnson	*Dean, Business Technology/Arts & Science*	*M.S.Ed., Northern Illinois University*
Linda Henley	Program Assistant	
Vonette Lanier-Braswell	Learning Support Program Specialist	M.A., National University
Jane Crawford	Learning Support Specialist	B.S., Mercer University
Marion Rinaldi	IPASS Program Specialist	B.A., Reinhardt University
Karla Weaver	*Department Chair, Business Technology*	*M.A., University of Phoenix*
Felicia Barkley	Accounting	M.A., DeVry University
Curtis Crocker	Accounting	D.B.A., Nova Southeastern University
Amy Morales-Garcia	Accounting	M.B.A., Colorado Technical University
Leslie R. Ratliff	Business Administrative Technology	B.S., Mercer University
Karla Weaver	Business Administrative Technology	M.A., University of Phoenix
Kimberly B. Yevak	Business Administrative Technology	M.Ed., University of West Georgia
Michael S. Cook	Business Management	M.B.A., Shorter College
Jennifer Edwards	Business Management	M.B.A., Shorter College
Christi S. Ellington	Business Management	M.S., Troy University
Tahesha Wade	Business Management	M.Ed., University of Phoenix
Terinicka Brogan, RHIA	Health Information Management	M.S., Capella University
Scott D. Silvis	Paralegal Studies	J.D., Emory University
Marjorie Willbanks	Design and Media Production	B.A., Georgia State University
Gregory O'Neal	*Department Chair, Arts and Science*	*M.Ed., University of Georgia*
Vyhyahn Maloof	Biology	M.D., Belize Medical School
Celeste Matthews	Biology	D.V.M., University of Georgia
Shellie C. Morgan	Biology	M.A., Columbia Seminary
Kelly M. Batchelder	English	M.A., Georgia Southern University
J. Susan Carter	English	M.Ed., Georgia Southern University
Elizabeth H. Jester	English	M.A., Georgia State University
Leila Wells-Rogers	English	M.A., University of Louisville
David Willingham	English	M.A., University of Tennessee at Chattanooga
Ervin China	Mathematics	M.A., Eastern Michigan University
Stephen C. Cooper	Mathematics	M.S., Clemson University
Lashonda Y. Howard	Mathematics	M.Ed., University of Georgia
Nam K. Lee	Mathematics	M.S., Long Island University at C.W. Post Campus
James R. Wilson	Mathematics	Ed.S., State University of West Georgia
Lynn Futral	Psychology	M.S., Valdosta State University
Clint T. Powell	Psychology	M.A., University of the Rockies
Gregory O'Neal	Psychology	M.Ed., University of Georgia
Brad Jester	Speech	M.S., Ball State University

ACADEMIC AFFAIRS continued

COMPUTER INFORMATION SERVICES

Tempie Kitchens	*Dean, Computer Information Services*	*M.S. CIS., University of Phoenix*
Miranda Frazier	Program Assistant	
Gary Pitts	Audio Visual/Information Technology Specialist	
C.J. Bowman	Audio Visual Assistant	
Charles Cash	*Department Chair, Computer Information Services*	*M.S., Mercer University*
Mark S. Avery	Comp 1000	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., Cappella University

INDUSTRIAL TECHNOLOGY

Steve Cromer	*Dean, Industrial Technology*	*M.S., Cappella University*
Celeste Weathers	Program Assistant	
Alan W. Stanfield	*Department Chair, Industrial Technology*	*M.B.A., Mercer University*
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
Monte McCraw, ASE	Automotive Technology	M.A., East Carolina University
John Obert, ASE	Automotive Technology	A.S., Ohio College of Applied Science
William Pickett	Carpentry	B.A.S., Mercer University
Christopher Harrell	Commercial Truck Driving	
Allen McChargue, ASE	Diesel Equipment	
Charles M. Howard	Drafting Technology	M.Ed., University of Georgia
Alan W. Stanfield	Electrical Construction	M.B.A., Mercer University
R. Blake Murphy	Electronics Technology	B.S.E.E., Auburn University
Tom Max Neal, Jr.	Electronics Technology	B.S., Baker College
Gregory Huber	Environmental Horticulture	B.L.A., University of Georgia
Willie L. Colvin	Environmental Horticulture	B.S., Fort Valley State University
Michael E. Chandler	Industrial Systems	A.A.T., Griffin Technical College
Larry Pilkenton	Machine Tool Technology	A.A.T., Gordon College
Chris Patterson, CAWI, CWE	Welding Technology	
David Wiley, CWI, CWE	Welding Technology	A.A.S., Griffin Technical College

PERSONAL SERVICES/PUBLIC SAFETY

Lemuel Mercado	*Dean, Personal Services/Public Safety*	*M.P.A., Columbus State University*
Janis Phillips	Program Assistant	
Anita Jackson-Evans	Data Entry Specialist	
Angela Chappell	Academic Advisor	B.A., American Intercontinental University
Sharon Craft	Academic Advisor	M.Ed., University of West Georgia
Deonte Smith	Academic Advisor	M.S., Hampton University

ACADEMIC AFFAIRS continued

Gary Larson	*Department Chair, Personal Services*	*M.Ed., University of Wisconsin*
Stephan W. Hobbs	Barbering	Diploma, Central Georgia Technical College
Deanne B. Allen	Cosmetology	Diploma, Flint River Technical College
Susan E. Allen	Cosmetology	Diploma, Flint River Technical College
Kelly Evans	Cosmetology	Diploma, Griffin Technical College
Jeannie Kimbell	Cosmetology	A.A.S., Gordon College
Kimberly Rawlins	Cosmetology	A.A.S., Gordon College
Patrick Boutier, Chef	Culinary Arts	B.S., Institute of Technology
Carolyn Fludd	Culinary Arts	B.S. Hampton University
Barry Levey, Chef	Culinary Arts	A.A., Culinary Institute of America
Angela W. Chambers	Early Childhood Education	B.A., West Georgia College
M. Gary Larson	Early Childhood Education	M.Ed., University of Wisconsin
Margaret McCall	Early Childhood Education	M.Ed., Georgia State University
Roslyn McCurry	Early Childhood Education	Ed.D., Argosy University
Kathryn Weber	Early Childhood Education	M.Ed., Slippery Rock University
Jeremy Bennett	*Department Chair, Public Safety*	*M.P.A., Columbus State University*
Jeremy Bennett	Criminal Justice	M.P.A., Columbus State University
Donald M. Greathouse	Criminal Justice	M.P.A., Columbus State University
Christine Hinz	Criminal Justice	M.E.D., Troy University
Larry Wright	Criminal Justice	M.P.A., Columbus State University
Lynette S. McCullough	Emergency Medical/Paramedic	M.S., California College Health Sciences
James Anderson	Emergency Medical/Paramedic	A.S., Southern Crescent Technical College
Jonathan E. Carter	Emergency Medical/Paramedic	M.S., University of West Georgia
W. Carl Raymond	Fire Science	B.S., Florida Institute of Technology
Vaughn Estes	Forensic Science	J.D., Florida Coastal School of Law

LIBRARY and MEDIA SERVICES

Kathleen Williams	*Director, Library and Media Services*	*M.S., University of North Carolina*
Sherry Brooks	Librarian	M.Ed., State University of West Georgia
Bonnie Capobianco	Librarian	M.A., University of Arizona
Teresa Nesbitt	Librarian	M.S., Florida State University
Jane Busby	Library Assistant	
Sheryl McGouirk	*Copy Center Coordinator*	
Tony Scott	Media Center Assistant