



Middle Georgia
Technical College
2011-2012 Catalog

**MIDDLE GEORGIA
TECHNICAL COLLEGE**

A Unit of the Technical College System of Georgia

A postsecondary educational institution operated under the supervision of the State Board of Technical and Adult Education and a unit of the Technical College System of Georgia serving the needs of business, industry, and the public in a four-county area in Middle Georgia.

Middle Georgia Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate Degrees, Diplomas, and Technical Certificates of Credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Middle Georgia Technical College.

For additional information, address inquiries to:

Middle Georgia Technical College
80 Cohen Walker Drive
Warner Robins, Georgia 31088
(478) 988-6800
(800) 474-1031

This catalog is updated as required by Middle Georgia Technical College.

Revision 08-11-11

SPECIAL INFORMATION ABOUT THE CATALOG

This catalog is provided to assist students in becoming acquainted with Middle Georgia Technical College. The catalog is designed to be a guide to orient students to the functions, organizations, policies, and procedures at the College. The official Middle Georgia Technical College Catalog is maintained electronically at the College's website, www.middlegatech.edu. Consistent with the characteristics of printed paper documents, this book is a representation of the information that was current on the date of printing. For the most current information, readers should access the electronic version of the catalog at the College website.

Statements in this document are for information and guidance only and cannot be considered the basis for a contract between the student and the College. Although the provisions in the catalog represent policies and procedures when published, Middle Georgia Technical College reserves the right to change any provisions including academic requirements for graduation without notice to individual students. Every effort will be made to advise the student body of changes. It is especially important that students know that it is their responsibility to stay informed of all changes including academic requirements for graduation.

Middle Georgia Technical College reserves the right to change or amend its regulations, curricula, fees, and administrative procedures without prior notice.

NON-DISCRIMINATION

The Technical College System of Georgia and its constituent Technical Colleges (including Middle Georgia Technical College) do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities including admissions policies, scholarship and loan programs, athletic and other Technical College System and Technical College-administered programs, including any Workforce Investment Act of 1998 (WIA) Title I financed programs. It also encompasses the employment of personnel and contracting for goods and services. The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

This policy of non-discrimination is consistent with Title IX of the Educational Amendments of 1972, Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Executive order 11246, the Equal Pay Act, the Age Discrimination in Employment Act, the Americans With Disabilities Act, Section 504 of the Rehabilitation Acts of 1973, Section 503 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Immigration Reform and Control Act of 1986; O.C.G.A § 45-19-21 and other related state statues. The following person has been designated to handle inquiries regarding the administration of the College non-discrimination policies:

Jeff Scruggs
Vice-President for Economic Development
and Institutional Support Services
80 Cohen Walker Drive
Warner Robins, Georgia 31088
Building H
(478) 988-6800 x3001

FROM THE PRESIDENT

Welcome! Congratulations on your decision to further your education with us. Middle Georgia Technical College is a two-year postsecondary college that provides instruction in occupational disciplines leading to associate degrees, diplomas, and certificates; student and community development services; adult education programs and services; and continuing education for occupational advancement, personal enrichment and economic development services to business and industry.

Middle Georgia Technical College continues to meet the challenges of an ever-changing and dynamic service area. Practical, yet farsighted, the programs in technical education have contributed significantly to the overall growth of this service area. The future availability of trained technicians is linked directly to formulating a partnership with business and industry. Our clear purpose is to promote economic growth and development of the state and the economic well being of its adult citizens by providing public postsecondary programs and services in the service area.

The delivery systems for such educational/training experiences and service make provision for optimal accessibility, diversity, responsiveness, and quality to adequately address the needs of the wide array of constituencies Middle Georgia Technical College is committed to serve. This system entails credit and noncredit instruction based upon identified local needs, offered in varying formats, conducted at convenient times and locations, all made available at competitive cost.

This catalog describes our policies and educational programs. We are dedicated to helping students become successful employees and look forward to assisting you.

Dr. Ivan H. Allen

MIDDLE GEORGIA TECHNICAL

COLLEGE CALENDAR

July 1, 2011 – May 3, 2012

The dates on this calendar are subject to change. Students should confirm dates of holidays and final exams with their instructors.

SUMMER QUARTER

Quarter begin/end dates	July 6/August 11
Final Exams –Day	August 11
–Night	August 10* & 11**

FALL SEMESTER

Semester begin/end dates	August 23/December 15
Student holidays	Sept 5/Oct 10, Nov 11, 23-25
Staff holidays	Sept 5/Oct 10; Nov 11, 24-25
Final Exams –Day	December 14
–Night	December 14* & 15**

SPRING SEMESTER

Semester begin/end dates	Jan 9/May 3
Student holidays	Jan 16, Feb 20, & Apr 2-6
Staff holidays	Jan 16
Final Exams –Day	May 2
–Night	May 2* & 3**

*Final Exams for Monday/Wednesday night classes only.

**Final Exams for Tuesday/Thursday night classes only.

Middle Georgia Technical College
Key Telephone Numbers

Main Number – (478) 988-6800 or 1-800-474-1031
Student Affairs/Admissions – (478) 988-6850
Adult Education GED Program – (478) 929-6789
Bookstore – (478) 988-6805
Business Office – (478) 988-6842
Career Services – (478) 988-6800 Ext. 5014
Continuing Education – (478) 988-6810
Cosmetology Services – (478) 988-6913
Dental Hygiene Services – (478) 988-6800 Ext. 4500
Economic Development Programs – (478) 988-6852
Faculty and Academic Affairs – (478) 988-6849
Financial Aid – (478) 988-6871
High School Initiatives – (478) 988-6800 Ext. 5035
Library – (478) 988-6863
Registrar – (478) 988-6800 Ext. 5013
Security – (478) 988-6800 Ext. 6993
URL <http://www.middlegatech.edu>

President.....Dr. Ivan H. Allen
Vice President for Academic AffairsDr. Amy Holloway
Vice President for Administrative Services..... Michelle H. Siniard
Vice President for Adult Education.....Brenda Brown
Vice President for Economic Development & Jeffrey T. Scruggs
Institutional Support
Vice President for Student AffairsCraig B. Jackson

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GENERAL INFORMATION

HISTORY

Middle Georgia Technical College was originally established as Houston Vocational Center in the summer of 1973. The Georgia Board of Education, in conjunction with the Houston County Board of Education, the Middle Georgia Area Planning and Development Commission, and the community, opened Houston Vocational Center for the purpose of providing vocational educational programs to secondary and post-secondary students. The official ground-breaking ceremony was held on November 11, 1972. The President of the Technical College (then Center Director) was hired July 1, 1973, and the remainder of the initial staff was on board by January 1, 1974. Classes began January 1974, and the first students graduated at the end of the Fall Quarter of 1974.

In 1982, the Houston County Board of Education began construction on vocational additions for each of the county's high schools to provide on-campus vocational instruction for secondary students and to allow Houston Vocational Center to move toward a state-of-the-art postsecondary educational facility. During the period two additional wings were added to the present structure dedicated to offering postsecondary programs during the day. Upon completion of the transition to a total postsecondary institution, Houston Vocational Center was named Houston Area Vocational Center in July 1985, and granted an expansion to a four-county service area of Houston, Peach, Pulaski and Dooly counties.

In January 1986, Houston Vocational Center became a state institution operated by the newly created State Board for Postsecondary Vocational Education. In August, 1987, the Board of Directors for Houston Vocational Center conducted a community survey to determine a school name which reflected the newly assigned service area. As a result of this survey, Houston Vocational Center was officially renamed Middle Georgia Technical Institute. In July 1988, the reorganization effort statewide resulted in a name change for the department to the Georgia Department of Technical and Adult Education and, in turn, an organizational change renamed our governing board to the Georgia State Board of Technical and Adult Education.

Based upon a 1998 study prepared by the Middle Georgia Area Planning and Development Commission and the preparation of a Strategic Long-Range Plan by the Carl Vinson Institute of Government at the University of Georgia (1991-1992), the 1992 Georgia General Assembly approved funding for the land purchase, program development and pre-architectural drawings for a relocated campus. During the 1993 General Assembly session, funds were approved to construct the relocated campus on the 83-acre site in Houston County. In March 1998, Middle Georgia Technical Institute completed the relocation to the new campus.

In November 1990, Middle Georgia Technical Institute became the fiscal agent and service provider for the Adult Literacy program within its four-county service area.

Since accepting this responsibility, Middle Georgia Technical College has established Adult Literacy Centers in all the counties served.

In January of 1999, the State Board of Technical and Adult Education granted approval for Middle Georgia Technical Institute to award Associate Degrees. After making application and receiving approval from the Commission of the Council on Occupational Education, accreditation was extended to include the award of associate degrees. In July 2000, the Georgia State Board of Technical and Adult Education approved the change of the school's name from Middle Georgia Technical Institute to Middle Georgia Technical College.

In 2005, Middle Georgia Technical College was accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate degree.

The College provides credit programs leading toward certificates, diplomas and associate degrees. The Continuing Education Department offers courses designed to meet specific needs identified by the community. The Economic Development Programs Department serves the community through specialized training and Quick Start training.

Middle Georgia Technical College operates in an environment that displays a wide range of demographic characteristics with substantial variations in population, personal income, educational attainment, and economic development. Dealing with the spectrum of both urban and rural economies, Middle Georgia Technical College works with local authorities to diversify the tax base and meet the educational needs of the citizenry.

MISSION STATEMENT

MISSION

The Mission of Middle Georgia Technical College, a unit of the Technical College System of Georgia, is to contribute to the economic, educational, and community development of the state by providing quality academic and technical education to the citizens of middle Georgia. The College offers associate degree, diploma, and technical certificate of credit programs, adult education services, continuing education, and customized business and industry workforce training through traditional and distance education delivery.

PHILOSOPHY

Consistent with this mission, Middle Georgia Technical College affirms the following philosophy:

The faculty and staff of Middle Georgia Technical College believe it is the College's responsibility:

** To provide academic and technical education through both traditional and distance delivery methods.

**To design and staff programs that will meet the needs of business and industry by training, retraining, and upgrading skills and work habits that promote maximum productivity.

**To establish a foundation for lifelong learning that will enhance the potential of the individuals in the Middle Georgia area to become more productive, responsible, and upwardly mobile members of society.

** To provide appropriate adult educational opportunities to promote literacy among the general public and workforce personnel.

** To promote public awareness of the value of academic and technical education.

** To collaborate with other postsecondary and secondary institutions to provide a seamless educational system.

ACCREDITATION

REGIONAL

Middle Georgia Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate Degrees, Diplomas, and Technical Certificates of Credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Middle Georgia Technical College.

LOCATION

The main campus of Middle Georgia Technical College is located at 80 Cohen Walker Drive in Warner Robins, Georgia. Easy access is available from Houston Lake Road and Georgia Highway 96. Extended classroom facilities are located at the Museum of Aviation. The Adult Education Program utilizes several locations throughout the four-county service area to offer educational services with variable time schedules. Auxiliary training sites are located at 1311 Corder Road in Warner Robins; the Pulaski County Education Center, 243 Warner Robins Hwy. in Hawkinsville; the Dooly County Economic Development Training Center, 402 Hawkinsville Road in Vienna.

ADMINISTRATIVE ORGANIZATION

TECHNICAL COLLEGE SYSTEM OF GEORGIA STATE BOARD:

Middle Georgia Technical College is under the policy and administrative control of the State Board of the Technical College System of Georgia. This Board was established with the responsibility for the governance and management of all the state-supported postsecondary technical colleges.

The Board executes its responsibilities in two primary ways:

1. by adopting policies to provide general guidelines for governing the system and
2. by appointing a Commissioner and, under his supervision, presidents of the technical colleges who are given the responsibility and the authorization, for the administration of the system in accordance with the adopted policies.

Technical College System of Georgia

Ronald Jackson, Commissioner
Dean Alford, Chair
Paul Holmes, Vice Chair

Mr. Ben I. Copeland, Sr.	Sandra B. Reed, M.D.
Frank S. "Chunk" Newman	Dr. Lynn Cornett
Tommy David	Michael L. "Sully" Sullivan
Don L. Chapman	Cedric J. Johnson
L. McGrath Keen, Jr	Otis Raybon, Jr
John H. "Pepper" Bullock	Sylvia E. Russell
Michael C. Daniel	Mary P. Flanders
Earl E. Smith	Carl E. Swearingen
Ben J. Tarbutton, Jr.	Z. Shaw Blackmon
Dinah C. Wayne	Ronnie D. Rollins

Local Board of Directors:

Middle Georgia Technical College is governed by the State Board of the Technical College System of Georgia. The College is served by an additional board, the Local Board of Directors. Each member is approved by the State Board of the Technical College System of Georgia.

The Board of Directors meets a minimum of eight times annually. It sets policies for the Technical College consistent with policies established by the State Board.

**Middle Georgia Technical College
Local Board of Directors**

Thomas J. McMichael ~ Chairman
Tommy Stalnaker ~ Vice Chair

Rodney Brannen ~ Dooly County
Paul Hibbitts, Sr. ~ Houston County
Michael O'Hara ~ Houston County

Stephen Williams~ Houston County
Janis Sparrow ~ Pulaski County
Dollie Horton ~ Peach County

PROGRAM CLASSIFICATIONS

The Vice President for Academic Affairs has administrative responsibility for all credit instructional programs. Matters of educational policy including approval of programs, courses, and the grading system are developed by the faculty and the administrative staff, approved by the President, and adopted by the Middle Georgia Technical College Board of Directors and the State Board of the Technical College System of Georgia under the guidelines of the Technical College System of Georgia.

DEGREE PROGRAMS

An Associate of Applied Science (AAS) Degree may be earned at Middle Georgia Technical College in specified credit programs, as approved by the Technical College System of Georgia. In addition to a general education core, the AAS degree includes a sequence of courses in the fundamental and specific occupational requirements that prepare students for entry-level employment and career advancement in their chosen field. These associate degree programs emphasize theory and practical application. All AAS degree programs offered by MGTC are primarily workforce preparatory degrees. MGTC does not guarantee that the courses and programs completed are transferable to other postsecondary institutions. Acceptance of transfer credit from MGTC is always up to the receiving institution. Certain degree-level English and Math are transferable to University System of Georgia schools through the Mini-Core agreement.

DIPLOMA PROGRAMS

Diploma programs are organized around a curriculum in a chosen area of specialization, which leads to a diploma. Diploma programs equip the postsecondary student with the knowledge, skills, and attitudes required for entry into or upgrade within an occupation. Most programs are offered on a full-time and part-time basis, with full-time program length varying from one to two years. All requirements for diploma programs must be met in order for an individual to be awarded a diploma from Middle Georgia Technical College. Individuals who earn less than the credits required for a diploma may be eligible to receive a Technical Certificate of Credit (TCC). Students interested in a TCC should contact their program advisor for further information.

TECHNICAL CERTIFICATE OF CREDIT PROGRAMS

Technical Certificates of Credit are offered at Middle Georgia Technical College as an alternative to diploma programs and are especially suited to the person desiring a short and very specific training program. All Certificates of Credit programs are approved by the Technical College System of Georgia.

DEGREE ARTICULATION AND COURSE TRANSFER AGREEMENTS

Middle Georgia Technical College participates in cooperative programs with multiple colleges and universities. Articulation Agreements apply to Associate Degree graduates from MGTC and allow those students to receive transfer credit toward specific degrees

at receiving institutions. The aim of these agreements is to allow our students to transfer the knowledge they have gained at MGTC into programs at other institutions of higher learning. Course Transfer is an agreement between Middle Georgia Technical College and other Colleges and Universities to accept specific courses that students have taken at MGTC as substitutes for courses required at those institutions. For more information about these agreements, contact the Registrar at 988-6800 x5013.

The Mini-Core agreement is an agreement between the Technical College System of Georgia and the University System of Georgia. It guarantees the transfer of the following courses (with a grade of C or better) from any TCSG college to University System of Georgia colleges and universities:

ECON 1101 Principles of Economics
ENGL 1101 Composition and Rhetoric
ENGL 1102 Literature and Composition
ENGL 2130 American Literature
MATH 1101 Math Modeling
MATH 1111 College Algebra
MATH 1113 Precalculus
PSYC 1101 Introduction to Psychology
SOC1 1101 Introduction to Sociology
SPCH 1101 Public Speaking

For more information about the Mini-Core agreement, contact the Registrar at 988-6800 x5013.

DISTANCE LEARNING COURSES

Middle Georgia Technical College is providing students more technical educational options than ever before. The same high quality instruction and course content is available through a variety of online course offerings without the barriers of time and place that prevent many students from pursuing educational opportunities. Please note the following policies and procedures regarding online courses:

1. Any student registering for online courses must have access to a computer with Internet access outside campus.
2. To succeed in an online environment, students must possess basic computer skills, such as the ability to send and receive e-mail attachments and to navigate the Internet.
3. Students registering for online courses offered through MGTC must see their advisor before being allowed to register on the web. To take online courses through another technical college as a transient student, students must register through GVTC's website (<http://www.gvtc.org>).
4. All communication between students and instructors outside of the online course environment will be through MGTC e-mail accounts.
5. No repeat attempts are allowed for online courses without advisor approval. Students receiving grades D, F, or WF must retake the course in a classroom setting.
6. Online attendance policy: Students are required to complete an assignment

the first week of class to remain in the course. Students should review the course schedule for the assignment deadline. Students must remain active throughout the semester by logging in to the course site regularly and submitting assignments weekly.

For more information, visit the MGTC website at <http://www.middlegatech.edu> or the GVTC website at <http://www.gvtc.org>.

CAREER ASSESSMENT AND TUTORING SUPPORT

CAREER INTEREST ASSESSMENT

Students needing assistance in the selection of their program of study are encouraged to request career interest assessment at the time of application to MGTC. Varieties of resources are available in the CARE Center, Career Services or by inquiring at the Admissions Office.

PROMETRIC AND LASERGRADE TESTING

Computer based testing is on the rise in many sectors of employment. Middle Georgia Technical College qualifies as a site for internationally-based Prometric testing, a division of Thomson Learning, as well as for LaserGrade testing.

Information technology (IT) tests of most software companies, Federal Aviation Administration (FAA), and Federal Communication Commission (FCC) tests are available for taking on a daily basis.

Registration for an IT test is accessed at www.2test.com. FAA and FCC test registration is accomplished by contacting the test administrator at (478) 988-6850.

TUTORING CENTER

The Tutoring Center is designed to assist students to succeed in their educational endeavors. The Center is geared to assist individuals in achieving success in the areas of Math and English. Students can receive individual tutoring as well as computer-based tutoring using the software programs in the Center. Math tutorials are available ranging from learning support math to algebra, calculus and trigonometry. In addition, computer-based programs are available to allow applicants and students to research career choices. The Center, located in A124, is open from 8:00 a.m. to 7:00 p.m. Monday, Tuesday, and Wednesday, 8:00 a.m. to 5:30 p.m. Thursday, and 8:00 a.m. until 3:30 p.m. on Friday.

CONTINUING EDUCATION/ ECONOMIC DEVELOPMENT

Continuing education and specialized training for business and industry are vital elements of the total educational program. These educational experiences are designed to provide opportunities for individuals wanting to upgrade their present skills or to explore new occupational fields. It also provides resources for business, industry, government, and professional groups desiring to supplement their own training and development programs. Programs are offered as short courses, seminars, and workshops. The structure of these programs is determined by the nature of the materials, instructional approach, and the needs of the requesting organization.

Continuing education courses are available on-line and on campus to individuals for professional development, personal enrichment, and technical/occupational skills upgrading. Registration for these courses may be accomplished by mail or in person. Course offerings are published on the college's website: <http://www.middlegatech.edu>. For information or to suggest courses for future quarters, contact the Economic Development Office.

Specialized training for specific companies is coordinated by the Vice President for Economic Development & Institutional Support. Programs can be customized to meet specific training needs and offered at various times and locations for the convenience of the business. Registration procedures are simplified, and fees may be billed to companies.

Middle Georgia Technical College, under the auspices of the Technical College System of Georgia sponsors the Quick Start Program for new and expanding industries. The Vice President for Economic Development & Institutional Support has the administrative responsibility for operating this program. Quick Start offers customized training programs and, pre-employment training. Assistance in recruiting and screening through the Georgia Department of Labor may also be arranged.

The resources of Middle Georgia Technical College are an invaluable asset in providing customized training to new and existing industries in the service area. Economic and industrial development authorities are encouraged to investigate the advantages of this program.

ADULT EDUCATION PROGRAMS

Adult Education provides instructional services to individuals at least 16 years old and not currently enrolled in public school. Instruction is individualized and based on an initial prescription. Classes are provided in reading, writing and math skills, GED preparation, English as a Second Language, Civics Education and Citizenship, Fair Housing, Health Education, Family Education and Workplace Education. In addition, one-on-one tutoring is available through our volunteer program.

Day and evening classes are offered. In most cases, a student can choose a three-hour block of instruction which best meets his or her needs. Instruction is offered at three levels. These levels are: Adult Basic Level which provides instruction for the development of reading readiness, basic arithmetic skills, and an introduction to writing and basic grammar; Adult General Level which provides instruction in the areas of

reading comprehension, reading in the content areas, mathematics, and language arts; and Adult Specialized Level which provides instruction that will enable a student to develop the skills necessary to pass the GED examination. It includes the areas of reading, science, social studies, grammar, writing skills and mathematics.

ESL (English as a Second Language) classes are provided for persons for whom English is a second language. A practical application to everyday life is used to help persons become more functional in this country and also assists in their studies for citizenship.

Adult education programs are organized in separate locations in the counties of Dooly, Houston, Peach, and Pulaski. Applicants may come by the Adult Education Office to apply or contact the Vice President for Adult Education at (478) 988-6851 to determine admission details and the nearest location of classes.

A placement test for adult education classes will be administered at each center to properly identify each applicant's functioning level. Advisement and scheduling are based on the test results. There is no cost for the adult education classes, and books are provided in the classroom at no cost.

PRE-RELEASE TRAINING PROGRAMS

Middle Georgia Technical College offers a limited number of technical certificate of credit programs through an interagency agreement between the College and the Georgia Department of Corrections (GDC). Admission requirements are established for these programs in order to maintain and promote a quality education experience for each student. Program participation requires a high school diploma or GED, a minimum TABE assessment of 8.0 and an acceptable inmate disciplinary history (no disciplinary report within the past 12 months). All students are also SAGE tested to determine what path the inmate is to follow. The programs are intended to reduce inmate recidivism and enhance post-release employability. Therefore, these technical certificates of credit are terminal and are not designed to transfer into any of the College's diploma or degree programs. These programs are not eligible for Title IV federal financial aid or HOPE grants.

STATE STANDARDS

All programs except Advanced Aircraft Sheet Metal are operated under specific state program standards. These program standards allow for transferability of courses taken at MGTC to any of the Technical College System of Georgia colleges. The Advanced Aircraft Sheet Metal program is currently operated under local standards in compliance with the State General Program Standards.

State standards ensure that our partners in business and industry can rely on our students to have the knowledge and technical expertise to handle their jobs efficiently.

GUARANTEE

State standards allow Middle Georgia Technical College to offer this guarantee:

“If an employer finds a Middle Georgia Technical College graduate to be deficient in specific competencies listed in a state standard curriculum within two years of graduation, the student will be retrained at no instructional cost to the student or employer.”

This guarantee applies to any graduate of Middle Georgia Technical College who is employed in the field of his/her training. It is in effect for a period of two years after graduation. To inquire or file a claim under this warranty, employers or graduates may call the Vice President for Academic Affairs.

COLLEGE CALENDAR

The school year at MGTC consists of three semesters with day and evening courses offered Fall, Spring, and Summer. Fall and Spring semesters consist of 75 class days plus two final exam days. Summer semester runs 9-10 weeks with two final exam days. Some programs begin classes each term; other program entrance dates vary.

DAILY SCHEDULE

Day classes are normally scheduled from 8:00 a.m. to mid-afternoon. Evening classes usually meet 2 ½ to 5 hours per night. Courses are scheduled from one to four nights per week Monday through Thursday between 5:40 p.m. and 10:30 p.m.

CAMPUS BOOKSTORE

Middle Georgia Technical College maintains a bookstore on the main campus. Students may purchase textbooks and supplies during regular bookstore hours which are 8:00 a.m. to 7:00 p.m. Monday through Thursday, and 8:00 a.m. to 3:30 p.m. on Friday, when school is in session.

CAMPUS TOURS

Visitors are always welcome and are invited to visit MGTC at any time that classes are in session. Each visitor is requested to check with the Admissions Office before touring the campus or visiting other areas of the school.

Groups wishing to tour the campus should contact the Recruiter at 478 988-6800, ext. 5040 to arrange a mutually convenient date and time.

EMERGENCY CLOSING

The President or Vice President for Academic Affairs is authorized to take action to close the school if conditions exist that may threaten the health and safety of students and personnel. The President or Vice President for Academic Affairs is also empowered to delay the opening hour of the school day and/or release students and personnel before the normal day ends if hazardous conditions exist.

School closures or delayed openings will be announced by the local radio stations and on local television stations.

ADMISSION AND REGISTRATION

The admissions policy and procedures of the Technical College System of Georgia and Middle Georgia Technical College, assure the citizens of Georgia equal access to the opportunity to develop the knowledge, skills and attitudes necessary for them to secure personally satisfying and socially productive employment. By design and implementation, the policy and procedures governing admissions to Middle Georgia Technical College will:

1. Be nondiscriminatory to any eligible applicant regardless of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law);
2. Increase the prospective student's opportunities;
3. Guide the implementation of all activities related to admission to Middle Georgia Technical college and its programs, to student financial aid, and to the recruitment, placement and retention of students; and
4. Complement the instructional programs of Middle Georgia Technical College.

ADMISSION REQUIREMENTS:

Age

All students must be at least 16 years of age at the time of application to Middle Georgia Technical College (exceptions may be granted by the President of MGTC). Dental Hygiene, Health, Medical Assisting, Practical Nursing, Surgical Technology and Technical Studies applicants must be at least 17 at the time of application; applicants for the Radiologic Technology program must be 18.

Education

A high school diploma (verified by an official transcript including graduation date and diploma type) or GED is required for admission to most programs at Middle Georgia Technical College. 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 high school diploma or GED. There are programs that do not require a diploma or GED to enter, but do require that the student receives a GED prior to graduation from MGTC. Applicants who do not have a high school diploma or GED must pass an independently administered test to show ability to benefit from the program of study and to receive the Federal PELL Grant. The President may grant a waiver to the admissions requirements as it relates to possessing a GED or high school diploma for those secondary students who are otherwise eligible to enroll in a program of study that is agreed upon by the secondary school and Middle

Georgia Technical College.

Students completing a secondary program of study that is not approved by a recognized accreditation agency accepted by the Technical College System of Georgia or meets the requirements of O.C.G.A. 20-2-690 for home schooled students Official Code 20-2-690 may nevertheless be admitted to a Technical College by attaining a GED or through one of the following paths.

- 1) Documentation of certified home schooling or equivalent as outlined in O.C.G.A 20-2-690; appropriate placement test cut-off scores (e.g. ASSET-Compass); and appropriate SAT critical reasoning/verbal and math scores or ACT verbal and math scores as specified by the program standards.
- 2) Presidential waiver - Students being admitted under this section may seek a Presidential waiver from the usual requirement that they earn a high school diploma or GED prior to graduation from a Technical College program.
- 3) Students with diplomas from secondary schools located outside the United States must have their transcripts evaluated for equivalency by an approved outside evaluation organization.

Test Scores

Students applying for degree and diploma programs and most certificate programs are required to submit scores earned on the ASSET or COMPASS placement test, SAT, ACT or CPE scores obtained within the past five years. The placement test is administered regularly at Middle Georgia Technical College. Official transcripts from an accredited institution documenting equivalent program-level English and math coursework successfully completed at other postsecondary institutions may be used to document a student's basic education skills and satisfy the requirement to test.

ADMISSION PROCEDURES

Applications may be completed online through our website at <http://www.middlegatech.edu> or paper applications may be obtained in the Admissions Office. A \$15 non-refundable application fee must be submitted along with a completed application. Applications from persons who do not actually enroll in Middle Georgia Technical College will be maintained for one year from the date of application.

Documentation of Secondary and Postsecondary Education

It is the responsibility of students to provide Middle Georgia Technical College with an official copy of their high school or GED diploma or transcripts. Official transcripts from other postsecondary schools attended are also required in order to receive transfer credit and for financial aid purposes.

Testing

Prospective students entering all degree, diploma, and most certificate programs must: (1) take the ASSET or COMPASS placement test, or (2) submit acceptable SAT, ACT or CPE scores or (3) provide an official transcript from an accredited

postsecondary institution showing satisfactory completion of appropriate English and math courses. The ASSET and COMPASS test is given at convenient times throughout the week.

Waiting Lists

In the event that a student's program of choice does not have available openings, a waiting list will be created. Students will be admitted on a first-come, first-serve basis or in accordance with program competitive admission criteria.

Additional requirements for Allied Health programs

In addition to placement test scores, allied health applicants must submit an official copy of their high school transcript or GED, official copies of college transcripts (if appropriate), and proof of age. All of MGTC's allied health programs have specific admissions requirements in addition to the College's admission requirement. Admissions packets are available on the College website, from program advisors or the Admissions Office. The admissions packets contain detailed information that relates to the requirements for admission to the program of study. Students applying to any of the College's allied health programs should request an admissions packet specific to their chosen program of study.

CATEGORIES OF ADMISSION

Admission to a credit program of the Middle Georgia Technical College will be in one of the following categories: regular, provisional, developmental, or special.

Regular Admission Requirements

Regular admission of students to a credit program is contingent upon meeting statewide admission requirements established for that specific program and proper completion of application, assessment, and placement procedures. A high school diploma or GED is required for regular admission to most diploma programs. Minimum placement test scores by program are depicted in Table 1.

Provisional Admission Requirements

Provisional admission to a credit program may be granted to qualified students not meeting the regular admission requirements for their desired programs of study. Provisionally admitted students whose English, math and/or reading achievement levels do not meet regular admission requirements (see Table 1 on Page 29 for minimum program scores) are required to enroll in developmental courses approved by the Technical College System of Georgia. Provisionally admitted students are allowed to take developmental courses and certain occupational courses based upon program-specific standards and course co-requisites and prerequisite requirements.

Developmental Admission Requirements

Developmental admission is granted to students who do not meet the regular or provisional admission requirements. Students in this category are eligible to enroll in remedial classes and are required to successfully complete Middle Georgia Technical College's Study Skills Seminar (COLL 1001).

Special Admit Student

Applicants who have a degree from an accredited institution of higher education and do not wish to pursue another degree, diploma or certificate may enroll as a special admit student. Special admit students are required to submit an official transcript showing evidence of degree completion. Special admit students may be required to consult with a program advisor to ensure they have the prerequisite skills to be successful in the class. Admission is granted on a space-available basis. Special admit students should be aware of the following admissions criteria.

1. International students may not be admitted under special admit status.
2. Students receiving financial assistance requiring certification of enrollment may not enter under special admit status.
3. Students on academic suspension may not be admitted as special admit status.

A student may count up to a maximum of 25 credit hours toward a specific diploma program while in this status. If a special admit student decides to pursue a program he/she will be classified as a transfer student and must meet the requirements set forth in the catalog.

Transient Student Admission

A student in good standing may be permitted to enroll as a transient student on a space-available basis in order to complete work to be transferred back to the parent institution.

The transient student must:

1. Submit an application for admission to MGTC. Transient students will be designated as “transient” students by the host institution (Middle Georgia Technical College) for reporting purposes.
2. Present a Transient Agreement Letter from the parent institution verifying the student is in good standing as well as the courses the student is eligible to take. A current Transient Agreement Letter is required for each term of enrollment.
3. Transient students will pay MGTC scheduled fees.

Readmissions

Students desiring to re-enter Middle Georgia Technical College after a period of non-enrollment must reapply for admission through the Admissions Office. Students applying to return must complete a Student Re-Entry Form indicating the program they intend to pursue, the term of re-entry, and any applicable changes to their personal data such as name, address and/or telephone number. Students must verify their financial aid eligibility through the Financial Aid Office. To receive credit for any coursework completed at another institution while not enrolled at MGTC, students must provide an official transcript documenting courses completed.

Students dismissed or suspended from MGTC may apply to re-enter at the beginning of any term following the dismissal or suspension period. Reapplication does not mandate

acceptance. Students reapplying for admission after their program curriculum has changed will normally be required to meet the requirements of the new curriculum.

ASSET/COMPASS SCORE REQUIREMENTS

Program	Regular Admission			Provisional Admission			
	<u>R</u>	<u>W</u>	<u>N</u>	<u>ALG</u>	<u>R</u>	<u>W</u>	<u>N</u>
Associate Degree Programs	41/79	42/62	42/50	42/37			
Diploma Programs	38/70	37/32	35/26		33/47	32/13	31/19
Note: The following diploma programs also require an ALG score of: 37/28							
Aviation Maintenance. Technology							
Computer Support Specialist							
Drafting Technology							
Electrical Control Systems							
Electronics Fundamentals/Technology							
Industrial Mechanical Systems							
Industrial Systems Technology							
Information Technology Professional							
Networking Specialist							
Radiologic Technology							
Ability to Benefit	35/60	35/23	33/22				

R = reading W = writing N = numerical ALG = Algebra

Other Scores: Degree	SATV 460	SATM 430	ACTV 24	ACTM 20
Diploma / Certificate	SATV 430	SATM 400	ACTV 22	ACTM 19

Table 1 –ASSET/COMPASS Minimum Admission Requirement Scores

OPTIONS & OPPORTUNITIES FOR HIGH SCHOOL STUDENTS

High school students have the opportunity to earn **COLLEGE CREDIT NOW** through a variety of options. High school students seeking additional information may call the MGTC High School Initiatives Coordinator at (478) 988-6800 x 5035.

ARTICULATED COURSE CREDIT

Articulation agreements have been established with local area high schools to ensure students receive credit once competencies have been achieved in aligned courses. A student must take the appropriate aligned high school course and meet all the eligibility requirements for articulated course credit. Secondary students have the opportunity to receive **Articulated Course (AC) Credit** by completing a Middle Georgia Technical College program specific exemption test with a score of 70 or higher on the exam. To apply for AC credit, students must complete the Articulated Credit by Exam form and submit it along with their official high school transcript to the High School Initiatives Coordinator. Students must currently be enrolled in high school or enrolled at MGTC within 24 months of high school graduation in order to receive this credit. Course credit by articulation is recorded as “AC” on the transcript and is not included in the calculation of the student’s GPA.

The Articulated Credit by Exam form with acceptable articulated/aligned programs is available at participating high schools in the counselor’s office, or from the MGTC Admissions office.

DUAL TECHNICAL CREDIT (HOPE GRANT)

The Dual Technical Credit – HOPE Grant Program offers high school students the opportunity to earn both college credit and high school credit toward graduation. Students may take technical courses within a technical certificate of credit (TCC) or diploma program. Core academic courses may not be taken under Dual Technical Credit – HOPE. When a course has been successfully completed, students earn both college credit and high school units.

To cover the cost of the Dual Technical – HOPE option, students can qualify for the HOPE Grant which pays 90% of tuition.

DUAL ACADEMIC CREDIT (Accel)

The Dual Academic Credit (Accel) program provides high school students with the opportunity to earn both college associate degree-level credit and high school credit for academic courses.

A Dual Academic Credit (Accel) Course Directory has been updated and is now available on Gacollege411.org. This directory contains the high school courses and the college equivalents for the Dual Academic Credit program. The directory is available from the Accel information page on Gacollege411.org or at the direct link:

http://www.gsfc.org/main/publishing/pdf/2005/accel_courses.pdf

When a course has been successfully completed, students can earn both college degree level credit and high school units toward graduation. Eligible students are awarded the Accel Award.

JOINT ENROLLMENT

High school students can take courses at MGTC through Joint Enrollment. Students receive college credit only for Joint Enrollment. Students may qualify for the HOPE Grant which pays 90% of tuition.

MOVE ON WHEN READY

Move on When Ready (MOWR) provides opportunities for high school juniors and seniors to enroll full-time in postsecondary institutions to earn both high school and college credits simultaneously. Funding for MOWR is provided through the high school full-time equivalent (FTE) program count.

Students are eligible to participate in MOWR if they are entering 11th or 12th grade, as determined by the local school system, and spent the prior year in attendance at a public high school in Georgia. Participating students must have been enrolled for funding purposed during the proceeding October and March FTE program counts. Students who meet these qualifications can apply to Middle Georgia Technical College for admission. Students seeking to enroll under MOWR must meet the admission requirements as set by MGTC. Once admitted, the participating student will take all coursework at or through MGTC or online courses approved by the Georgia Department of Education. *Move on When Ready will be implemented during the 2010-2011 academic year.*

PRIVATE HIGH SCHOOL STUDENTS

Students attending an accredited private school are eligible for Joint Enrollment under the regular college admissions requirements. The private school's accreditation must be approved by the Technical College System of Georgia. A private school student could enroll as a Dual Technical Credit student, if the private school agrees to offer high school credit for the MGTC course that the student completes. Private school students could be eligible for Articulated Course Credit if a signed articulated course agreement with MGTC is in place for the high school course and the student meets all the requirements for articulated course credit.

HOME SCHOOL STUDENTS

Home school students are eligible for Joint Enrollment or Dual Enrollment if they meet the College's admissions requirements. For students not enrolled in a home study program that is accredited by an agency specified in the approved list, the parent must furnish proof of compliance with O.C.G.A. 20-2-690. Students who are enrolled in an accredited home study program may be eligible for HOPE Grant (Dual Technical Credit) or Accel (Dual Academic Credit) funds.

Recognizing the uniqueness of each individual student, we encourage home schooled students and parents to contact the Office of Student Affairs for more information.

STUDENT TYPES

TRANSFER STUDENTS

Applicants to Middle Georgia Technical College who have previously been enrolled at another postsecondary institution will be considered for admission. Applicants must meet all admissions requirements for the program for which they are applying.

Transfer students may receive advanced placement based on coursework successfully completed (grade of “C” or higher) at the previous institution that is essentially the same in content as those required for the program of study at Middle Georgia Technical College. Official transcripts must be provided for any courses for which transfer credit is requested.

Transfer students will be admitted as program ready, provisional or developmental based on the coursework completed at the previous institution. Transfer students will be admitted in good academic standing upon their initial quarter if their standing at the previous institution was good standing. In all other cases, they will be admitted on academic probation. To obtain good academic standing, transfer students must satisfy the conditions of MGTC’s academic progress policy.

TRANSIENT STUDENTS

A student in good standing at another accredited institution may be permitted to enroll on a space-available basis in order to complete work to be transferred back to the parent institution. A transient student should be advised in writing by the parent institution concerning recommended courses.

The transient student must:

1. submit an application for admission to MGTC or the Georgia Virtual Technical Connection (GVTC) for online classes.
2. the home school will submit a Transient Student Agreement (TSA) form or Transient Letter authorizing the student to take the course(s) and indicating the student meets the requirements to be a transient.
3. transient students will pay all MGTC scheduled fees.

FOREIGN STUDENTS

Citizens of foreign countries who desire to attend Middle Georgia Technical College on a student Visa must complete the following requirements in addition to the admissions procedures for new students:

1. furnish an official English translation of secondary and postsecondary records and transcripts showing passing scores on native secondary school exams and completion of secondary school education;
2. submit TOEFL (Test of English as a Foreign Language) scores. A score of 500 or above is required. A report/recommendation from an English language

institute or program within the United States will be accepted in lieu of test scores;

3. provide SAT, ACT, CPE, or ASSET scores; and
4. provide a statement of financial resources including a statement from a recognized financial institution or appropriate governmental agency indicating that the student has sufficient funds to finance an education, cover living expenses, and return home.

DEVELOPMENTAL STUDENTS

Developmental students are those students who do not meet the regular or provisional admission requirements.

PROVISIONAL STUDENTS

Provisional students are those students who, according to program admission requirements, are allowed to begin occupational coursework while completing remedial classes in a specific academic area.

SPECIAL ADMIT STUDENTS

Special admit students are those who have a degree from an accredited institution of higher education and do not wish to pursue another degree, diploma or certificate.

READMIT STUDENTS

Students desiring to re-enter MGTC after a period of non-enrollment must reapply. To receive credit for any coursework completed at another institution while not enrolled at MGTC, students must provide an official transcript documenting courses completed. Students dismissed or suspended from MGTC may apply to re-enter at the beginning of any quarter following the dismissal or suspension period. Application to re-enter must be made through the Admissions Office. Reapplication does not mandate acceptance. Students reapplying for admission after their program curriculum has changed will be required to meet the requirements of the new curriculum.

SENIOR CITIZENS

Residents of Georgia who are 62 years of age or older may request a waiver of tuition charges. Mandatory fees, however, are not eligible for this waiver. This policy applies to regular and institutional credit courses only. It does not apply to continuing education courses, noncredit courses, or seminars. If tuition is waived under this policy, admission will be granted only on a space available basis. Senior citizens must meet all other admission requirements as required in the school catalog and pay all fees other than tuition.

REGISTRATION INFORMATION

REGISTRATION PROCEDURES

New students will receive a letter of acceptance informing them of the specific date and time for advisement and registration in the CARE Center.

Current and returning students should consult with their program advisor during the designated advisement period each quarter. Current students may register for their classes at the time of advisement online via Banner Web.

Students who owe fees above available financial aid, must pay these fees at the Bookstore cashier (current students may pay online via Banner Web) by the first day of the upcoming term. Students who have not paid by the first day of the upcoming term will be removed from their classes and must re-register; a late fee may be charged.

SCHEDULE OF CLASSES

The official schedule of classes is available at MGTC's website and is posted on bulletin boards throughout the campus.

DROP/ADD PERIOD

Students may amend their schedules during the drop/add period which is the first three scheduled class days of the term. All changes of registration must be initiated by the student, approved and processed by an advisor before the end of the drop/add period or initiated by an advisor, should the change be required due to unfulfilled prerequisite/testing requirements. Students attempting to register for class (es) during the drop/add period will not be permitted to do so if they have missed more than ten percent of the contact hours of that particular class. Changes to class schedules may have an impact on financial aid entitlement. NOTE: The end of the drop/add period signifies the end of any refund possibilities.

REGISTRATION ERRORS

It is the student's responsibility to complete the proper procedures for registration or changes to registration and to verify that his or her schedule of classes is correct.

ACADEMIC EVALUATION

GRADING SYSTEM

Grades will be issued at the end of the semester using the following grading system:

GRADE	GRADE POINTS
A (90-100) Excellent	4.00
B (80-89) Good	3.00
C (70-79) Satisfactory	2.00
D (60-69) Poor	1.00
F (Below 60) Failing	0.00
I Incomplete	Not computed
S Satisfactory	Not computed
U Unsatisfactory	Not computed
W Withdrew (no grade)	Not computed
AC Articulated Credit	Not computed
AU Audit/Warranty Claim	Not computed
EX Credit by Exam	Not computed
IP In Progress	Not computed
TR Transfer Credit	Not computed
WF Withdrew Failing	0.00 (computed)
WP Withdrew Passing	Not computed

Courses in degree, diploma, and certificate programs of study require a grade of "C" or higher in order to satisfy program requirements.

"AC" Articulated Credit

Advanced placement may be awarded for high school coursework completed under formal articulation agreements when established competencies have been achieved and verified by examination. A grade of AC will be given for the course(s).

"AU" Audit/Warranty Claim

A student may choose to audit a class rather than take it for credit. By auditing the class, the student is allowed to attend class in accordance with the following guidelines:

1. meets established admission requirements of MGTC
2. has the approval of the instructor and follows the regular registration procedure
3. obtain prior approval from the Vice President for Academic Affairs for any changes from audit to credit or credit to audit status, and
4. pays the appropriate fees for auditing the course.

Anyone auditing must attend class observing all academic policies and procedures. The audit period of a class must conform to the same time period allowed for credit, with no extension of time. An audit grade may not be changed later to a credit grade. A student who is auditing a course is eligible to receive all materials available to credit students except for tests. The instructor may provide "practice tests" for the audit student. Students returning to MGTC to repeat a course(s) under the Warranty Claim will

receive a grade of AU for the Warranty Claim course work.

“EX” Credit by Exam

Upon request and approval, a competency exam may be administered to a student to determine if the student has already gained mastery of the course competencies (see Course Exemption by Examination under Academic Policies). The "EX" grade carries no quality points, but credit hours will be given identical to the number of credit hours assigned to that course at MGTC.

NOTE: If a credit by exam is taken during the semester that the student has registered for that course, financial aid will be withdrawn from the amount awarded and the student may be required to reimburse.

"I" Incomplete

When circumstances beyond the control of a student or an instructor prevent the completion of course requirements during the prescribed time, an "I" (incomplete) may be recorded until the final grade is established. The incomplete is assigned only after the student has made arrangements with the instructor for fulfilling the course requirements and is given at the discretion of the instructor. All work must be completed within the first two weeks of the following semester, or the grade automatically becomes an "F." Extraordinary circumstances may merit an appeal for an extension of time. Extensions of time must be requested by the instructor and approved by the Academic Affairs office.

"IP" In Progress

This grade is restricted to programs that use block course scheduling and signifies that the semester contact hours available for the course were not sufficient to complete instructional delivery. Students must re-register for the course in order to carry it into the next semester.

“S” Satisfactory

A grade of “S” indicates that the student has successfully mastered all of the course competencies and is reserved for developmental/remedial classes only. A grade of “S” carries no quality points, but institutional credit hours for that course will be awarded to the student.

"TR" Transfer Credit

A grade of "TR" indicates that the student has successfully completed the course at another postsecondary institution. A grade of "TR" carries no quality points toward a student's institutional grade point average. The student will, however, receive comparable credit hours at Middle Georgia Technical College for the credit hours received at the former institution. (See Transcript Evaluations under Academic Policies.) Transfer credit grades may be used for the purpose of calculating selection GPAs for select competitive programs.

“U” Unsatisfactory

A grade of “U” indicates that the student did not master all of the course competencies and is reserved for developmental/remedial classes only. A grade of “U” carries no quality points, but does factor into course completion rate for

satisfactory academic progress.

"W" Withdrawal

A grade of "W" indicates a student withdrew from the class at or prior to midterm. There is no GPA penalty assigned for "W" grades.

"WF" Withdrew Failing

This grade signifies that a student withdrew from the class and was not passing, withdrew with a grade of "D" or "F", or was involuntarily withdrawn due to attendance, or withdrew after the midterm deadline.

"WP" Withdrew Passing

This grade signifies that a student was administratively withdrawn from the class after midterm with a passing grade and/or was granted a passing grade due to extenuating circumstances.

WORK ETHICS GRADES

This grade is designated to evaluate student behavior, attendance, and related non-academic factors that constitute good work habits. The work ethics grade is not calculated in the academic grade point average (GPA). Work Ethic grade(s) will be printed on Student Transcripts. Prior to Summer semester 2000, the work ethics grade was indicated by a letter grade of (A, B, C, D, F). However, remedial courses are not assigned a work ethics grade and an asterisk to the right of the grade. The work ethics grade will appear to the right of the academic grade. The work ethics rating scale is:

3 – Exceeds expectations

2 – Meets expectations

1 – Needs Improvement

0 – Unacceptable

GRADE POINT AVERAGE

The grade point average (GPA) is a way of mathematically computing a student's academic performance. The GPA is calculated by (1) multiplying the credits for each course by the grade points associated with the grade earned, (2) totaling the quality points earned for all courses, and (3) dividing the total quality points by the total number of credits attempted. It is a standard measure for retention and graduation requirements.

Middle Georgia Technical College is on a four-point system which means that an "A" grade is assigned a value of four points (sometimes called quality points), a "B" three points, a "C" two points, a "D" one point, and an "F" and "WF" zero points.

Sample Calculation

Credit Hours Attempted	Grade	Quality Points	Grade Points
5	B	(3)	= 15
5	D	(1)	= 5
1	A	(4)	= 4
2	C	(2)	= 4
4	D	(1)	= 4
3	A	(4)	= 12
2	F	(0)	= 0
-----			-----
Total: 22			44

The total grade points (44) would be divided by the total attempted credit hours (22) to get a grade point average of 2.00 (approximately a C average).

The symbols "I" (incomplete); "IP" (in progress); "W" (withdrawal); "WP" (withdrew passing); "AC" (articulated credit); "AU" (audit); and "EX" (credit by exam); do not have numerical equivalents and are not calculated in the cumulative grade-point average. "TR" (transfer credit) is also not calculated in a student's institutional grade point average but may be used for the purpose of calculating selection GPAs for select competitive programs.

CUMULATIVE GRADE POINT AVERAGE

The cumulative grade point average reflects the student's total credit instructional activity. The CGPA is not affected by program of study, changes in the program of study, or student classification. The cumulative grade point average is that grade point average calculated on all attempts of all credit courses taken at MGTC.

The cumulative grade point average is calculated after each semester to include the current semester grade(s).

GRADUATION GRADE POINT AVERAGE

The graduation grade point average is calculated only on those courses required for graduation. When a course is taken more than once, the final grade will be used in calculating the grade point average for graduation. A 2.0 graduation grade point

average is needed for graduation.

REPEATED COURSES

When a course is repeated, the final grade will be calculated in the graduation GPA. However, both grades will still be recorded on the transcript and factored into the cumulative GPA.

PRESIDENT'S HONOR ROLL

The President's Honor Roll is compiled each semester. Regularly admitted full-time students attempting 12 credit hours or more with a 4.0 semester grade point average, a work ethics grade of "2" or higher for each course completed, and who are on Academic Good Standing, are placed on the President's Honor Roll.

ACADEMIC HONOR ROLL

The Academic Honor Roll is compiled quarterly. Students who attain a quarterly grade point average of 3.5 or higher, a work ethics grade of "2" or higher for each course completed in which a work ethics grade is assigned and are in Academic Good Standing are placed on the Academic Honor Roll. It is not necessary for a student to be enrolled full-time in order to be placed on the Academic Honor Roll.

ACADEMIC PROGRESS

A student who earns a cumulative grade point average of 2.0 or higher and successfully completes at least 67% of the coursework attempted will be considered to be making satisfactory progress. A student who earns a cumulative grade point average of less than 2.0 or successfully completes less than 67% of the coursework attempted each semester will be placed on ACADEMIC WARNING during the next quarter of enrollment. To remove the status of ACADEMIC WARNING, a student must earn a cumulative grade point average of 2.0 or above and complete at least 67% of all coursework attempted by the next semester following notification of being placed on ACADEMIC WARNING. Any student who fails to remove the ACADEMIC WARNING status will be placed on ACADEMIC PROBATION.

To remove the status of ACADEMIC PROBATION, a student must earn a cumulative grade point average of 2.0 or above and complete at least 67% of all coursework attempted by the semester of enrollment following notification of being placed on ACADEMIC PROBATION. If a student does not achieve at least a 2.0 cumulative grade point average and does not complete at least 67% of all coursework attempted, ACADEMIC SUSPENSION will occur.

If while attempting to remove the status of ACADEMIC PROBATION, the student demonstrates substantial improvement (earns a quarterly GPA of 3.5 or higher for at least 12 credit hours) but does not achieve a cumulative GPA of 2.0 or above, the student will be extended one additional quarter to regain ACADEMIC GOOD STANDING. If a student does not remove the status of ACADEMIC PROBATION after the extended quarter, ACADEMIC SUSPENSION will occur for a period of one semester.

Students who are placed on ACADEMIC SUSPENSION must remain out of school for one semester before reapplying for admission. Students returning to MGTC from ACADEMIC SUSPENSION will not be eligible to receive financial aid until they return and meet the criteria for academic good standing.

Academic Good Standing

Academic good standing means that a student is eligible to enroll or re-enroll. To be in academic good standing, a student must have a cumulative grade point average of 2.0 or higher, must successfully completed at least 67% of all coursework attempted and must complete his/her program of study within 150% of the published length of the program measured in credit hours attempted.

Satisfactory Academic Progress

Students are considered to be making satisfactory academic progress if they are in good standing or on academic warning or academic probation. Any student who is receiving financial aid must maintain satisfactory progress to retain eligibility. Students on academic suspension or who are expelled from school will have their financial aid terminated.

Unsatisfactory Academic Progress

Students are making unsatisfactory academic progress if they have been placed on academic suspension. In addition, if a student exceeds 150% of the total program credit hours without completing his/her program of study, he/she will be considered to be making unsatisfactory academic progress and will no longer be eligible for financial aid until they return to Academic Good Standing.

A student who unsuccessfully attempts a course three times will not be allowed to repeat the course and will be withdrawn from that program. A grade of D, F, I, IP, W, WF, and WP are considered to be unsuccessful attempts of a course. The student may enroll in a different program provided the failed course is not a requirement for that program.

A student who is academically suspended must remain out of school for one semester before reapplying for admission. A student who is academically suspended twice will not be allowed to re-enter that program.

GRADUATION

In order to graduate, students must complete all required coursework and must have a graduation GPA of 2.0. Graduates must also satisfy the College's residency requirement that students complete at least 25% of the coursework in their program of study at MGTC. In the final semester of the program of study, graduates must take the appropriate diploma or associate degree assessment exam. (This exam is used for program assessment purposes only; the score does not affect graduation from the college). Graduates from degree, diploma, and certain certificate programs must provide evidence of having received a high school diploma or GED in order to graduate.

Applicants for graduation should complete the Application for Graduation when registering for the final semester of classes. Forms may be obtained from advisors, the

Admissions Office, or the Registrar's Office.

Formal graduation ceremonies are held annually at the end of spring semester. Graduates are encouraged to attend the ceremony. Diplomas and Degrees are mailed six to eight weeks after the end of each semester.

HONOR GRADUATE

Any student who has a graduate grade point average of 3.5 or above will be named an Honor Graduate and shall be recognized as such during the graduation ceremony.

ACADEMIC POLICIES

FULL-TIME STUDENTS

Individuals pursuing 12 credit hours or more during a semester are considered to be full-time students for academic purposes.

PART-TIME STUDENTS

Students who take less than 12 credit hours per semester are considered to be part-time.

DOUBLE MAJORS

The opportunity to pursue a double major is available to students enrolled in programs where there is a common core curriculum. The requirements for both selected programs, as listed in the catalog, must be satisfied in order for a student to receive a double diploma. This requires taking the courses that differ in each selected program. All students must meet the same requirements to receive double diplomas.

COURSE LOAD

A student may not register for more than 18 hours of credit in any one semester. Students accepted under the provisional or developmental status are limited to 15 hours of credit per semester including any institutional credit hours for learning support coursework. Students on academic warning or probation may register for no more than 15 hours of credit until warning or probation is removed. Any student who desires to exceed the limit of course load must receive permission from the Academic Affairs Dean in the student's program area.

COURSE PREREQUISITES AND CO-REQUISITES

Some courses have preliminary requirements that must be met before they can be taken. Other courses require that a specific course(s) be completed prior to or taken simultaneously. Requests to waive prerequisite and co-requisite course requirements must be submitted in writing to the Vice President for Academic Affairs.

ACADEMIC ADVISEMENT

Middle Georgia Technical College supports a comprehensive advisement system and considers it to be an integral part of the educational process. It is a continuing interaction between advisee and advisor in exploring life goals, career/educational goals, selecting educational programs and scheduling classes. Students should maintain communication with advisors throughout the period from admission to graduation. Courses added or dropped must have the advisor's approval. Withdrawal from a course should be discussed with the advisor to ensure that proper procedures are followed and that alternative solutions are explored. Each semester special advisement periods are scheduled to enable advisors to meet with students.

To ensure that students have access to part-time faculty, adjunct faculty will take a minimum of one hour a week to meet with students outside of regular class time. In addition to providing students with the instructor's MGTC email address on the course syllabus, each adjunct will list office hours on the course syllabus.

ATTENDANCE

The educational programs at Middle Georgia Technical College reflect those requirements and standards that are necessary for future successful employment in business and industry. Employers expect their employees to be present and to be on time for work each and every day. Likewise, MGTC expects each student to be present and to be on time each and every day for all classes. Consequently, excessive absenteeism and tardiness may impact work ethics evaluations and course grades. Therefore, it may become necessary for a student to withdraw from a course due to excessive absenteeism. Formal withdrawal from the college or a particular course is the sole responsibility of the student. Failure to complete the formal withdrawal process through Student Affairs may result in a failing grade for the course and could jeopardize financial aid status.

Specific attendance requirements are established by each individual instructor or program area and are outlined in the course syllabus. Records of absences are maintained by each instructor. MGTC is aware of unforeseen emergencies; however, it is the student's responsibility to make sure that s/he meets the requirements for attendance in his/her program of study. Documented absences for military leave or jury duty are excused. However, students absent from class for any reason are still responsible for all work missed. Students should enroll only in those classes that they can reasonably expect to attend on a regular basis.

After a student has attended a class at least one time, or submitted the first assignment in an online course, he/she is considered to be on the class roster. At mid-term, or at any time during the quarter, faculty may identify students who have stopped attending. The definition of "stopped attending" is:

- A student who has missed two consecutive weeks of a course that meets once per week.
- A student who has missed 4 consecutive days of a class that meets twice per week.
- A student who has missed 10 consecutive days of a class that meets daily.
- A student who has missed 12 consecutive hours for a block study course.
- A student is considered stopped attending if the student has failed to submit an assignment for a period of 14 days.

Students submitted as "stopped attending" will receive a grade of "WF", Withdrew Failing, unless the student has withdrawn from the course using the appropriate withdrawal procedure.

CHANGE OF STUDENT ADDRESS / STUDENT NOTIFICATIONS

Students are responsible for notifying the Admissions Office of any change of address. The mailing of notices by MGTC to the last address on record constitutes official notification.

CHANGE OF MAJOR

Students are responsible for completing a Student Information Change Form in the Admissions Office to indicate a change of program. In the event a student declares a change of program, he/she may request that previously earned credits be evaluated in terms of the new program.

CLASS CANCELLATION

MGTC reserves the right to cancel any class with less than the minimum number of students enrolled as set forth by the institutional guidelines.

LEARNING SUPPORT COURSES

Middle Georgia Technical College is dedicated to helping its students succeed. As a result of this dedication, foundation courses in English, reading, and mathematics, along with a study skills seminar, is offered for students who do not meet regular admission requirements. The courses are designed to improve the student's opportunity for success upon enrolling in a regular program of study. Before enrollment at MGTC, the applicant must take or submit official scores for the state approved admission exams for the purpose of educational and career counseling and placement. If test scores indicate that the student is not academically prepared to enter a regular program of study, the student may be placed in one or more learning support courses and the study skills seminar (COLL 1001) course. After successful completion of the developmental coursework and the study skills seminar, the student may begin taking occupational courses for the desired program of study. Developmentally admitted students are not eligible to receive the Federal Pell Grant.

INITIAL COURSE ATTENDANCE

At the beginning of each term, a student who has not attended by the second class session will be dropped from the course. A student who has not completed at least the first assignment in an online course within the first week of the term will be considered as having not attended and will be dropped from the course.

DROP/ADD POLICY

A student may drop or add a course(s) through the third scheduled class day of the term. Courses dropped during the drop/add period will not calculate in the student's official grade point average. Students attempting to register for a course during the drop/add period will not be permitted to do so if they have missed more than ten percent (10%) of the contact hours of that particular class.

Schedule changes must be approved by the student's academic advisor. A student dropping a course after the end of the drop/add period and up until midterm will be assigned a grade of W. The last day to officially withdraw or drop a class (es) will be midterm as published in the school calendar. Students who withdraw/drop after midterm will receive a grade of WF. Exceptions may be made for hardship cases if approved by the appropriate Dean and the Vice President for Academic Affairs. In this case, a grade of WP will be assigned. A student who stops attending a course or fails to attend a course that he/she is registered for without officially withdrawing from the class will receive a grade of WF.

ELECTIVES

An elective is a class that the student may choose to take as distinguished from classes that are required in the program of study. Students should consult their academic advisor for a list of elective classes appropriate to their program of study.

GENERAL EDUCATION

Each degree and diploma program at MGTC contains a body of Essential General Core (general education) courses. The purpose of general education coursework is to ensure that students have attained general essential skills necessary for educational and career success. General education coursework is not specific to any major or discipline. The Essential General Core within each degree and diploma program is designed to produce graduates who, at the competency level appropriate to the credential earned, can communicate appropriately using oral and written English; utilize information technology in accessing, organizing, and communicating information; apply appropriate mathematical principles and methods; and use critical thinking skills to solve problems.

To ensure these competencies, each degree program of study contains a minimum of 15 semester credit hours in general education courses, with at least one course from each of the following areas: English; humanities; social/behavioral sciences; and natural sciences or mathematics. All diploma programs contain a minimum of 8 semester credit hours in general education coursework, with at least one course coming from each of the following areas: English; mathematics; and interpersonal relations/professional development or psychology. Each degree and diploma program additionally requires COMP 1000, Introduction to Computers.

GRADE REPORTS

Grade reports are available through the College's BannerWeb at www.middlegatech.edu. Grade reports are not mailed to students' residences. Students who wish to appeal grades must do so in accordance with MGTC appeal procedures.

FORFEITURE OF CREDIT

By registering for a course(s) for which the student has already received credit, a student forfeits the previous credit in that course for graduation purposes. The student's official grade for graduation purposes in the course(s) will be the last one earned on repetition. Although all grades remain on the official academic record and are

computed in the cumulative grade point average, only the final attempt will be calculated for the purpose of meeting graduation requirements.

FINANCIAL OBLIGATIONS

It is expected that every student will discharge any financial obligation to the institution as quickly as possible. Students must return all books and other MGTC property or be held financially liable for them. Students who are delinquent in the payment of any financial obligation(s) may be removed from a course(s) or the Technical College and will not be allowed to register for another quarter until all delinquent fees and fines are paid. In addition, students will not be issued transcripts, or other student records until all delinquent fees and fines are paid.

TRANSCRIPTS

Transcripts of a student's records will be sent to properly authorized individuals, agencies, and institutions at the written request of the student. To ensure the confidentiality of a student's records, no transcripts will be forwarded from the Registrar without a signed Transcript Request Form from the student or a written request from the student. Requests for copies of transcripts should be made to the Registrar in advance of the time they are needed, as there is a processing period required to fulfill requests.

TRANSFER OF CREDIT

MGTC requires that course work completed at an accredited institution recognized by the Technical College System of Georgia be comparable in content, quality, and credit hour in order to be accepted as transfer credit. Transfer credit is evaluated through a collaborative effort with faculty, department chairs, the Registrars' office, and the Vice President for Academic Affairs. Course credit by transfer is recorded as "TR" on the transcript and does not require the payment of course fees. This credit is not included in the calculation of the student's Grade Point Average and does not count as institutional credit. Students must submit the *Request for Transfer Credit* form along with official transcripts to the Admissions office to start the review process. A minimum grade of 'C' is required in all courses for which transfer credit is awarded. Additional documentation such as course descriptions, teaching faculty credentials, or prior course syllabi may be required for proper evaluation of transfer credit. Students are responsible for providing any supplemental material. After the review is completed and the student is notified of the outcome of the request, the completed *Request for Transfer Credit* form, along with the prior postsecondary official transcript is retained in the student's permanent record. Credits from a formerly attended institution appearing on the transcript of another institution can neither be evaluated nor accepted for credit until an official transcript is received from the institution originating the credit. The College awards credit only in the areas offered within the current curriculum of the institution and in areas appropriately related to the student's educational program. Testing (written and/or performance) may be required.

MGTC may award course credit for non-collegiate sponsored instruction (e.g., military training, corporate training, and standard industry certification/training/licensing). Students must provide official transcripts, test scores, certificates, and/or licenses as appropriate. Any credit awards will be granted in compliance with generally accepted guidelines such as those established by the American Council on Education (ACE) and

in consultation with appropriate program faculty. As a 170 FAR part 147 Aviation Maintenance Technician Program, MGTC may award transfer credit for certain Aviation Maintenance courses based on presentation of official Federal Aviation Administration (FAA) license. Credit may only be awarded based on training experience that meets required competencies of courses offered at MGTC. Testing (written and/or performance) may be required. Students with questions regarding awarding of credit should contact the Registrar's office.

Articulated Course Credit

Articulation agreements have been established with local area high schools to ensure students receive credit once competencies have been achieved in aligned courses. A student must take the appropriate aligned high school course and meet all the eligibility requirements for articulated course credit. Secondary students have the opportunity to receive Technical Advanced Placement (TAP) credit by completing a Middle Georgia Technical College program specific exemption test with a score of 70 or higher on the exam. To apply for TAP credit, students must complete the Articulated Credit by Exam form and submit it along with their High School transcript to the Education & Career Partnership Coordinator. Students must currently be enrolled in high school or enrolled at MGTC within 24 months of high school graduation in order to receive this credit. Course credit by articulation is recorded as "AC" on the transcript and is not included in the calculation of the student's GPA.

The TAP (Technical Advanced Placement) form with acceptable articulated/aligned programs is available at participating high schools in the counselor's office or from the MGTC Admissions office.

College Level Examination Program (CLEP) and DANTE's Exams

MGTC may award credit based on successful completion of appropriate College Level Examination Program (CLEP) exams or DANTE's sponsored exams in subject areas related to specific courses within the student's program of study. Evaluations for exemption credit may be approved only after official copies of the exam results have been received by the College. Students with questions regarding awarding of credit based on CLEP exams or DANTE's exams should contact the Registrar's office.

Advanced Placement Course Exam Credit

MGTC may award credit to students who have taken appropriate courses (equivalent to courses offered at MGTC) in high school and achieve a score of 3 or more on the Advanced Placement Examination. The examinations are offered by the College Entrance Examination Board. Students with questions regarding awarding of credit based on AP exams should contact the Registrar's office.

Institutional Exemption Exam (CBE – Credit By Exam)

A Middle Georgia Technical College student who wishes to exempt a course by examination should follow this process:

- 1) Complete a **Request for Credit by Exam** form in the Admissions Office.
- 2) Have program advisor review, approve and sign credit by exam form

- 3) Verify with Financial Aid if any fees will be owed
- 4) Pay exemption fee at the bookstore. The exemption fee is 25% of the tuition. This fee is non-refundable and not transferable.
- 5) Bring form to the Testing Center Room 130 to schedule the test.

The appropriate department chairperson will grade the test; record the score on the Credit By Exam form; sign the form; and forward the form to the test administrator. The test administrator forwards the form to the Registrar who will update the student's records. If the student achieves satisfactory performance on the exam, a grade of "EX" will be recorded on the student's transcript. The "EX" grade carries no quality points, but credit hours will be given identical to the number of credit hours normally assigned to that course at MGTC.

Students may take an exemption for a particular course one time only, and must make a minimum score of 70% to receive exemption status. Absent extraordinary circumstances, a student cannot request to take a credit by exam once enrolled in the course. Exceptions may be approved by the Vice President for Academic Affairs.

Middle Georgia Tech reserves the right to rescind previously awarded student course exemption as warranted.

WITHDRAWAL FROM MIDDLE GEORGIA TECHNICAL COLLEGE

Students desiring to withdraw from MGTC should consult with the appropriate advisor. Advisors provide assistance to students; they may be able to help students plan their educational pursuits and/or provide needed job information.

If the student should decide to withdraw from MGTC, an official withdrawal form may be obtained from the Admissions Office. Following this procedure protects the student's privileges of readmission and transferring credits to another institution. Any student who withdraws from MGTC without submitting an official withdrawal form does so at the risk of having future registration privileges withdrawn and receiving failing grades. Students who officially withdraw from the College may be entitled to a refund based upon the refund policy.

STUDENT HANDBOOK

HOUSING

Dormitory facilities are not available at Middle Georgia Technical College. Persons interested in housing should contact the Office of Admissions for information on housing in the Warner Robins area.

STUDENT ID'S

All students will receive identification cards the first semester they register for classes. This card must be carried at all times and is to be shown upon request of any faculty member, security personnel, or official member of the MGTC staff.

Lending this card to anyone or failure to present it when requested by authorized personnel is a violation of MGTC regulations and subjects the holder to disciplinary action.

Students should immediately report the loss or theft of a card to the Admissions Office. When a student terminates a program, the ID card must be turned in during the checkout procedure. Failure to turn in the card may result in a hold being placed on student academic records and may affect future registration activities.

The student Activity Fee covers the cost of the initial ID card. There will be a \$5.00 charge for each additional ID card issued due to loss or mutilation.

ORIENTATION

So that new students may be fully informed and aware of all phases of school life, a program of orientation is provided each semester. All new students should complete a school orientation in conjunction with registering for their first term. The orientation includes an overview of Middle Georgia Technical College including its mission, an explanation of college rules and policies, academic and administrative issues, facility layout, and completion of required forms and documentation.

ACADEMIC AND CAREER COUNSELING

Career and Academic counseling services are offered to students through the College's CARE Center. Requests for a counseling session may be made to the instructor, program advisor, any Vice President, or to Admissions Office personnel. Counseling sessions are confidential and may include arrangements for career, ability, interest, or personality testing. Referral services are also offered to students facing special challenges or personal difficulties.

SERVICES FOR STUDENTS WITH DISABILITIES

Special needs counseling is available to those students with disabling conditions who may need individual educational plans, specialized equipment or books, or referral services. Students who know they need these services should make this known to the Admissions Office when they apply or as soon as the circumstances warrant.

Evaluation and program development services are available through the Georgia Division of Rehabilitation Services.

LIBRARY

The College Library, located in room A108, was renovated and expanded in 2005 and is a modern, up-to-date facility. The Library provides a variety of materials and services to support the informational needs of the College's educational community and to help its members achieve academic and professional success.

There are several study areas with tables and study carrels throughout the Library. Two group study rooms provide space for those wishing to study or work together on projects, and a computer lab with 25 computers is available for library users. Three of these are configured for special needs users. In addition, another 16 computer stations are provided near the book stacks.

Instruction in library use is provided to classes and to individual users. Library reference service is provided by the Library staff at the circulation desk. The

Library's operation hours are:

Monday through Thursday..... 7:30AM – 9:00PM
Friday.....7:30AM – 3:30PM
Saturday and Sunday.....Closed

These hours of operation apply only when classes are in session. Variations from this schedule occur between semesters and on holidays. These hours are posted in advance. The Library is open sixty-one hours per week each semester that school is in session.

Borrowing privileges are extended to all current MGTC students, faculty, and staff. Through cooperative arrangements with other Colleges, students, faculty, and staff may be eligible for borrowing privileges at these institutions as well. Check at the circulation desk for information on current agreements. Authorization forms for using the library resources of these institutions are available at the MGTC Library circulation desk.

Books may be checked out for two-weeks with 2 one-week renewals. To check out materials a user must present a current student, faculty, or staff I.D. card. Users from institutions included in our cooperative agreements must present a letter of authorization from their institution. Borrowers may check out a maximum of four items.

Please return library materials to the circulation desk in the Library or place them in the outside book return located to the left of the main entrance to Building A.

Charges are made for overdue and/or lost library materials. Fines are ten cents per day per book and one dollar per day for audio-visual materials. In addition, there is a replacement charge for lost or damaged materials. Any charges not resolved will result in a HOLD placed on a student's records and may affect financial aid, availability of grades, or graduation status.

For research purposes, students, faculty, and staff have access to a broad array of traditional print collections as well as full-text and full-image items available online through GALILEO; (Georgia's virtual library); full-text databases include ProQuest, Campus Research (Westlaw), Learning Express, NewsBank, Credo Reference, and EBSCOhost.

There are more than 22,000 volumes of books, 150 periodical and newspaper subscriptions, over 1,200 videos. There are over 57,000 electronic books and 2,000 electronic periodical subscriptions in full-text available through GALILEO [Georgia Library Learning Online]. There are two video viewing stations in the library. Three online library catalog computers provide information about the Library's print and non-print collections and may be searched by author, title, and/or subject.

A copy machine is available for public use. It requires a "debit-type" copy card which may be purchased from the College bookstore.

Please call (478) 988-6863 or email library@middlegatech.edu for library information or assistance.

CAREER SERVICES

The purpose of the Career Services Office is to provide career counseling to students and prospective students in selecting their program of study. Career Services also assists students, who are currently enrolled or who have completed a program, in obtaining employment preferably related to the students' program of study. Career Services is considered a team effort at MGTC and involves program instructors, directors, and administrative staff and a cooperative relationship is maintained with business and industry. The Career Services Office receives job order requests from employers and makes them available to students. Upon request, students may receive assistance in developing job interview skills, writing letters of application, and constructing/revising resumes.

FOLLOW-UP

The follow-up program maintains contact with former students in the employment field. The data collected from graduates and their employers assists the College in meeting its training objectives and improving its programs of study.

STUDENT ANNOUNCEMENTS

Student Email is the official medium for communication with students at Middle Georgia Technical College. Each registered student is assigned an official email address by the college. Students are expected to maintain their accounts and check their email regularly so that new mail will be properly received and read. Use of student email accounts should be in accordance with appropriate conduct as described in the Student Handbook and the Acceptable Computer and Internet Use policy. Any student who does not own a personal computer or who does not have an Internet service provider may access his or her email account from the library or from other designated computers at Middle Georgia Technical College.

Information of interest to students will also be posted via social networks (i.e. facebook, twitter, etc.) on bulletin boards, and announced in classrooms. A student bulletin board is located adjacent to the student lounge. Students are encouraged to keep up-to-date on the material posted and/or announced and to check their MGTC student e-mail accounts frequently.

STUDENT PHONE CALLS

Students should stress to family, friends, and others that there are no provisions for the receipt or delivery of personal messages, flowers, etc. Classes will not be interrupted for this purpose. Should a bona-fide emergency occur, such as death or serious injury, every effort will be made to notify students. The person calling must state the nature of the emergency.

CHILDREN ON CAMPUS

Students are expected to make child care provisions for their children. Students are not to bring children to class or leave children on campus while the student is in class. Children will not be left unattended in automobiles, hallways, snack bars, or outside buildings. Children are not allowed in the Cosmetology Department at any time. Prospective customers seeking appointments for services will be advised that services will be refused if they are accompanied by children.

STUDENT RECORDS

Middle Georgia Technical College informs students of the Family Educational Rights and Privacy Act of 1974. This Act, with which the institution intends to comply fully, was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide the guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act. The 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. Another federal law, known as the Solomon Amendment, requires colleges to release student recruitment information upon request to military recruiters.

Directory information will be treated as public information and will generally be available on all students and former students at the discretion of the institution.

Directory information includes:

- full name of the student
- campus/home address and telephone number
- college e-mail address
- major field of study
- degrees and awards received
- dates of attendance
- 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

- photographs
- state of residence
- date and place of birth
- marital status

Any student who does not wish directory information disclosed must file a written request with Student Affairs. Questions concerning the Family Educational Rights and Privacy Act may be referred to the office of Student Affairs.

Student records will be maintained by the office of Student Affairs. Access to student records will be limited to the student, the student's advisors, administrators within the institution, and auditors or reviewers representing governmental or accrediting organizations.

The academic record is the internal document or electronic image that reflects the unabridged academic history of the student at the institution. It is a chronological listing of the student's total quantitative and qualitative learning experience and achievements and may include any information pertinent to the evaluation thereof.

The transcript of the academic records is that document which, at the request of the student or former student, is forwarded to persons or agencies for their use in reviewing the academic performance of the student.

Students that are enrolled or formerly were enrolled at Middle Georgia Technical College have the right to inspect their academic record. A written request to inspect or review their records must be submitted to the Registrar. The following procedure should be followed when requesting transcripts or inspecting academic records:

- A complete copy of the student's transcripts may be obtained by presenting a written request to the Registrar. Telephone request will not be honored. Three working days must be allowed for processing a transcript request.
- A student has the right to challenge the content of records, to make explanations, and petition for corrections to be made within those records.
- Students should write the Registrar clearly identifying the part of the record(s) that the student believes to be in error. If the decision is made not to amend the record, the student will be notified and shall be notified of their right to appeal.
- The institution may refuse to consider requests to change a grade unless the student indicates that the grade should be changed because of an alleged recording error.
- Students can legally be denied transcript services for indebtedness to the institution.

INSTRUCTOR AND ADMINISTRATOR ACCESS TO STUDENT RECORDS

Only those instructors and administrators who have a "legitimate educational interest" in the student's record will be permitted access. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- Instructors and administrators will request permission to review student records with the Registrar.
- Students' folders will be reviewed in the Registrar's office or the immediate area.

THIRD-PARTY ACCESS TO STUDENT RECORDS

Police officers, court officials, and attorneys must have a subpoena or court order before student record information can be released. The institution bears the burden of making a reasonable attempt to notify the student before compliance with the subpoena. Personnel from accrediting organizations and government-authorized studies will be permitted access, although all personally identifiable information will be destroyed after use. The Board of Directors as a body may examine student records; however, records or information in records may not be released to individual Board members. Relatives will not have access to the records of a student on file at Middle Georgia Technical College. Only the student will have access to these records. Students' records may be released with written consent.

In an emergency, information may be released if a person's health or safety is at stake and if the person receiving the information is in a position to act on it. This ensures that information will be released to as few people as possible.

ACQUIRED IMMUNODEFICIENCY SYNDROME

Middle Georgia Technical College has adopted the following policy:

- Since there is no evidence of non-sexual/non-blood-related transmission of the T-lymphotropic III, human immunodeficiency virus HTLV-III (HIV), students will not be excluded from the lab or classroom in the absence of other contradictions. Because of the unlikelihood of transmission to others in an occupational setting, students or applicants for admission as students shall be regarded as students or applicants without screening or questioning regarding previous tests for the antibody to the HTV-III (HIV) virus.
- Students should follow; appropriate recommended standards and practices of hygiene and sanitation while practicing universal precaution.
- The confidentiality of information and records regarding AIDS or associated illnesses must be preserved.
- The President of Middle Georgia Technical College or his designee will conduct an ongoing awareness and education program for employees and students.
- Full use will be made of the State Department of Human Resources and local health department educational presentations, materials, and other resources, including the statewide toll-free hotline (1-800-551-2728) established to provide the general public with a resource for answering questions and providing information on AIDS.

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT

The Student Right-To-Know and Campus Security Act amend sections of the Higher Education Act of 1992 and the General Education Provisions Act. The Act requires colleges and universities to report graduation rates of all students as well as those of

student athletes. In addition schools must report certain campus crime statistics and campus security procedures. This information will be available, as required, in the Admissions Office and on the website.

GENERAL RIGHTS OF STUDENTS

STUDENT RIGHTS

Middle Georgia Technical College exists to educate its students; to advance, preserve, and disseminate knowledge; and to advance the public interest and the welfare of society as a whole. Essential to such a purpose is an orderly climate of academic integrity, of rational and critical inquiry, of intellectual freedom, and of freedom of individual thought and expression consistent with the rights of others. To the end that such a climate may be established and maintained, MGTC and each member of the MGTC community have reciprocal rights and obligations. It is the obligation of MGTC to ensure orderly operation, to preserve academic freedom, to protect the rights of all members of the MGTC community, to prohibit acts which materially and substantially interfere with legitimate educational objectives or interfere with the rights of others, and to institute disciplinary action where conduct adversely affects MGTC's pursuit of its educational objectives.

Membership in MGTC's community confers upon students certain rights and requires certain responsibilities that are defined below. It is expected that students understand and exercise their rights, fulfill their responsibilities, and respect the rights of others. The College is expected to ensure these responsibilities and accord these rights to students. Knowledge of these rights can help students avoid the sanctions prescribed for a breach of responsibilities. More importantly, this knowledge can help students to help MGTC and the MGTC community preserve a climate in which their educational and career goals and identity can be developed without denying the same opportunity to others. Unfamiliarity with the following does not excuse students from carrying out their responsibilities as members of the MGTC community.

Students shall 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 does not protect lewd, indecent, or obscene conduct and/or expression.

MGTC authorized student publications and communications shall be guaranteed the rights inherent in the concept of "freedom of the press." All publications 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 Leadership Council and all student organizations approved by the MGTC administration may meet on MGTC premises provided that they make reservations in accordance with the rules and regulations for room and space reservation. Students and/or student groups may not make reservations in their names for outside groups or organizations to use campus space.

Only the Student Leadership Council and student organizations approved by the MGTC administration 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 MGTC or the authorized representative may cancel a speaker's reservation where there is reasonable concern that the appearance would threaten orderly operation of the technical college. Such cancellation shall be communicated to the sponsoring organization.

Students shall have the right to have their academic and disciplinary records kept confidential subject to existing law. No official records shall be kept which reflect any alleged political activity or belief of students. No official records of students shall be available to unauthorized persons within MGTC or to any person outside MGTC without the express written consent of the student involved except under legal compulsion or in matters of audit or accreditation compliance.

Students shall have the right to due process when formally accused of any violations of MGTC regulations or rules of conduct, or when disciplinary action is proposed. These rights shall include the following:

1. The right to a notice in writing of any charges;
2. The right to admit the alleged violation, waive the appeal procedure and accept the College's action;
3. The right to admit or deny the alleged violation but follow the appeals procedure;
4. The right to a fair appeal before the individuals listed in the appeal procedure, not including those who brought the charges;
5. The right to appear in person at an appeal procedure or not to appear with assurance the failure to appear shall not be construed as an indication of guilt;
6. The right to call witnesses and present evidence in their behalf;
7. The right upon request to a list of witnesses who will appear against them;
8. The right to confront and cross-examine witnesses and/or accusers.

NON-DISCRIMINATION

There shall be no discrimination by officials of the College against a student or an applicant for admission based upon race, color, creed, national or ethnic origin, gender, religion, disability, age, sex, handicap or disability.

FREEDOM OF SPEECH AND ASSEMBLY

Students shall have the right to freedom of speech and assembly without prior restraints or censorship, subject to clearly stated, reasonable, and nondiscriminatory rules and regulations regarding time, place, and manner.

PROTECTION AGAINST UNREASONABLE SEARCHES AND SEIZURES

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

STUDENT REPRESENTATION IN GOVERNANCE

The student's role in governance is an advisory one that is accomplished through the MGTC Student Leadership Council composed of students from MGTC's educational programs.

STUDENT CONDUCT CODE

In order to provide a harmonious learning environment at MGTC, the following student conduct code (Policy V.D.) has been formulated. Any student, acting individually or in concert with others, who violates any part of the student conduct code, shall be subject to disciplinary procedures including dismissal from a class session or suspension or expulsion by a duly authorized administrator. Additional rules or regulations may be initiated under established procedures during the year and, if approved, will become effective as a part of the official code at the time of inclusion.

A student is responsible for the observance of all federal, state, and local laws. MGTC, as a member of the community, is responsible for contributing to the enforcement of all laws. MGTC has a deep concern for those students experiencing educational or personal difficulties and provides counseling referrals to appropriate agencies to aid those students. However, when a student's conduct is in violation of the law or College policies or rules and indicates that the student's continued presence on campus may create a danger to the educational process of the MGTC community, the administration may find it necessary to take disciplinary action. The administration considers its students to be adults and expects students to obey all laws, College policies, and rules and to take personal responsibility for their conduct.

PROVISIONS OF CODE OF CONDUCT

1. Firearms, explosives, fireworks, or weapons of any kind are not to be brought on the premises or to MGTC sponsored events except by authorized MGTC officials.
2. No person shall abuse, threaten, or intimidate any member of the faculty, staff, or student body or any visitor to the College. A student who threatens another student, member of the staff or faculty, or any other person on the MGTC campus, will be suspended from school immediately and prohibited from returning to any MGTC campus or function while an investigation into the incident is conducted. Infringement of rights of others is defined to include, but not limited to, the following.
 - A. physical or verbal abuse inflicted on another person;
 - B. severe emotional distress inflicted upon another person;
 - C. theft, destruction, damage or misuse of the private property of members of the College community or non-members of the College community occurring on campus or off campus during any College approved activity; and
 - D. sexual harassment, which is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to conduct is made either explicitly or implicitly as a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect or unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.
3. The taking, damaging, or malicious destruction of property belonging to the College, visitors to the College, or any member of the College community is prohibited.
4. No persons shall assemble on campus for the purpose of creating a riot or any

- disruptive or disorderly diversion that interferes with the normal educational processes and operations of the College. This rule shall not be construed so as to deny any student the right to peaceful assembly.
5. Gambling on the campus is prohibited.
 6. No person shall interfere with, fail to cooperate with, or fail to make proper identification when requested to do so by any properly identified administrator or staff person in the performance of their duties.
 7. Unauthorized entry into, use, or occupation of College facilities which are locked, closed to student activities, or otherwise restricted as to use, or which have not been reserved for use through the proper College authorities, is prohibited.
 8. Falsification, alteration, fabrication, or misuse of College forms, documents, records, or identification cards is prohibited.
 9. The operation of student organizations not approved by the College administration is prohibited.
 10. The dissemination on campus of publications which do not bear the name of the originator or which are not done in accordance with College rules and regulations is prohibited.
 11. Students shall not attempt to defraud, deceive, or mislead an instructor in arriving at an honest grade assessment. All forms of academic dishonesty including, but not limited to, cheating on tests, plagiarism, collusion and falsification of information will call for discipline.
 - A. Cheating on tests is defined to include:
 - copying from another student's test paper;
 - using materials during tests not authorized by the person giving the test;
 - collaborating with any other person during the test without permission;
 - knowingly obtaining, using, buying, selling, transporting or soliciting in whole or in part the contents of any administered or yet-to-be administered test;
 - bribing any other person to obtain tests or information about tests; and
 - substituting for another student, or permitting any person to substitute for oneself.
 - B. Plagiarism is defined as "the appropriation of any other person's work and the unacknowledged incorporation of the work in one's own work for offered credit."
 - C. Collusion is defined as "the unauthorized collaboration with any other person in preparing work offered for credit."
 12. Prohibitions:
 - A. Food & Drink: Students shall not have exposed food or drink in classrooms or computer labs.
 - B. Tobacco: Middle Georgia Technical College is a smoke free environment. Therefore, there shall be absolutely no use of tobacco products (to include cigarettes, cigars, pipes, or smokeless tobacco) except for within the gazebos on the main campus and in designated smoking areas at other MGTC sites.
 - C. Personal Electronic Devices: Headsets, cassette/CD players, portable

radios, hand-held electronic games, cellular phones, and other similar devices are not permitted to be operated during classroom periods. Beepers may be maintained in vibrate only mode. Exception: tape cassette players may be operated to record classroom lectures if the instructor grants prior approval. Cassette/CD players and portable radios operated outside of campus facilities will be played at a volume level that does not interfere with or distract others. This policy pertains to the main campus as well as all MGTC training sites or locations.

13. Students will exercise all safety precautions given by the instructor regarding the use of supplies, tools, and equipment. Students are not to use any equipment except under the supervision of the instructor. It is desirable that no accidents occur; but should an accident occur, regardless of how minor, the student shall report it to the appropriate Instructor, Dean or Vice President. All students shall assist in maintaining safe working conditions by notifying their instructors of any dangerous conditions that exist or any unsafe practice(s) being conducted.
14. Every class is to clean up its training area at the conclusion of the period or day/evening. Every instructor will have a routine for this activity, and students all carry out their share of this duty with a cooperative attitude. In addition to housekeeping in training areas, every student will practice good housekeeping throughout the buildings and grounds.
15. Each student will sign a Drug-Free statement that will be retained in the student's permanent record. This statement will include the requirements for maintaining a Drug-Free environment for Middle Georgia Technical College's student body.

ACCEPTABLE COMPUTER AND INTERNET USE

The computers and network system at Middle Georgia Technical College are provided to assist employees in conducting the routine business of the College and to facilitate students' educational and training experiences. Students are encouraged to use computers in any acceptable manner toward achieving their educational goals. However, there are uses that are precluded and the following procedures have been developed so that individuals will know where not to venture. If a question comes to mind regarding a use that is not covered under this policy and procedures guide, then the individual should clear it with a school administrator or faculty member before executing such use. Student failure to heed these guidelines and rules could affect the student's work ethics grade, and cause other actions up to and including expulsion and/or legal action being taken against the offender. Employee violations could result in disciplinary and or legal action. Content and usage of MGTC provided computers and/or services; including internet communications and MGTC-furnished or hosted e-mail accounts will be monitored by appropriate MGTC employees. Users should know that activity is logged and prior use is traceable. To ensure appropriate usage, all users should understand and observe the following:

1. For security purposes, computer labs are locked when not in use for instructional purposes. Students are not allowed into classrooms containing computers unless a faculty member, school administrator or official, or a school-approved proctor/tutor is in the room.
2. Only currently enrolled MGTC students have access to computers without the expressed consent of an MGTC school faculty member or administrator. When exceptions are made for prior students, the granting faculty member or administrator is responsible for insuring the ex-student's compliance with this policy.
3. Use only software currently loaded in the computer.
4. Report hardware or software problems immediately, including virus warnings that might indicate a file or program is infected.
5. Report any policy violations to your instructor, another faculty member, or a school administrator. Be discreet but help us insure compliance with this most important policy. Policy violations could result in computer downtime and unbudgeted costs in restoring the computer to an operable level due to physical or software damage. All software copyright laws MUST be adhered to.
6. If users change any of the software properties, users should restore the computer to its original default configuration before shutting it down.
7. Do not load programs (personal, share-ware, public domain, or copyrighted) into the computer or upgrade existing programs in the computer(s) unless under the expressed authorization of personnel from the MGTC Information Technology (IT) Division. All requests for new software with legitimate business/instructional needs will be evaluated by the MGTC IT Division.

8. No computer or network device not owned and maintained by Middle Georgia Technical College shall be connected to the College's network without the express permission of the President or his designee.
9. Do not copy, add, delete, or modify licensed files and/or copyrighted materials from school computers or such materials accessed via the Internet (i.e., do not violate copyright laws). All users, including students, faculty, staff, contractors and volunteers agree to abide by all patent trademark, trade name, and copyright laws. MGTC prohibits the unauthorized copying or electronic transmission of copyrighted computer software, computer data, and software manuals. Such unauthorized duplication or installation is grounds for disciplinary action by MGTC and is subject to criminal prosecution under the federal computer Fraud and Abuse Act of 1986. According to the U.S. Copyright Statutes, illegal reproduction or installation of software can be subject to civil damages of \$50,000 or more and criminal penalties including fines and imprisonment.
10. Do not play computer games during class hours or formal lab periods. Do not use school computers to "chat" over the Internet. Do not access the Internet during class time except for class assignments as stipulated by the instructor. Use of the Internet is a privilege, not a right. Inappropriate use, including any violation of conditions of this policy, may result in cancellation of use privilege. MGTC reserves the right to determine appropriate and/or inappropriate use of school computers.
11. Do not use school computers to access "adult oriented" materials. Unwanted access includes personal files (written or graphic) that could be offensive in nature to fellow students or the instructor. Accessing inappropriate materials or information from the Internet at any time is prohibited. When in doubt, ask the instructor/supervisor before accessing the questionable Internet/Web site. Violation of this policy could result in disciplinary action being taken against offenders.
12. Do not repair or remove hardware from classrooms unless under the direct supervision of a faculty member or administrator.
13. Users shall be polite and professional in messages to others. Users shall use appropriate language. Profanities and vulgarities or any other inappropriate language is prohibited.

INTELLECTUAL PROPERTY

Intellectual property includes, but is not limited to, any copyrightable subject matter or materials, patentable inventions, online courses, computer software or materials that would normally be developed on a proprietary basis.

The College owns all rights to a copyrightable or patentable work created by the employee or student with the support of College resources unless addressed in a separate agreement.

A legally binding agreement must specify the named party or parties describing to whom the intellectual property belongs and the attribution ownership of the intellectual property to the general public.

College resources may include, but are not limited to, offices, computers, standard office equipment and supplies, libraries, labs, funds, and personnel.

The ownership of a copyright or patent resulting from the development of intellectual property and any rewards or recognition attributed to the copyright or patent will be determined according to the conditions described in the two sections below.

The employee or student retains ownership if all of the following criteria are met:

- The work is the result of individual initiative, not requested or required by the College;
- The work is not the result of a specific contract or assignment made as a result of employment or enrollment with the College;
- The work is outside the scope of the employee's job duties or course/program requirements; or
- The work is done without using equipment or resources provided by the College.

Ownership remains with the College if any of the above criteria are not met and/or if any one of the criteria below applies:

- The work is produced within the scope of the employee's job duties or course/program requirements;
- The work is the product of a specific contract or assignment made in the course of the employee's employment or student's enrollment with the College; or the development of the work involved facilities, time, and/or other resources of the College such as released time, grant funds, College personnel, salary supplement, leave with pay, equipment, or other materials or financial assistance.

When a question of ownership arises, the President must approve the development of the intellectual property by any employee or student of Middle Georgia Technical College.

When questions arise as to equities, rights, division of revenues, or any other intellectual property-related matter, they shall be referred to the President for consideration, interpretation of policy, and decision. Appeals within the College must be made in writing within sixty days of written notice of a final decision.

CODE OF DISCIPLINE

A student may be expelled or suspended from school for violation of rules of the Code of Conduct at Middle Georgia Technical College or for any other act of misconduct or insubordination. Expulsion is hereby defined to mean the denial to a student of the right to attend Middle Georgia Technical College for an indefinite period of time. Suspension is hereby defined to mean the denial to a student of the right to attend Middle Georgia Technical College for a period of definite time.

Students determined by their instructor to have committed academic dishonesty, as defined in the Code of Conduct, (after consultation and approval of the Vice President for Academic Affairs) will be suspended immediately with a grade of WF in the class involved. The appropriate grade of WP or WF will be assigned in any other classes in which the student is enrolled. Students suspended for academic dishonesty have the right to appeal.

In the event of academic dishonesty:

1. Instructors will submit to the Vice President for Academic Affairs evidence that cheating was attempted or accomplished.
2. Students who are suspended will be informed of their right to appeal in accordance with the appeals procedure contained in this catalog.
3. Following the appeal process, students will remain suspended if not reinstated.
4. Students terminated will forfeit all rights to fee reimbursements. Students will have the right to apply for admissions again after the suspension period and subject to all admissions and enrollment procedures in effect at the time.
5. Students reinstated upon appeal shall have their account credited for time lost from school during the appeal process.

In the event of violations other than academic dishonesty:

1. The President shall make or shall authorize an investigation and gather the facts.
2. Upon completing the investigation, the President or his designee shall advise the student of the charge and proposed suspension/expulsion. If the student admits the charges, no further hearing is required. If the student denies the charges, the President or his designee shall explain to the student the evidence known to the College authorities, and permit the student reasonable opportunity to state the facts. The President or his designee need not call witnesses either to sustain or oppose the charges, although the President or his designee may do so if desired.
3. Within 24 hours after suspension, the President or his designee shall send a letter to the student advising of the suspension and stating briefly the charges upon which suspension was based.
4. The President or his designee may suspend the student without affording student notice and hearing provided herein where the student is obviously intoxicated, under the influence of drugs, mentally deranged, or where the student's presence otherwise poses a continuing danger to persons or property or an on going threat of disrupting the academic process.
5. Students suspended or expelled from the College have the right to appeal

their termination in accordance with the College's appeals procedure.

DRUG-FREE POLICY

POLICY

The Federal Drug Free Schools and Communities Act Amendment of 1989 (Public Law 102-226) contains Section 22, Drug-Free Schools and Campuses. No student may engage in the unlawful possession, use or distribution of illicit drugs and alcohol on MGTC property or as part of any of its sponsored activities. Such unlawful activity may be considered sufficient grounds for serious punitive action including expulsion.

If a student is convicted (including a plea of *novo contendere*) of committing certain felony offenses involving any criminal drug and/or alcohol statute of any jurisdiction, regardless of whether the alleged violations occurred at the College or elsewhere, the student will be suspended immediately and denied state and/or federal financial aid funds from the date of conviction.

MGTC officials shall notify the appropriate state/federal funding agency within 10 days after receiving notice of the conviction from the student or otherwise after receiving actual notice of conviction.

Within 30 days of notification of conviction, the College shall with respect to any student so convicted:

1. Take additional appropriate action against such student up to and including expulsion as it deems necessary.
2. Provide such student with a description of any drug or alcohol counseling treatment, or rehabilitation or re-entry programs that are available for such purposes by a federal, state, or local health, law enforcement or other appropriate agency.

RESPONSIBILITY

MGTC administration is responsible for ensuring the development and implementation of a drug-free awareness program to inform students of the dangers of drug and alcohol abuses on the campus and elsewhere, any available drug and alcohol counseling, rehabilitation and assistance programs, and any penalties to be imposed upon students for drug and alcohol abuse violations occurring on campus.

ALCOHOL, DRUGS, AND NARCOTICS

The use, possession, or distribution of alcohol, narcotics, amphetamines, barbiturates, marijuana, hallucinogens, and any other dangerous or controlled drugs, not prescribed by a physician, is prohibited on College property or at College-sponsored events.

Title 20-1 of the Official Code of Georgia Annotated states that any student of a public educational institute 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 for which that

institute 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, quarter, 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, quarter, semester, or other similar period; and the educational institute shall subsequently revoke any such academic credit that is granted prior to the completion of administrative actions necessary to implement such suspension. Drug and/or alcohol counseling, treatment and rehabilitation programs are available in the local area include:

Houston Drug Action	(478) 953-5675
Governor's Hotline	800-338-6745
Peachbelt Community Mental Health Center Drug and Alcohol Rehabilitation Services	(478) 922-9126
Parkside Lodge of Dublin, GA	(478) 275-0353
Houston Medical Center	(478) 542-7777
VA Hospital Highway 80, Dublin, GA	(478) 272-1210
Psychiatric Health Services, Warner Robins, GA	(478) 923-3762
Alcohol Hotline	1-800-ALCOHOL (252-6465)
AL-Anon for Families of Alcoholics	800-334-2666
Narcotics Anonymous	818-780-3951
Nar-Anon for Families of Drug Users	213-547-5800
Cocaine Hotline	800-COCAINE (262-2463)
National Institute On Drug Abuse Prevention Branch	800-638-2045
NIDA Helpline	800-622-HELP
National Federation of Parents	800-544-KIDS
"JUST SAY NO" Hotline	800-258-2766
Dooly County Alcoholics Anonymous	229-273-9045

Pulaski County Alcoholics Anonymous	478-783-1149
Narcotics Anonymous	800-342-3487
National Secret Witness Hotline To Report Drug Activity	800-732-7463

If other help is needed, contact the Student Affairs division at 478-988-6850.

MGTC will impose sanctions on students who violate institutional rules by:

- a. Temporary or permanent dismissal; and/or
- b. Referral for prosecution.

Use of a drug as authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.

MAJOR OFFENSES/DISRUPTION

A student shall comply with all laws, rules and regulations, and directives governing the operation of Middle Georgia Technical College. It is the responsibility of the administration and staff to provide a facility and an atmosphere that is conducive to learning situations. Major offenses include:

- A. Assault – A person commits simple assault when they either (a) attempt to commit a violent injury to the person of another or (b) commit an act which places another in reasonable apprehension of immediately receiving a violent injury.
- B. Battery – A person commits simple battery when they either (a) intentionally make physical contact of any insulting or provoking nature with the person of another or (b) intentionally cause physical harm to another.
- C. Explosives – No student shall possess, furnish, sell, or use explosives of any kind on campus.
- D. Fire Safety – No student shall tamper with fire safety equipment. No student shall possess, sell, distribute, or use an incendiary device. No student shall set or cause to be set any unauthorized fire.
- E. Theft – No student shall take, attempt to take or keep in his or her possession items belonging to the institution or items belonging to students, faculty, staff, student groups, or visitors to the campus without proper authorization.
- F. Vandalism or Malicious Destruction of Property – A student shall not engage in destruction of or defacing of property belonging to the institution or property (including vehicles) of persons employed by the institution, in attendance at the institution, or visiting the institution.
- G. Other Illegal Behavior – Any and all conduct that constitutes an offense of state, national, or local laws.

SECURITY

The Security Department is responsible for ensuring the security and safety of all campus personnel and state property. All Students are encouraged to report suspicious persons and activities to Security personnel immediately. Security can be contacted by dialing 6993 on all campus office phones or direct at 396-9526. The Security office is located in A Building, Room A-106.

PERSONAL PROPERTY

Middle Georgia Technical College is not responsible for the loss or damage of personal property including vehicles or vehicle contents. Each person is responsible for securing their personal property while on campus. Privately owned vehicles should be kept locked when unattended on the campus grounds. Book bags, back packs, purses and all items of value should be kept in the student's immediate possession when outside the classrooms.

TRAFFIC/PARKING

The speed limit on the campus roads is 15mph and 5mph in the parking lots. Personnel must drive with care while on the grounds and obey all traffic signs. Seat belts are required to be worn at all times while operating a vehicle on campus.

Student parking decals are mandatory and may be obtained free of charge in the Admissions Office. The decal must be displayed on all student vehicles parked on campus either on the right rear bumper or right rear window. Adequate parking is available in all parking lots. Only persons designated to park in marked parking spaces may park in those spaces.

Privately owned vehicles are not allowed inside fenced area or near entrances to the buildings, or left unattended for an extended period of time without approval of the Security Department. Only those vehicles displaying valid handicap decals/license plates are permitted to park in Handicap Parking spots. Student parking is not permitted in visitors parking areas.

The Security Department must be notified when a privately owned vehicle is to be left overnight on campus or for extended periods. Middle Georgia Technical College does not assume liability for any vehicle on campus.

All persons operating a vehicle on campus must keep radio/tape/CD players at a level so as not to interfere or disrupt classes or violate Warner Robins City Ordinances. Vehicle muffler systems will not exceed legal noise levels.

Parking on the circle between buildings A and B is prohibited, except for the immediate loading or unloading of persons or large items.

If involved in an accident, notify Security personnel immediately (DIAL 396-9526). If an accident/incident requires further investigation, Security will notify the appropriate law enforcement agency.

SECURITY CAMERAS

For the protection of persons and property, security cameras are installed at various locations throughout the campus grounds. The cameras are used to detect activities that may require a Security Officer response and as a backup for documented evidence. They are not intended to infringe on the rights of individuals.

SEARCH AND SEIZURE

All personnel and personal property are subject to be searched based on reasonable suspicion that an illegal item has been brought on the campus grounds. This includes privately owned vehicles.

LOST AND FOUND

Articles found on campus should be turned in to the Security Department, Room A-106, where lost and found items will be maintained. To claim a lost item, the owner must properly identify the item in question. Items will be maintained for 60 days and then disposed of in accordance with the laws of the State of Georgia.

TRAFFIC FINES

Operators of illegally parked vehicles, vehicles not displaying a parking decal, vehicles operated in an unsafe manner, or for any other violation of the Middle Georgia Technical College traffic/parking rules are subject to a minimum traffic fine of \$10 per occurrence.

SEX OFFENDERS

Middle Georgia Technical College complies fully with the Campus Sex Crimes Prevention Act. Information regarding registered sex offenders may be obtained from the Houston County Sheriff's Department, (478) 543-2185.

WEAPONS

It is unlawful for any person to carry to or to possess or have such person's control while within a school safety zone or at a Technical College building, function, or property or on a bus or other transportation furnished by any Technical College any weapon or unlawful explosive compound (O.C.G.A. §16-11-127.1).

A "School safety zone" means in, on, or within 1,000 feet of the Technical College campus or of any public gathering by the Technical College.

"Weapon" includes any gun, any knife having a blade of two or more inches, any bludgeon-type weapon, any nun chahka, any throwing star, any stun gun or laser. This definition shall exclude any of these instruments used for classroom work authorized by an instructor. For a full list of prohibited weapons, see O.C.G.A. §16-11-127.1(a)(2)

"Public gathering" means and includes, but is not limited to, any function or event of or at any Technical College, its campus, satellites, buildings, vehicles or involving its

employees or students. Such buildings include any public-owned, leased or operated building which houses any governmental or educational function on or off campus.

Unless otherwise allowed by law, it is unlawful for an individual to bring to, possess, or have under such person's control, any explosive compound, firearm, or knife designed for the purpose of offense or defense while at a public gathering. (O.C.G.A. §16-11-127).

DRESS CODE

Students are expected to dress appropriately at all times. Dress requirements will vary in the classroom, laboratory and shop areas. Students enrolled in internships and clinical courses are required to dress appropriately according to the requirements of the work for which they are being trained. All clothing will be suitable for specific laboratory or industrial activities of the student's chosen occupation. Students should select clothing for school wear that does not disrupt the learning environment or create a safety hazard in meeting their performance requirements of their lab, shop, or class. Students will be required to conform to employer dress codes as may be required in cooperative or internship work sites. Students must conform to any uniform requirements as recommended by the individual program advisory committee and instructor. Instructors will be responsible for informing students of any special uniform requirements. Shoes must be worn at all times. Additionally, shoes in the trade and technical areas will cover the entire top of the foot. Refer to program orientation/syllabus by the instructor for specific dress code requirement.

Infractions of the dress code including, but not limited to, the following:

- a. Failure to wear attire appropriate for a mature learning environment.
Inappropriate attire includes, but is not limited to, the following: short skirts and/or dresses, tight shorts, swimsuits, tank or tube tops.
- b. Failure to dress completely (i.e., bare midriffs and bare feet).
- c. Failure to maintain personal hygiene, i.e., cleanliness of body and clothing.
- d. Failure to refrain from wearing emblems, insignia, badges, symbols or attire that contain inappropriate, lewd, or vulgar messages or that connote gang affiliation, where the effect thereof may be construed as offensive to a reasonable person or might otherwise cause disruption or interference with the orderly operations of the College.

ASSURANCES

APPEALS

Members of the general public, parents, students, faculty, or staff members who, after informally attempting to have concerns resolved, have the right to file a formal appeal. Appeals concerning the construction or administration of laws, policies, standards or procedures related to the operation of this institution shall follow the procedures outlined below. In the instance of academic appeals, absent extraordinary circumstances, the appeal must be filed, in writing, within one semester from the date the disputed grade was issued or other action complained of occurred. **The college will not consider appeals initiated more than one calendar year following the time that the dispute arose or the disputed grade was issued.*

Any Middle Georgia Technical College employee engaged in counseling or advising students concerning the appeals process will comply with the provisions contained in this policy. The appeals process is as follows:

Grade and Other Academic Appeals

- 1: Appeals shall be addressed in writing to the program chair in which the student is enrolled. If the subject of the complaint is within the purview of the program chair's responsibility, the complaint will be resolved in a timely manner, in writing, making a record of the complaint, the resolution and the process used to adjudicate the matter. A copy of the record will be furnished to the appropriate administrator.
- 2: If the subject of the complaint is judged to be outside the purview of the program chair's area of responsibility, the complaint will be forwarded to the administrator who has the authority to resolve the matter. The administrator will resolve the complaint, and document the resolution and the process used to adjudicate the matter. A copy of the record will be furnished to the Vice President for Academic Affairs.
- 3: Upon resolution of the complaint by the department head or appropriate administrator, if the student is not satisfied, the student may appeal the adjudication to the appropriate Academic Affairs Dean within three (3) working days.
- 4: If the student is not satisfied with the resolution, the student may appeal the adjudication to the Vice President for Academic Affairs. The appeal must be in writing and be filed within three (3) working days. The Vice President for Academic Affairs will resolve the complaint in a timely manner, in writing, making a record of the complaint, the resolution, and the process to adjudicate the matter. The decision of the Vice President for Academic Affairs shall be final.

Disciplinary Appeals

Appeals concerning the termination of a student from school for violation of rules or the Student Conduct Code of the Middle Georgia Technical College or for any other act of misconduct or insubordination shall follow the procedures outlined below:

1. Appeals shall be addressed in writing to the Vice President for Student Affairs. The appeal should be submitted within ten (10) calendar days of the date of the letter officially notifying the student of the termination. The appeal may

present additional information on the behalf of the terminated student and/or request an official hearing.

2. If a hearing is not requested, the Vice President for Student Affairs shall render a decision based on evidence furnished with the appeal within five (5) working days of the appeal. If a hearing is requested, it shall be conducted before a committee selected by the Vice President who shall render a decision at the hearing or within five (5) working days thereafter.
3. If the terminated student is dissatisfied with the decision, he/she may appeal the decision to the President. To appeal a decision to the President, the student shall submit a written request to the President of Middle Georgia Technical College distinctly outlining the reasons why the decision of the Vice President for Student Affairs is being contested. The appeal must be received by the Office of the President within three (3) working days of the letter notifying the student of the outcome of the appeal
4. The President shall review all requests for appeals and determine whether the appeal should be heard. If the appeal is to be heard, a hearing will be scheduled within ten (10) working days of the receipt of the appeal. The President may maintain a recorded or written transcript of any testimony presented in the appeal. The President will render a decision in writing within five (5) working days of the hearing. The decision of the President shall be final.

GENERAL STUDENT GRIEVANCES

It is the policy of Middle Georgia Technical College to maintain 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. This procedure does not address complaints related to the unlawful harassment, discrimination and/or retaliation for reporting harassment/discrimination against students. Those complaints are handled by the Unlawful Harassment and Discrimination of Students Procedure.

Typically, issues arising from the application of a policy/procedure to the student's specific case are 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 under this procedure are those issues which have a separate process for resolution such as disciplinary sanctions, FERPA, financial aid, academic grades and evaluations, and unlawful harassment or discrimination. Students must take advantage of the processes in place for those types of grievances.

A. **Informal Complaint Procedure:** Student complaints should be resolved on an informal basis without the filing of a formal grievance.

1. A student has 10 business days from the date of the incident being grieved to resolve their complaint 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 grievance, the student may proceed to the formal grievance procedure.

B. Formal Complaint Procedure: where a student cannot resolve their complaint informally, they may use the formal grievance procedure.

1. Within 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 (VPSA) with the following information:
 - a. Name,
 - b. Date,
 - c. Brief description of incident being grieved,
 - d. Remedy requested
 - e. Signed, and
 - f. Informal remedy attempted by student and outcome
2. If the grievance is against the VPSA, the student shall file the grievance in the Office of the President.
3. The VPSA, or his 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 guidelines for handling those types of issues.
5. If the grieved incident is closely related to an incident being processed through the disciplinary procedure, the disciplinary procedure will take precedence and the grievance will not be processed until after the disciplinary procedure has run its course.
6. The VPSA, or his designee, shall be granted an additional 15 business days to investigate the grievance upon notice to the grieving student.

C. Appeal of Staff Response: If a student is unsatisfied with the response from the VPSA, the student may appeal the decision to the President of the college.

1. A student shall file a written appeal to the President within 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 has provided all relevant documents with his appeal.
3. At the President of the college's sole discretion, grievance appeals at their institution may be held in one of the following two ways:
 - a. The President may review the information provided by the student and administration and make the final decision; or
 - b. The President may appoint a cross-functional committee comprised of 5 members, including one chair, to make the final decision.
 - c. The decision of either the President or the cross-functional committee shall be made within 10 business days of receipt by the President of the appeal.
4. Whichever process is chosen by the President, the decision of the grievance appeal is final.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The Americans with Disabilities Act (ADA) of 1990, as amended, and its implementing regulations provide that no qualified individual with a disability shall, on the basis of

the disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by a public entity. The Act and regulations also require an entity to “make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the public entity can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity.” Individuals with a disability, who may require assistance or accommodation in order to participate in or receive the benefit of a service, program, or activity, should contact the designated compliance officer appointed by the President of MGTC and so posted by official notice on the bulletin boards at 80 Cohen Walker Drive, Warner Robins, GA 31088.

TITLE IX COMPLIANCE

Middle Georgia Technical College complies with the rules and regulations concerning sex discrimination in education as set forth by the federal government under Title IX. A designated coordinator for Title IX purposes has been appointed. Any questions concerning Title IX should be directed to the designated compliance officer appointed by the President of MGTC and identified on official notices on the bulletin boards.

SECTION 504 COMPLIANCE

Middle Georgia Technical College complies with the rules and regulations concerning handicap discrimination in education as set by the federal government under Section 504 of the Rehabilitation Act of 1973. A designated point of contact for Section 504 has been appointed and is posted by official notice on the bulletin boards. Any questions should be directed to the point of contact.

DISABILITY ACCOMMODATION AND SERVICES TO THE DISADVANTAGED

Within a framework of personal guidance and evaluation, special services are offered to the student with a disability or to the disadvantaged student. These special services may include aiding students in setting realistic goals, developing individual programs of study, and providing referrals to various community agencies for additional assistance. Students may request services through the admissions office or through the Special Populations Coordinator to assist with accommodation for disability or academic or economic disadvantage.

UNLAWFUL HARASSMENT AND DISCRIMINATION OF STUDENTS

It is the policy of Middle Georgia Technical College that all students shall be provided an environment free of unlawful harassment, discrimination, retaliation, and intimidation. All students are expressly prohibited from engaging in any form of harassing, retaliating, discriminating, or intimidating behavior or conduct. Any student who has engaged in prohibited behavior or conduct will be subject to disciplinary action up to and including expulsion. 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. The College 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 student or employee who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including dismissal or expulsion. Any student who knowingly makes a false charge of harassment/discrimination or retaliation, or any student who is untruthful during an investigation is guilty of misconduct and may be subject to disciplinary action, up to and including, dismissal. This procedure shall uniformly apply to all College employees, students, and other persons conducting business with the College. This procedure applies to all interactions between staff and students, and between students, whether or not the interaction occurs during class, in a virtual environment, or on or off campus.

DEFINITIONS:

For purposes of this procedure, the words listed below are defined as follows:

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, sexual orientation, national origin, age, or disability. Harassment does one or more of the following:

1. Has the purpose or effect of creating an intimidating, hostile or offensive academic or work environment, or
2. Has the purpose or effect of unreasonably interfering with an individual's academic or work performance.

Examples of Unlawfully Harassing Conduct or Behavior (Other Than Sexual Harassment): 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 circulated in the work place. This is a representative list of harassing conduct or behavior and is not intended to be exhaustive.

Sexual Harassment (a form of unlawful harassment): Sexual harassment is defined as unwelcome sexual advances, unwelcome requests for sexual favors, and other

unwelcome verbal, written, electronic or physical conduct of a sexual nature when: Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education; Submission to, or rejection of, such conduct by an individual is used as the basis for education decisions affecting such individual; or, Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.

Examples of Sexually Harassing Conduct or Behavior: Sexually harassing conduct or behavior (regardless of the gender of the persons involved) includes:

Physical touching; sexual comments of a provocative or suggestive nature; suggestive looks or gestures; jokes, printed material or innuendoes intended for and directed to another employee or student; making acceptance of unwelcome sexual conduct, advances, or requests for sexual favors of any nature a condition for education, education decisions, or continued enrollment (pressure for sexual favors). This is a representative list of harassing conduct or behavior and is not intended to be exhaustive.

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, national origin, gender, sexual orientation, political affiliation, or handicap and disability. Discrimination in these forms is typically prohibited by one or more of the following:

Title IX of the Educational Amendments of 1972
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

Retaliation: Unfavorable action taken, unfavorable condition 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 who participates in an investigation.

Department: All Technical College System of Georgia and Middle Georgia Technical College work units.

Employees: Any individual employed in a full or part time capacity in any Department work unit.

Non-Employee: Any third party (e.g. volunteer, vendor, contractor, etc.) who conducts business with or on behalf of a Department work unit.

President: The President of the technical college where the accused violator is currently enrolled.

Human Resources Director: The person holding the position of Human Resources Director at the TCSG Central Office or that person's designee.

Local Investigator: The person at the technical college who is responsible for the

investigation of unlawful harassment/retaliation complaints.

Compliance Officer: The person designated by the Commissioner to conduct investigations.

Intimate parts of the Body: Intimate parts of the body mean the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female.

PROCEDURE

Instructors/administrators must take ongoing proactive steps to ensure their classrooms are free from any type of unlawful harassment.

Any employee, student, contractor or volunteer who has any questions concerning this procedure should direct those questions to the Executive Director, Legal Services at (404) 679-1605, Human Resources Director at (404) 327-6927, or the Deputy Commissioner at (404) 679-1706.

All students are encouraged to report events of unlawful harassment, discrimination, and/or unlawful retaliation against themselves or others. A student may attempt to resolve any issue arising under this policy informally.

- a. Allegations or suspicions of unlawful harassment or unlawful retaliation may be reported by the complainant to any college employee, the President of the technical college, Legal Services at (404)679-1605, the Commissioner's Office at (404)679-1601, the Deputy Commissioner's Office at (404)679-1706, or by email at UnlawfulHarassment@dtae.org.
- b. Such reports can initially be expressed in writing, by telephone, or in person; however, the report will ultimately be required to be in writing.
- c. After an allegation is made to a department employee that employee shall report the allegation to the President, or his designee, as soon as possible, not to exceed 48 hours.

Instructors/administrators who have reason to believe that unlawful harassment, discrimination, and/or retaliation may exist shall immediately inform their President or one of the persons listed above in (a). The reporting individual should keep the information confidential unless release is approved, or unless final action has been approved pursuant to this procedure. The President may suspend, transfer or reassign personnel or students involved, in order to prevent possible further harassment, discrimination, retaliation or to facilitate the investigation. In emergency situations of a severe nature a President or their designee may take appropriate actions to protect the complainant/alleged victim and/or to deter the alleged violator from any further harassment of the complainant/alleged victim. If the alleged harasser is an employee, the President shall report all actions of this nature and any subsequent change in status or assignment to the Human Resources Director. Unless otherwise authorized by the Commissioner in writing, no disciplinary action shall taken against the alleged violator until an investigation has been completed, a written report has been issued and action has been taken in accordance with this procedure. Any allegation of unlawful harassment, discrimination, or retaliation may be referred by the President to the Executive Director, Legal Services for investigation by the Compliance Officer. Investigations by the Compliance Officer may be done in conjunction with the local

investigator at the President's request. The Compliance Officer/local investigator shall notify the President of the complaint and the pending investigation, unless otherwise directed by the Commissioner.

All complaints of unlawful harassment, discrimination or unlawful retaliation shall be investigated thoroughly. If a complaint does not specify facts sufficient to allege unlawful harassment or retaliation as prohibited by this procedure, the local investigator may determine that the allegations shall not be investigated. This will be done with joint approval by the local investigator and President. In the case of an investigation being performed by the Compliance Officer this shall be done with joint approval of the Assistant Commissioner of Technical Education and the Executive Director, Legal Services. This decision will be made within 5 business days of receiving the complaint. Immediately following the decision, notice will be given to the complainant, and the complainant shall have the same rights of appeal as set forth in this procedure. Where a complaint is investigated, the investigation shall commence within 5 business days of receipt of the complaint. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses. All witnesses provided by the complainant will be interviewed. The process from initial complaint to completed investigation should take no longer than 60 days. If additional time is needed, the complainant will be informed. The local investigator/Compliance Officer who conducts the investigation will present facts in a written report to the President. Reports concerning the unlawful harassment, discrimination, or retaliation of students will be processed and handled confidentially to the extent permitted by law.

After reviewing the final report, the President shall make a recommendation, based on a preponderance of the evidence, as to whether the facts support a finding that unlawful harassment, discrimination, or unlawful retaliation has occurred. The President shall make this recommendation within 5 business days of receipt of the completed investigation. If the recommendation is that the facts do not support a finding of unlawful harassment, discrimination, or unlawful retaliation, and it is determined that no action should be taken, then the matter can be closed. If the recommendation is that the facts do support a finding of unlawful harassment, discrimination, unlawful retaliation, or a policy violation, appropriate sanctions will be recommended and taken pursuant to the applicable disciplinary procedure (either student or employee). The investigator will provide written notice to the complaining party and subject that the investigation is complete. Notice should be given within 5 business days, provided that if a disciplinary action is to be initiated, no parties will be notified until all disciplinary actions are served.

If the complainant wishes to appeal the recommendation by the president that the facts do not support a finding of unlawful harassment and/or discrimination, the complainant may do so in writing within 5 business days of receiving notice of the president's recommendation.

The complainant must send the appeal by regular mail, facsimile, or email to the following:

Executive Director, Legal Services
1800 Century Place NE, Suite 400
Atlanta, Georgia 30345-4304
(404) 679-1615 (facsimile)
UnlawfulHarassment@dtae.org

The Executive Director of Legal Services will convene a diverse committee of at least three persons to review the investigative file to determine whether there are sufficient facts to support a finding of unlawful harassment/retaliation/discrimination. If the facts do support a finding of unlawful harassment/retaliation/discrimination, appropriate sanctions will be taken pursuant to the applicable disciplinary procedure. If the facts do not support a finding of unlawful harassment/retaliation/discrimination, the matter will be closed. The Executive Director of Legal Services will provide written notice to the complaining party and subject of the investigation within 15 business days of the receipt of the appeal by the Executive Director of Legal Services.

HEALTH SERVICES

As a non-residential institution, Middle Georgia Technical College expects students to secure normal medical services through a personal care provider; however, in the event of serious injury or other medical emergencies, the nearest instructor or staff member will notify (if appropriate) 911, Security, an available administrator or a CPR/First Aid Certified MGTC employee. Professional emergency care, if needed, will be secured by the administration. The Institution refers serious accidents or illness to the nearest hospital or hospital of the student's choice for emergency care, notifying the student's disclosed emergency contact. Students understand that they or their families, not MGTC, are responsible for the cost of such emergency care including any necessary ambulance service.

ACCIDENTS

In the event of an injury or sickness, the following reporting procedures are to be followed:

1. Report injuries or sickness to the instructor or supervisor. Immediately gets first aid treatment for all injuries occurring on campus.
2. When reporting a serious injury or illness you should:
 - a. Call for help, get at least one other person to help you.
 - b. Dial 911
 - c. Give your name
 - d. Tell where the injured or sick person is located--Middle Georgia Technical College, 80 Cohen Walker Drive, building, floor, room number.
 - e. Call or get someone to call Security (DIAL 396-9526 on any MGTC office phone).

CAUTION: Anyone rendering assistance to an injured person on campus is required to follow the necessary precautions outlines in the Exposure Control Plan to protect against exposure to blood and airborne pathogens.

EMERGENCY FIRST AID PLAN

A. Minor First Aid Treatment

1. Assess the situation, if no apparent medical attention is needed give minor first aid.
2. It is always safe to have an injury checked by a physician.

B. Injury or Sudden Illness

1. In case of injury or sudden illness, call for help, get at least one other person to help you, call or have another person call for an ambulance (DIAL 911) and give the following information:
 - a. Injured or ill person is located at Middle Georgia Technical College, 80 Cohen Walker Drive, building, floor, room number.
 - b. Name and phone number of person placing call.
 - c. Call or have someone call Security (DIAL 396-9526 or 6993 on any

MGTC office phone).

2. Notify department head and Vice President for Academic Affairs.
3. Obtain employee's or student's hospital and physician preference. While help is being summoned, give immediate attention to the following first aid priorities:
 - a. **DO NOT MOVE THE PATIENT.**
 - b. Do not leave the individual alone.
 - c. Ensure that the victim has an open airway and give mouth-to-mouth or mouth-to-nose artificial respiration, if necessary.
 - d. Control severe bleeding by applying pressure.
 - e. Loosen constricting clothing.
 - f. Protect the victim from unnecessary manipulation and disturbance.
 - g. Avoid or overcome chilling by using blankets or covers, if available. If the victim is exposed to cold or dampness, place blankets or additional clothing over and under him/her.
 - h. Determine the injuries or cause for sudden illness. After immediate problems are under control:
 - 1) Find out exactly what happened. Information may be obtained from the victim or from persons who saw the accident, or saw the individual collapse in the case of sudden illness.
 - 2) Look for an emergency medical identification, such as a card or bracelet, which may provide a clue to the victim's condition.
 - 3) If the victim is unconscious and has no sign of external injury, and if the above methods fail to provide identity, try to obtain proper identification either from papers carried in the billfold or purse, or from bystanders, so that relatives can be notified. (It is advisable to have a witness when searching for identification).
 - 4) Above all, as a first aid person, you should know the limits of your capabilities and must make every effort to avoid injury to the victim in your attempt to provide the best possible emergency first aid care.

STUDENT ORGANIZATIONS AND ACTIVITIES

Association of Information Technology Professionals (AITP)

The Association of Information Technology Professionals (AITP) provides a mechanism for students of Middle Georgia Technical College to become members of an association affiliated with data processing professionals. The Middle Georgia Technical College Chapter of AITP is an organized club for computer students and those students involved in information processing. Students enrolled in a major field of study leading to entry in the field of information processing and a candidate for a degree program are eligible for membership.

Delta Epsilon Chi (DEX)

Delta Epsilon Chi is a national-level, professional organization. It is a business association geared towards students who are interested in marketing and management. The local chapter at Middle Georgia Technical College and the state associations are divisions of National DECA, Inc. Delta Epsilon Chi objectives are to foster competence, self-reliance, leadership, and an entrepreneurial spirit.

GOAL Program

The Georgia Occupational Award for Leadership (GOAL) is a recognition sponsored at the state level by the Technical College System of Georgia. The purpose of the program is to recognize excellence among students in Technical Education for academic and personal achievement and highlight the importance of developing well-trained, skilled professionals to meet the needs of workforce development in Georgia.

All full-time credit students who have completed one or more semesters at the time of nomination are eligible to compete in the GOAL Program. Instructors select and nominate students based on criteria set by the TCSG state office, including grades, work ethic, appearance, and attitude. After nominations are received, students are screened and selected by committees at the college level. The college winner then moves on to compete at the region level. All college winners from across the state attend the GOAL conference in Atlanta in May, where the top three from each of three regions, for a total of nine, interview for the state GOAL award. The state winner receives the GOAL medallion and a brand new automobile and serves as the ambassador for Technical Education in Georgia for one year.

National Technical Honor Society

The National Technical Honor Society is an educational organization established to honor excellence in workforce education. Membership, by invitation only, is the highest scholastic honor awarded for exceptional performance in this area of education. Candidates for NTHS must have a 3.8 GPA or higher, have completed half of their program of study, and receive a satisfactory work ethics recommendation by the nominating instructor or the program chair.

Phi Beta Lambda (PBL)

Phi Beta Lambda (PBL) is the post-secondary equivalent of Future Business Leaders of America (FLBA) and is the largest student leadership organization in the nation. The PBL club at MGTC is open to all students and focuses on community service, leadership, and professional development. As a member, students participate in club fundraisers and community service projects. Additionally, members have the opportunity to compete in region, state, and national competitions, which provide students the opportunity to travel across the state and nation. Membership dues are required once per year.

Student Leadership Council

The Student Leadership Council is an organization made up of representatives from occupational programs at MGTC. This organization provides a channel through which students may exhibit leadership, voice concerns and enhance communication among students, faculty, and staff.

Skills USA

This national organization serves trade, industrial, technical, and health occupations students. Working in partnership with industry, the activities that Skills USA promotes provide quality education experiences for students in leadership, teamwork, citizenship, and character development with emphasis in high ethical standards, superior work skills, life-long education, and pride in the dignity of work. Members can compete in state and national competitions.

Fundraising Activities

Each officially sanctioned student organization is eligible to receive funding assistance from student activity fees. To obtain this funding, each organization's officers must develop and present an annual budgetary plan to the Student Leadership Council. Written notification will be provided by the Student Leadership Council informing the organization of its funding levels for the upcoming year.

MGTC's policy regarding fund-raising activities requires the following;

1. All fund-raising activities must be approved by the President or his designee.
2. All funds collected must be reported and handled as directed by the Vice President for Administrative Services.
3. Funds will be designated and credited to each organization's account.
4. Officers of organizations may inspect their organization's account during business office hours with reasonable notice.
5. Evaluation of fund-raising procedures will be conducted periodically by the President in conjunction with the Vice President for Administrative Services.

Club Sports

The Club Sports Program at Middle Georgia Technical College provides an opportunity for students to participate in sports which include co-ed soccer, softball, volleyball, and cheerleading. The club sports program strives to provide leadership and athletic opportunity to all students. This program will enhance the collegiate experience by developing skills and knowledge of the sport.

National Junior College Athletic Association (NJCAA)

The MGTC Titans men and women's basketball teams are members of the National Junior College Athletic Association (NJCAA), Division III and will compete nationally. Middle Georgia Technical College is a member of Region 17. The National Junior College Athletic Association (NJCAA) is the governing body of intercollegiate athletics for two-year colleges. As such, its programs are designed to meet the unique needs of a diverse group of student-athletes who come from both traditional and non-traditional backgrounds and whose purpose in selecting a two-year college may be as varied as their experiences before attending college.

NJCAA Mission Statement

It is the mission of the NJCAA to foster a national program of athletic participation in an environment that supports equitable opportunities consistent with the educational objectives of member colleges.

FINANCIAL AID

Financial assistance is available to qualified students from a variety of federal, state, and local sources. Students at Middle Georgia Technical College can look to several areas for financial aid: Pell Grant, HOPE Grant, HOPE Scholarship, Workforce Investment Act, and local scholarships.

To be eligible for financial aid, a student must apply for admission and be accepted into an approved program of study and have a high school diploma or equivalent (GED) or pass an independently administered test to establish ability to benefit from the program of study.

Students must complete a Free Application for Federal Student Aid (FAFSA) each academic year to be considered for any financial assistance. The financial aid academic year begins Summer term. Students should apply for financial aid at least two to three months before their first semester.

ACADEMIC POLICIES FOR FINANCIAL AID

Federal and state regulations require MGTC to establish policies to measure whether students applying for financial aid are in good academic standing and making satisfactory progress toward completion of their program of study. A detailed description of the satisfactory academic progress policy is in the Academic Evaluation section of this catalog.

HOPE GRANT

The HOPE Grant is a State of Georgia financial aid program for Georgia residents, military personnel and/or dependents. To be eligible for this grant and receive 90% tuition based on the previous aid year tuition rate; applicants must apply and be enrolled in a diploma or certificate of credit program. The student must have a 3.0 GPA at 30 and 60 paid hours from all schools. Students who lose eligibility may regain the grant only once. For complete details, contact the Financial Aid Office.

HOPE SCHOLARSHIP

HOPE Scholarship is a Georgia financial aid program for students enrolled in a Degree Program. To be eligible for the freshman year (1st tier), a student must be a 1993 or later high school graduate with a minimum of a 3.0 cumulative grade point average (core curriculum subjects) in a college preparation curriculum or a minimum of a 3.2 cumulative grade point average (core curriculum subjects) in a vocational curriculum.

To be eligible for the sophomore (2nd tier), a student must have a cumulative grade point average of at least 3.0 at certain benchmarks and have graduated from high school or obtained a GED within the past 7 years. Postsecondary transcripts are required to receive the HOPE Scholarship.

The HOPE Scholarship will pay 90% tuition based on the previous aid year tuition rate.

FEDERAL PELL GRANT

Students who demonstrate financial need and are enrolled in an approved diploma or

degree program may be eligible for this grant if they have not previously received a bachelor's degree. The amount of the Federal Pell Grant ranges from approximately \$400 to \$5550 per academic year, depending on the level of federal funding, cost of education, enrollment status, and the student's Family Contribution Index taken from the Student Aid Report (SAR).

FEDERAL SUPPLEMENTARY EDUCATION OPPORTUNITY GRANT (FSEOG)

Students who demonstrate an extreme financial need may be eligible for FSEOG. Students must be receiving a Federal Pell Grant to be eligible. FSEOG is awarded on a first come basis until all funds are exhausted. Students are awarded \$100 per term.

FEDERAL DIRECT LOANS

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

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

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

VOCATIONAL REHABILITATION

The Division of Rehabilitation Services cooperates with Middle Georgia Technical College by providing financial assistance to students who have disabilities and who qualify for division services. Usually school expenses (tuition/ fees/books/etc.) are provided. For additional information contact the Vocational Rehabilitation Services Office in your home county.

VETERANS' BENEFITS

MGTC is approved for veteran training under U. S. Code 38. Veterans' benefits are available to qualified veterans and dependents of deceased or disabled veterans. Applicants should contact the Financial Aid Office for details. Postsecondary transcripts are required to receive VA benefits.

WORKFORCE INVESTMENT ACT (WIA)

The Workforce Investment Act (WIA) is a form of financial aid available to students who qualify based on federal income guidelines or by virtue of being a dislocated worker or long-term unemployed. The program provides funds for tuition, books, supplies, and a support allowance to those qualifying. Interested applicants should request an interview with the WIA staff to discuss eligibility.

SCHOLARSHIPS

Businesses, civic organizations, individuals, and educational projects provide funds for deserving students. These funds are usually provided for tuition, fees, books, supplies, and transportation. Interested students should request information on any scholarships available from the Foundation Office. Shown below is a list of scholarships that have been made available to students.

BB&T Phi Beta Lambda Scholarship
Cosmetology Department Scholarship
Danyel B. Allen Nursing Scholarship
Emile T. Fisher Foundation for Dental Education in Georgia
Firestone Scholarship
Flint Energies Foundation Scholarship
Kulistan Jamison Scholarships
Medical Assisting Scholarship
Middle Georgia Technical College Club Sports Scholarship
Middle Georgia Technical College Foundation Scholarships
Non-Traditional Student Association Scholarship
The Way Brothers Memorial Scholarship
The Way Family Hawkinsville Scholarship
Thin Blue Line Criminal Justice Scholarship
Thomas P. Hinman Dental Society Scholarship
VFW Scholarship
Warner Robins Chapter Delta Theta Sorority, Inc.
Warner Robins Rotary Club Scholarship

EDUCATIONAL EXPENSES

INTRODUCTION

Since Middle Georgia Technical College is a tax-supported institution, the cost of attendance is minimal. All fees are payable at registration for each term/course except as noted. **FEES ARE SUBJECT TO CHANGE AT BEGINNING OF ANY TERM OR COURSE.**

FEE CATEGORIES

Fees are categorized as: application fees, registration fees, tuition, activity fees, accident insurance fees, and instructional and technology support fees. All fees are set annually by the State Board of Technical and Adult Education. Fees may be paid by cash, check, deferment to financial aid, or approved credit card. **Checks should be made payable to Middle Georgia Technical College.** Failure to fulfill financial responsibilities will result in denial of registration, transcripts, diplomas, and other services.

APPLICATION FEE

Students applying for admission to any credit course must pay an application fee of \$15. The fee is a non-refundable one-time charge not applicable toward tuition.

REGISTRATION FEE

Students enrolling in any program for credit must pay a registration fee of \$39 per term. This is a non-refundable charge and does not apply toward tuition fees.

TUITION

The tuition fee is the students' share of instructional cost other than consumable supplies. Currently, full-time tuition is \$1,125 or prorated at \$75 per credit hour for most programs of study.

TUITION SCHEDULE

CREDIT HOURS	TUITION
1	\$75
2	150
3	225
4	300
5	375
6	450
7	525
8	600
9	675
10	750
11	825
12	900

13	975
14	1,050
15 Plus	1,125

NOTES:

1. Fees listed above are for Georgia residents and cover tuition for diploma and degree programs only. Certain Technical Certificates of Credit have non-standard tuition rates. Commercial Truck Driving tuition is billed at \$125 per credit hour. Contact the Admissions Office for tuition rates for any TCC programs.
2. Out-of-state residents pay two times the tuition. Foreign students pay four times the tuition required for Georgia residents; this applies to nonimmigrant aliens, those on 1-20 Foreign Student Visas, and foreign residents to include diplomatic, consular, mission, and other non-immigrant personnel. Foreign immigrants who are permanent residents shall pay the same tuition as citizens of Georgia.
3. The fee schedule does not include the fees which are not assessed on a per credit hour basis.

STUDENT ACTIVITY FEE

The student activity fee is \$40 per term for student activities and graduation fees.

INSTRUCTIONAL AND TECHNOLOGY SUPPORT FEE

The instructional and technology support fee is \$55 per term regardless of the number of hours a student is enrolled.

STUDENT ACCIDENT INSURANCE

All students are required to purchase accident insurance at registration. The cost of the coverage is based on the current policy premium. In case of an on-campus accident the student is responsible for any expenses not paid by this accident insurance. Accident insurance provides partial (supplementary) coverage for medical expenses related to on-campus accidents (accidental injury or death). Specifics of the accident insurance coverage can be obtained in the Business Office. Students filing claims against this policy will be required to follow instructions issued by the Vice President for Administrative Services.

LIABILITY INSURANCE

Students in certain programs must have professional and personal liability insurance coverage in the clinical education and training areas which are a required part of these programs. The fee for this insurance is based on the current policy premium and the student's program of study.

GRADUATION APPLICATION FEE

A \$35 graduation application fee is due at the time students submit their graduation application packet for diploma or associate of applied science degree programs.

MISCELLANEOUS EXPENSES:

Uniforms

Allied health students must purchase College-approved uniforms and equipment according to the regulations of the program.

Late Registration Fee

There will be an additional fee charged to all returning students who fail to complete the registration process during the designated registration period for each term. Students not clearing the Business Office on or before the last day of the prior term will be subject to a \$45 late fee.

Degree/Diploma/Certificate Replacement/Reprint Fee

There is a \$25 fee for replacement or reprint of these documents.

MGTC Student ID Card Replacement Fee

There is a \$5 replacement fee for creation of a replacement ID card.

Campus Bookstore

Textbooks, classroom supplies, clothing, and a variety of drinks and snacks can be purchased in the bookstore. You have fifteen days from the date of purchase to return textbooks and supplies. Textbooks must be in an unused condition for a full refund. Refunds are at the discretion of the Bookstore Manager. No refunds are given on selected items if they have been opened.

Special Supplies/Equipment

Some programs require special hand tools, parts, kits, and/or equipment. These are available for purchase in the bookstore, or from designated vendors.

REFUND POLICY

Students may receive a full refund of all tuition and fees provided they withdraw from classes prior to the first day of class or within the drop/add period (the first three days of the term). No refund is made for textbooks or supplies. There is no refund after the drop/add period.

Middle Georgia Technical College Catalog

Programs Of Study

TS23 Technical Studies Associate of Applied Science Offered at the Campuses

Program Entrance Term

Minimum Length of Program

Minimum Credit Hours for Graduation

Program Description: The Technical Studies Associate Degree program is designed to prepare students for employment in a variety of positions in today's business industry field. This program offers a sequence of courses that train students for careers in the business industry field with learning opportunities that develop higher level academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a continuation of technical studies, theory, and practical applications necessary for successful employment. Program graduates receive an Associate of Applied Science degree in Technical Studies and will be qualified for employment as technicians.

Admission Requirements

Completion of a Diploma program or Deans approval

Minimum Required Age

High School Diploma or GED Required

Minimum Test Scores:

Test:	<input checked="" type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:				79		
English:		35		62		
Mathematics:						
Algebra:				37		

Program Courses

Credits

General Education Core (Required minimum: 15 Semester hours)

Area I - Language Arts

ENGL 1101 - Composition and Rhetoric 3

Area II - Social/Behavioral Sciences 3

Area III - Natural Sciences/Mathematics

MATH 1111 – College Algebra 3

Area IV – Humanities/Fine Arts 3

General Education Core Elective 3

Block Transfer of Occupational Preparation Courses 45

AC13 Accounting

Associate of Applied Science

Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	5 Term(s)
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

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	ASSET	COMPASS	Not Required
Reading:		79	
English:	35	62	
Mathematics:			
Algebra:		37	

Program Courses

Credits

General Education Core (Required minimum: 15 Semester Credit Hours)

Area I - Language Arts/Communication

ENGL 1101 - Composition and Rhetoric 3

Area II - Social/Behavioral Sciences

Social/Behavioral Sciences Elective 3

Area III - Natural Sciences/Mathematics - Select 1

MATH 1100 - Quantitative Skills and Reasoning 3

MATH 1101 - Mathematical Modeling 3

MATH 1111 - College Algebra 3

Area IV - Humanities/Fine Arts

Humanities/Fine Arts Elective 3

Program-Specific Requirements

General Core Elective 3

Occupational Courses

ACCT 1100 - Financial Accounting I 4

BUSN 1440 - Document Production	4
COMP 1000 - Introduction to Computers	3
ACCT 1105 - Financial Accounting II	4
Accounting Elective 3 hrs	3
ACCT 1110 - Managerial Accounting	3
ACCT 1115 - Computerized Accounting	3
ACCT 1120 - Spreadsheet Applications	4
Specific Occupational-Guided Elective 3 hrs	3
ACCT 1125 - Individual Tax Accounting	3
Elective 3 hrs	3
Specific Occupational-Guided Elective 3 hrs	3
ACCT 1130 - Payroll Accounting	3
Accounting Electives 6 hrs.	6

AC12 Accounting Diploma

Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	4 Term(s)
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

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:				70		
English:		37		32		
Mathematics:				26		
Algebra:						

Program Courses

Credits

Basic Skills Courses

ENGL 1010 - Fundamentals of English I 3

Select one of the following Social/Behavioral Science courses - 2 credits

EMPL 1000 - Interpersonal Relations and Professional Development 2

PSYC 1010 - Basic Psychology 3

Select one of the following Math Courses - 3 credits

MATH 1011 - Business Math 3

MATH 1012 - Foundations of Mathematics 3

Occupational Courses

ACCT 1100 - Financial Accounting I 4

BUSN 1440 - Document Production 4

COMP 1000 - Introduction to Computers 3

ACCT 1105 - Financial Accounting II 4

Accounting Elective 3

ACCT 1115 - Computerized Accounting 3

ACCT 1120 - Spreadsheet Applications 4

Specific Occupational-Guided Elective	3
ACCT 1125 - Individual Tax Accounting	3
ACCT 1130 - Payroll Accounting	3

PA61 Payroll Accounting Specialist Technical Certificate of Credit

Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	2 Term(s)
Minimum Credit Hours for Graduation	17

Program Description: The Payroll Accounting Specialist technical certificate provides entry-level skills into payroll accounting. Topics include: principles of accounting, computerized accounting, principles of payroll accounting, mathematics and basic computer use.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	ASSET	COMPASS	Not Required
Reading:		70	
English:	35	32	
Mathematics:		26	
Algebra:			

Program Courses

Credits

ACCT 1100 - Financial Accounting I	4
COMP 1000 - Introduction to Computers	3
ACCT 1105 - Financial Accounting II	4
ACCT 1115 - Computerized Accounting	3
ACCT 1130 - Payroll Accounting	3

CAY1 Computerized Accounting Specialist Technical Certificate of Credit Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	2 Term(s)
Minimum Credit Hours for Graduation	21

Program Description: The Computerized Accounting Specialist technical certificate 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

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	ASSET	COMPASS	Not Required
Reading:		70	
English:	35	32	
Mathematics:		26	
Algebra:			

Program Courses

	<u>Credits</u>
ACCT 1100 - Financial Accounting I	4
ACCT 1120 - Spreadsheet Applications	4
COMP 1000 - Introduction to Computers	3
ACCT 1105 - Financial Accounting II	4
ACCT 1115 - Computerized Accounting	3
Elective -- 3 hrs	3

TPS1 Tax Preparation Specialist Technical Certificate of Credit

Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	2 Term(s)
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

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:				70		
English:		35		32		
Mathematics:				26		
Algebra:						

Program Courses

<u>Program Courses</u>	<u>Credits</u>
COMP 1000 - Introduction to Computers	3
ACCT 1100 - Financial Accounting I	4
ACCT 1125 - Individual Tax Accounting	3
Select One Accounting Elective -- 3 hrs	3
ACCT 2120 - Business Tax Accounting	3

OA31 Office Accounting Specialist Technical Certificate of Credit

Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	2 Term(s)
Minimum Credit Hours for Graduation	14

Program Description: The Office Accounting Specialist technical certificate provides entry-level office accounting skills. Topics include principles of accounting, computerized accounting and basic computer skills.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:				70		
English:		35		32		
Mathematics:				26		
Algebra:						

Program Courses

Credits

ACCT 1100 - Financial Accounting I	4
COMP 1000 - Introduction to Computers	3
ACCT 1105 - Financial Accounting II	4
ACCT 1115 - Computerized Accounting	3

AAA1 Auditing and Assurances Specialist Technical Certificate of Credit

Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	2 Term(s)
Minimum Credit Hours for Graduation	18

Program Description: The Auditing and Assurances Specialist certificate program is intended to produce graduates who are prepared for employment as accounting auditing assistants. Graduates are to be competent in the technical areas of auditing and business law and ethics, taxation, personal services and merchandising business accounting, account classification and subsidiary record accounting, corporate accounting, cost accounting, and budgeting.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input checked="" type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:		38		70		
English:		35		32		
Mathematics:		35		26		
Algebra:						

Program Courses

	<u>Credits</u>
ACCT 1125 - Individual Tax Accounting	3
ACCT 1130 - Payroll Accounting	3
ACCT 2150 - Principles of Auditing	3
ACCT 1110 - Managerial Accounting	3
ACCT 2120 - Business Tax Accounting	3
ACCT 2140 - Legal Environment of Business	3

Programs Of Study

Air Conditioning Technology

ACT2 Air Conditioning Technology

Diploma

Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	3 Term(s)
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 air conditioning industry. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of air conditioning theory and practical application necessary for successful employment. Program graduates receive an Air Conditioning Technology diploma and have the qualification of an air conditioning technician.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:				70		
English:		37		32		
Mathematics:				26		
Algebra:						

Program Courses

Credits

Basic Skills Courses	
MATH 1012 - Foundations of Mathematics	3
ENGL 1010 - Fundamentals of English I	3
EMPL 1000 - Interpersonal Relations and Professional Development	2
Occupational Courses	
AIRC 1005 - Refrigeration Fundamentals	4
AIRC 1010 - Refrigeration Principles and Practices	4
AIRC 1020 - Refrigeration Systems Components	4
AIRC 1030 - HVACR Electrical Fundamentals	4
AIRC 1040 - HVACR Electrical Motors	4
AIRC 1050 - HVACR Electrical Components and Controls	4

AIRC 1060 - Air Conditioning Systems Application and Installation	4
AIRC 1070 - Gas Heat	4
AIRC 1080 - Heat Pumps and Related Systems	4
AIRC 1090 - Troubleshooting Air Conditioning Systems	4
COMP 1000 - Introduction to Computers	3

ACK1 Air Conditioning Electrical Technician Technical Certificate of Credit Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	1 Term(s)
Minimum Credit Hours for Graduation	12

Program Description: The Air Conditioning Electrical Technician program prepares students in the air conditioning area of study to acquire competencies in electricity related to installation, service, and maintenance of electrical systems.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	No

Minimum Test Scores:

Test:	<input type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:				70		
English:		35		32		
Mathematics:				26		
Algebra:						

Program Courses

Credits

AIRC 1030 - HVACR Electrical Fundamentals	4
AIRC 1040 - HVACR Electrical Motors	4
AIRC 1050 - HVACR Electrical Components and Controls	4

AZ31 Air Conditioning Technician Assistant Technical Certificate of Credit Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	1 Term(s)
Minimum Credit Hours for Graduation	12

Program Description: The Refrigeration Technician Assistant TCC is a series of courses that prepares students to hold positions as refrigeration technician assistants.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	No

Minimum Test Scores:

Test:	<input type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:				70		
English:		35		32		
Mathematics:				26		
Algebra:						

Program Courses

Credits

AIRC 1005 - Refrigeration Fundamentals	4
AIRC 1010 - Refrigeration Principles and Practices	4
AIRC 1020 - Refrigeration Systems Components	4

RA21 Residential Air Conditioning Technician Technical Certificate of Credit Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	1 Term(s)
Minimum Credit Hours for Graduation	16

Program Description: The Residential Air Conditioning Technician TCC is a series of courses designed to prepare students for entry level positions in the maintenance and repair of residential air conditioning systems.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	No

Minimum Test Scores:

	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Test:	ASSET	COMPASS	Not Required
Reading:		70	
English:	35	32	
Mathematics:		26	
Algebra:			

Program Courses

	<u>Credits</u>
AIRC 1005 - Refrigeration Fundamentals	4
AIRC 1020 - Refrigeration Systems Components	4
AIRC 1060 - Air Conditioning Systems Application and Installation	4
AIRC 1090 - Troubleshooting Air Conditioning Systems	4

Programs Of Study

Aircraft Structural Technology

AST2 Aircraft Structural Technology Diploma

Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	3 Term(s)
Minimum Credit Hours for Graduation	49

Program Description: The aircraft structural technology program is a sequence of courses that prepares students for careers in aircraft structures manufacture and repair. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of aircraft structural theory and practical application necessary for successful employment. Program graduates receive an Aircraft Structural Technology diploma and are qualified as aircraft structural specialists.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input checked="" type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:		38		70		
English:		37		32		
Mathematics:		35		26		
Algebra:						

Program Courses

Credits

Basic Skills Core

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

Occupational Courses

COMP 1000 - Introduction to Computers	3
ASTT 1010 - Basic Blueprint Reading	4
ASTT 1030 - Structural Fundamentals	3
ASTT 1020 - Aircraft Blueprint Reading	3
ASTT 1040 - Structural Layout and Fabrication	5

ASTT 1050 - Aerospace Quality Management	3
ASTT 1070 - Aerodynamics	2
ASTT 1100 - Sealants	2
ASTT 1090 - Composites and Bonded Structures	4
ASTT 1110 - Corrosion Control	5
ASTT 1120 - Aircraft Metallurgy	4
ASTT 1180 - Aircraft Technical Publications	3

AAS4 Advanced Aircraft Sheet Metal Diploma

Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	5 Term(s)
Minimum Credit Hours for Graduation	67

Program Description: The Advanced Aircraft Sheet Metal program is a sequence of courses that prepares students for careers in aircraft structures manufacture and repair. Students must first complete the Aircraft Structural Technology diploma program before enrolling in this advanced diploma program. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of aircraft structural theory and practical application necessary for successful employment. Program graduates receive a diploma and are qualified as aircraft structural specialists.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	ASSET	COMPASS	Not Required
Reading:	38	70	
English:	37	32	
Mathematics:	35	26	
Algebra:			

Program Courses

Credits

Basic Skills Core

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

Occupational Courses

ASTT 1010 - Basic Blueprint Reading	4
ASTT 1030 - Structural Fundamentals	3
COMP 1000 - Introduction to Computers	3
ASTT 1020 - Aircraft Blueprint Reading	3
ASTT 1040 - Structural Layout and Fabrication	5
ASTT 1050 - Aerospace Quality Management	3
ASTT 1070 - Aerodynamics	2
ASTT 1100 - Sealants	2

ASTT 1090 - Composites and Bonded Structures	4
ASTT 1110 - Corrosion Control	5
ASTT 1120 - Aircraft Metallurgy	4
ASTT 1180 - Aircraft Technical Publications	3
ASTT 1510 - Quality Standards	3
ASTT 1520 - Structural Repair and Modifications I	7
ASTT 1620 - Structural Repair and Modifications II	4
DFTG 1101 - CAD Fundamentals	4

AA61 Aircraft Assembly Technician Technical Certificate of Credit Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	1 Term(s)
Minimum Credit Hours for Graduation	9

Program Description: The Aircraft Assembly Technician certificate program will provide technical training to existing industry and individuals interested in obtaining aircraft structural assembly skills. This program will provide a minimum of training for job market entry and/or upgrading for existing industry personnel and could lead to continued training for a diploma. This program results from industry requesting new personnel with the skills addressed in the aircraft structural courses included in this program.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	ASSET	COMPASS	Not Required
Reading:	38	70	
English:	35	32	
Mathematics:	35	26	
Algebra:			

Program Courses

Credits

ASTT 1010 - Basic Blueprint Reading	4
ASTT 1030 - Structural Fundamentals	3

Programs Of Study

Automotive Technology

AF12 Automotive Fundamentals Diploma

Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	3 Term(s)
Minimum Credit Hours for Graduation	43

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 application necessary for successful employment. Program graduates receive an Auto Fundamentals diploma that qualifies them as entry-level technicians.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input checked="" type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:		38		70		
English:		37		32		
Mathematics:		35		26		
Algebra:						

Program Courses

Credits

Basic Skills Core

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

Occupational Courses

AUTT 1010 - Automotive Technology Introduction	2
AUTT 1020 - Automotive Electrical Systems	7
AUTT 1030 - Automotive Brake Systems	4
AUTT 1040 - Automotive Engine Performance	7
AUTT 1050 - Automotive Suspension and Steering Systems	4
AUTT 1060 - Automotive Climate Control Systems	5

COMP 1000 - Introduction to Computers	3
Choose One of the Following	
AUTT 1070 - Automotive Technology Internship	4
WELD 1000 - Introduction to Welding Technology	3
AUTT 2100 - Automotive Alternative Fuel Vehicles	4

AH21 Automotive Climate Control Technician Technical Certificate of Credit Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	2 Term(s)
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

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input checked="" type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:		38		70		
English:		35		32		
Mathematics:		35		26		
Algebra:						

Program Courses

	<u>Credits</u>
AUTT 1010 - Automotive Technology Introduction	2
AUTT 1020 - Automotive Electrical Systems	7
AUTT 1060 - Automotive Climate Control Systems	5

AE41 Auto Electrical/Electronic Systems Technician Technical Certificate of Credit Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	1 Term(s)
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

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input checked="" type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:		38		70		
English:		35		32		
Mathematics:		35		26		
Algebra:						

Program Courses

	<u>Credits</u>
AUTT 1010 - Automotive Technology Introduction	2
AUTT 1020 - Automotive Electrical Systems	7

ASG1 Automotive Chassis Technician Specialist Technical Certificate of Credit Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	2 Term(s)
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

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	ASSET	COMPASS	Not Required
Reading:	38	70	
English:	35	32	
Mathematics:	35	26	
Algebra:			

Program Courses

	<u>Credits</u>
AUTT 1010 - Automotive Technology Introduction	2
AUTT 1020 - Automotive Electrical Systems	7
AUTT 1030 - Automotive Brake Systems	4
AUTT 1050 - Automotive Suspension and Steering Systems	4

AE51 Automotive Engine Performance Technician Technical Certificate of Credit Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	2 Term(s)
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/electronics diagnosis, and diagnosis and service of fuel, ignition, emission and electronic engine controls.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input checked="" type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:		38		70		
English:		35		32		
Mathematics:		35		26		
Algebra:						

Program Courses

<u>Program Courses</u>	<u>Credits</u>
AUTT 1010 - Automotive Technology Introduction	2
AUTT 1020 - Automotive Electrical Systems	7
AUTT 1040 - Automotive Engine Performance	7

Programs Of Study

Aviation Maintenance Technology

AM43 Aviation Maintenance Technology

Associate of Applied Science

Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	6 Term(s)
Minimum Credit Hours for Graduation	102

Program Description: The Aviation Maintenance Technology degree program is intended to provide students with an introduction to the occupational area of aviation maintenance as currently understood and practiced by Federal Aviation Administration (FAA) mechanic certificate holders with airframe and/or power plant ratings. In addition, the combined power plant and airframe curriculum is designed to provide students with the technical knowledge and skills required to diagnose problems and repair aircraft power plants, both reciprocating and turbine, their systems and components; and airframes, both metal and wood, their systems and components. Satisfactory completion of all program courses entitles students to participate in FAA power plant and airframe examinations and certification processes.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input checked="" type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:		41		79		
English:		35		62		
Mathematics:						
Algebra:		38		37		

Program Courses

Credits

General Education Core (Required minimum: 15 Semester Credit Hours)

Area I - Language Arts/Communication

ENGL 1101 - Composition and Rhetoric 3

Area II - Social/Behavioral Sciences

Social/Behavioral Sciences Elective 3

Area III - Natural Sciences/Mathematics - Select 1

MATH 1100 - Quantitative Skills and Reasoning 3

MATH 1101 - Mathematical Modeling 3

MATH 1111 - College Algebra 3

Area IV - Humanities/Fine Arts	
Humanities/Fine Arts Elective	3
Program-Specific Requirements	
General Core Elective	3
Occupational Courses	
AVMT 1000 - Aviation Mathematics	2
AVMT 1010 - Aircraft Maintenance Regulations	2
AVMT 1020 - Aircraft Applied Sciences I	5
AVMT 1025 - Aircraft Applied Sciences II	4
AVMT 1030 - Aircraft Electricity and Electronics	5
AVMT 1210 - Aviation Physics	2
AVMT 2010 - Aircraft Airframe Structures	2
AVMT 2020 - Airframe Sheet Metal and Non-Metallic Structures	5
AVMT 2030 - Airframe Welding	1
AVMT 2040 - Airframe Assembly and Rigging	2
AVMT 2060 - Aircraft Hydraulic and Pneumatic Systems	2
AVMT 2070 - Aircraft Landing Gear Systems	3
AVMT 2095 - Aircraft Communication and Navigation Systems	2
AVMT 2080 - Aircraft Environmental Control Systems	3
AVMT 2085 - Aircraft Fuel and Instrument Systems	3
AVMT 2090 - Aircraft Electrical Systems	4
AVMT 2210 - Reciprocating Engine Powerplants I	3
AVMT 2050 - Airframe Inspection	4
AVMT 2220 - Reciprocating Engine Powerplants II	5
AVMT 2230 - Gas Turbine Powerplants I	3
AVMT 2240 - Gas Turbine Powerplants II	3
AVMT 2260 - Aircraft Engine Fuel and Fuel Metering Systems	5
AVMT 2270 - Powerplant Instruments, Fire Protection and Electrical Systems	3
AVMT 2275 - Powerplant Ignition and Starting Systems	4
AVMT 2280 - Aircraft Powerplant Accessory Systems	3
AVMT 2285 - Aircraft Propeller Systems	3
AVMT 2250 - Aircraft Engine Inspection	1
COMP 1000 - Introduction to Computers	3

AM34 Aviation Maintenance Technology Diploma

Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	6 Term(s)
Minimum Credit Hours for Graduation	95

Program Description: The Aviation Maintenance Technology diploma program is intended to provide students with an introduction to the occupational area of aviation maintenance as currently understood and practiced by Federal Aviation Administration (FAA) mechanic certificate holders with airframe and/or power plant ratings. In addition, the combined power plant and airframe curriculum is designed to provide students with the technical knowledge and skills required to diagnose problems and repair aircraft power plants, both reciprocating and turbine, their systems and components; and airframes, both metal and wood, their systems and components. Satisfactory completion of all program courses entitles students to participate in FAA power plant and airframe examinations and certification processes.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input checked="" type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:		38		70		
English:		37		32		
Mathematics:		39		26		
Algebra:		37		28		

Program Courses

Credits

Basic Skills Core

EMPL 1000 - Interpersonal Relations and Professional Development	2
ENGL 1010 - Fundamentals of English I	3
MATH 1013 - Algebraic Concepts	3

Occupational Courses

AVMT 1000 - Aviation Mathematics	2
AVMT 1010 - Aircraft Maintenance Regulations	2
AVMT 1020 - Aircraft Applied Sciences I	5
AVMT 1025 - Aircraft Applied Sciences II	4
AVMT 1030 - Aircraft Electricity and Electronics	5
AVMT 1210 - Aviation Physics	2
AVMT 2010 - Aircraft Airframe Structures	2
AVMT 2020 - Airframe Sheet Metal and Non-Metallic Structures	5

AVMT 2030 - Airframe Welding	1
AVMT 2040 - Airframe Assembly and Rigging	2
AVMT 2060 - Aircraft Hydraulic and Pneumatic Systems	2
AVMT 2070 - Aircraft Landing Gear Systems	3
AVMT 2095 - Aircraft Communication and Navigation Systems	2
AVMT 2080 - Aircraft Environmental Control Systems	3
AVMT 2085 - Aircraft Fuel and Instrument Systems	3
AVMT 2090 - Aircraft Electrical Systems	4
AVMT 2210 - Reciprocating Engine Powerplants I	3
AVMT 2050 - Airframe Inspection	4
AVMT 2220 - Reciprocating Engine Powerplants II	5
AVMT 2230 - Gas Turbine Powerplants I	3
AVMT 2240 - Gas Turbine Powerplants II	3
AVMT 2260 - Aircraft Engine Fuel and Fuel Metering Systems	5
AVMT 2270 - Powerplant Instruments, Fire Protection and Electrical Systems	3
AVMT 2275 - Powerplant Ignition and Starting Systems	4
AVMT 2280 - Aircraft Powerplant Accessory Systems	3
AVMT 2285 - Aircraft Propeller Systems	3
AVMT 2250 - Aircraft Engine Inspection	1
COMP 1000 - Introduction to Computers	3

AM24 Aviation Maintenance Technician Technical Certificate of Credit Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	6 Term(s)
Minimum Credit Hours for Graduation	84

Program Description: The Aviation Maintenance Technician program courses prepare students for employment in the field of aviation maintenance. The program emphasizes a combination of aircraft maintenance theory and aircraft maintenance application. This program meets the academic requirements for the FAA Airframe and Powerplant certificate.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input checked="" type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:		38		70		
English:		35		32		
Mathematics:		39		26		
Algebra:		37		28		

Program Courses

Credits

Occupational Courses

AVMT 1000 - Aviation Mathematics	2
AVMT 1010 - Aircraft Maintenance Regulations	2
AVMT 1020 - Aircraft Applied Sciences I	5
AVMT 1025 - Aircraft Applied Sciences II	4
AVMT 1030 - Aircraft Electricity and Electronics	5
AVMT 1210 - Aviation Physics	2
AVMT 2010 - Aircraft Airframe Structures	2
AVMT 2020 - Airframe Sheet Metal and Non-Metallic Structures	5
AVMT 2030 - Airframe Welding	1
AVMT 2040 - Airframe Assembly and Rigging	2
AVMT 2060 - Aircraft Hydraulic and Pneumatic Systems	2
AVMT 2070 - Aircraft Landing Gear Systems	3
AVMT 2095 - Aircraft Communication and Navigation Systems	2
AVMT 2080 - Aircraft Environmental Control Systems	3
AVMT 2085 - Aircraft Fuel and Instrument Systems	3

AVMT 2090 - Aircraft Electrical Systems	4
AVMT 2210 - Reciprocating Engine Powerplants I	3
AVMT 2050 - Airframe Inspection	4
AVMT 2220 - Reciprocating Engine Powerplants II	5
AVMT 2230 - Gas Turbine Powerplants I	3
AVMT 2240 - Gas Turbine Powerplants II	3
AVMT 2260 - Aircraft Engine Fuel and Fuel Metering Systems	5
AVMT 2270 - Powerplant Instruments, Fire Protection and Electrical Systems	3
AVMT 2275 - Powerplant Ignition and Starting Systems	4
AVMT 2280 - Aircraft Powerplant Accessory Systems	3
AVMT 2285 - Aircraft Propeller Systems	3
AVMT 2250 - Aircraft Engine Inspection	1

Programs Of Study

Barbering

BA12 Barbering Diploma Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	4 Term(s)
Minimum Credit Hours for Graduation	52

Program Description: The Barbering program is a sequence of courses that prepares students for careers in the field of barbering. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in safety, sanitation, hair treatments and manipulations, haircutting techniques, shaving, skin care, reception, sales, and management. The curriculum meets state licensing requirements of the Georgia State Board of Barbering. The program graduate receives a Barbering diploma and is employable as a barber, salon/shop manager, or a salon/shop owner.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input checked="" type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:		33		70		
English:		37		32		
Mathematics:		31		26		
Algebra:						

Program Courses

Credits

Basic Skills Courses

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

Occupational Courses

BARB 1000 - Introduction to Barber/Styling Implements	3
BARB 1010 - Science: Sterilization, Sanitation, and Bacteriology	3
BARB 1020 - Introduction to Haircutting and Shampooing	5
BARB 1030 - Haircutting/Basic Styling	3
BARB 1040 - Shaving	2

BARB 1050 - Science: Anatomy and Physiology	3
BARB 1060 - Introduction to Color Theory/Color Application	3
BARB 1070 - Chemical Restructuring of Hair	5
BARB 1080 - Advanced Haircutting/Styling	5
BARB 1090 - Structures of Skin, Scalp, Hair and Facial Treatments	3
BARB 1100 - Barber/Styling Practicum and Internship	3
BARB 1110 - Shop Management/Ownership	3
COMP 1000 - Introduction to Computers	3

Programs Of Study

Business and Office Technology

BA23 Business Administrative Technology

Associate of Applied Science

Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	5 Term(s)
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, which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program emphasizes the use of word processing, spreadsheet, and presentation applications software. Students are also introduced to accounting fundamentals, electronic communications, internet research, and electronic file management. The program includes instruction in effective communication skills and terminology that encompasses office management and executive assistant qualification and technology innovations for the office. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of administrative technology. Graduates of the program receive a Business Administrative Technology, Associate of Applied Science degree.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		79	
English:	35	62	
Mathematics:			
Algebra:		37	

Program Courses

Credits

General Education Core (Required minimum: 15 Semester Credit Hours)

Area I - Language Arts/Communication

ENGL 1101 - Composition and Rhetoric 3

Area II - Social/Behavioral Sciences

Social/Behavioral Sciences Elective 3

Area III - Natural Sciences/Mathematics - Select 1

MATH 1100 - Quantitative Skills and Reasoning	3
MATH 1101 - Mathematical Modeling	3
MATH 1111 - College Algebra	3
Area IV - Humanities/Fine Arts	
Humanities/Fine Arts Elective	3
Program-Specific Requirements	
General Core Elective	3
Occupational Courses	
COMP 1000 - Introduction to Computers	3
BUSN 1400 - Word Processing Applications	4
BUSN 1430 - Desktop Publishing and Presentation Applications	4
BUSN 1440 - Document Production	4
BUSN 1190 - Digital Technologies in Business	2
BUSN 1240 - Office Procedures	3
BUSN 1410 - Spreadsheet Concepts and Applications	4
BUSN 1420 - Database Applications	4
BUSN 2160 - Electronic Mail Applications	2
BUSN 2210 - Applied Office Procedures	3
BUSN 2190 - Business Document Proofreading and Editing	3
MGMT 1100 - Principles of Management	3
Select ONE of the following	
ACCT 1100 - Financial Accounting I	4
BUSN 2200 - Office Accounting	4
Specific Occupational Guided Electives -- 6 hrs	
BUSN 1100 - Introduction to Keyboarding	3
MGMT 1125 - Business Ethics	3
MGMT 2215 - Team Project	3
BUSN 1200 - Machine Transcription	2
BUSN 1300 - Introduction to Business	3
BUSN 2240 - Business Administrative Assistant Internship I	4
BUSN 2250 - Business Administrative Assistant Internship II	6
BUSN 1180 - Computer Graphics and Design	3
BUSN 1220 - Telephone Training	2
BUSN 1230 - Legal Terminology	3
BUSN 1250 - Records Management	3
BUSN 1310 - Introduction to Business Culture	3
BUSN 1320 - Business Interaction Skills	3
BUSN 1330 - Personal Effectiveness	3
BUSN 1340 - Customer Service Effectiveness	3
BUSN 2170 - Web Page Design	2

BUSN 2180 - Speed and Accuracy Keying	1
BUSN 2220 - Legal Administrative Procedures	3
BUSN 2230 - Office Management	3
BUSN 2300 - Medical Terminology	2
BUSN 2310 - Anatomy and Terminology for the Medical Administrative Assistant	3
BUSN 2320 - Medical Document Processing/Transcription	4
BUSN 2350 - Computerized Medical Office Skills	2
BUSN 2360 - Acute Care Medical Transcription	4
BUSN 2370 - Medical Office Billing/Coding/Insurance	3
BUSN 2340 - Medical Administrative Procedures	4
BUSN 1210 - Electronic Calculators	2

BA22 Business Administrative Technology Diploma

Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	4 Term(s)
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, which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program emphasizes the use of word processing, spreadsheet, presentation, and database applications software. Students are also introduced to accounting fundamentals, electronic communications, internet research, and electronic file management. The program includes instruction in effective communication skills and technology that encompasses office management and executive assistant qualification and technology innovations for the office. Also provided are opportunities to upgrade present knowledge and skills or to retrain in the area of business administrative technology. Graduates of the program receive a Business Administrative Technology Diploma with a specialization in one of the following: Business Administrative Assistant or Medical Administrative Assistant.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:				70		
English:		37		32		
Mathematics:				26		
Algebra:						

Program Courses

Credits

Basic Skills Courses

ENGL 1010 - Fundamentals of English I	3
Select one of the following two courses - 2 credits	
EMPL 1000 - Interpersonal Relations and Professional Development	2
PSYC 1010 - Basic Psychology	3
Select one of the following Math courses - 3 credits	
MATH 1011 - Business Math	3
MATH 1012 - Foundations of Mathematics	3

Occupational Courses

COMP 1000 - Introduction to Computers	3
BUSN 1400 - Word Processing Applications	4
BUSN 1440 - Document Production	4
BUSN 2190 - Business Document Proofreading and Editing	3
Select One Accounting Course:	
BUSN 2200 - Office Accounting	4
ACCT 1100 - Financial Accounting I	4
Select 1 of 2 Specializations	
BUSINESS ADMINISTRATIVE ASSISTANT SPECIALIZATION	
BUSN 1190 - Digital Technologies in Business	2
BUSN 1240 - Office Procedures	3
BUSN 1410 - Spreadsheet Concepts and Applications	4
BUSN 1430 - Desktop Publishing and Presentation Applications	4
BUSN 2160 - Electronic Mail Applications	2
BUSN 2210 - Applied Office Procedures	3
Specific Occupational Guided Elective - 6 hrs.	6
BUSN 1100 - Introduction to Keyboarding	3
BUSN 1180 - Computer Graphics and Design	3
BUSN 1200 - Machine Transcription	2
BUSN 1210 - Electronic Calculators	2
BUSN 1220 - Telephone Training	2
BUSN 1230 - Legal Terminology	3
BUSN 1250 - Records Management	3
BUSN 1300 - Introduction to Business	3
BUSN 1310 - Introduction to Business Culture	3
BUSN 1320 - Business Interaction Skills	3
BUSN 1330 - Personal Effectiveness	3
BUSN 1340 - Customer Service Effectiveness	3
BUSN 1420 - Database Applications	4
BUSN 2170 - Web Page Design	2
BUSN 2180 - Speed and Accuracy Keying	1
BUSN 2220 - Legal Administrative Procedures	3
BUSN 2240 - Business Administrative Assistant Internship I	4
BUSN 2250 - Business Administrative Assistant Internship II	6
BUSN 2300 - Medical Terminology	2
BUSN 2310 - Anatomy and Terminology for the Medical Administrative Assistant	3
BUSN 2320 - Medical Document Processing/Transcription	4
BUSN 2330 - Adv Medical Document Processing/Transcription	4
BUSN 2340 - Medical Administrative Procedures	4

BUSN 2350 - Computerized Medical Office Skills	2
BUSN 2360 - Acute Care Medical Transcription	4
BUSN 2370 - Medical Office Billing/Coding/Insurance	3
MEDICAL ADMINISTRATIVE ASSISTANT SPECIALIZATION	
MAST 1120 - Human Pathological Conditions in the Medical Office	3
BUSN 2340 - Medical Administrative Procedures	4
BUSN 2370 - Medical Office Billing/Coding/Insurance	3
Select 1 of the following 3 courses:	
ALHS 1010 - Introduction to Anatomy and Physiology	4
ALHS 1011 - Anatomy and Physiology	5
BUSN 2310 - Anatomy and Terminology for the Medical Administrative Assistant	3
Select 1 of the following 2 courses	
BUSN 2300 - Medical Terminology	2
ALHS 1090 - Medical Terminology for Allied Health Sciences	2
Specific Occupational Guided Electives - 9 hrs.	
BUSN 1100 - Introduction to Keyboarding	3
BUSN 1180 - Computer Graphics and Design	3
BUSN 1190 - Digital Technologies in Business	2
BUSN 1200 - Machine Transcription	2
BUSN 1210 - Electronic Calculators	2
BUSN 1220 - Telephone Training	2
BUSN 1230 - Legal Terminology	3
BUSN 1240 - Office Procedures	3
BUSN 1250 - Records Management	3
BUSN 1300 - Introduction to Business	3
BUSN 1310 - Introduction to Business Culture	3
BUSN 1320 - Business Interaction Skills	3
BUSN 1330 - Personal Effectiveness	3
BUSN 1340 - Customer Service Effectiveness	3
BUSN 1410 - Spreadsheet Concepts and Applications	4
BUSN 1420 - Database Applications	4
BUSN 1430 - Desktop Publishing and Presentation Applications	4
BUSN 2160 - Electronic Mail Applications	2
BUSN 2170 - Web Page Design	2
BUSN 2180 - Speed and Accuracy Keying	1
BUSN 2210 - Applied Office Procedures	3
BUSN 2220 - Legal Administrative Procedures	3
BUSN 2330 - Adv Medical Document Processing/Transcription	4
BUSN 2350 - Computerized Medical Office Skills	2

BUSN 2360 - Acute Care Medical Transcription	4
BUSN 2380 - Medical Administrative Assistant Internship I	4
BUSN 2390 - Medical Administrative Assistant Internship II	6

GF11 General Office Assistant Technical Certificate of Credit

Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	2 Term(s)
Minimum Credit Hours for Graduation	17

Program Description: This certificate program prepares students for entry-level positions in business office administration. Courses will cover word processing, keyboarding, and office procedures.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:				70		
English:		35		32		
Mathematics:				26		
Algebra:						

Program Courses

	<u>Credits</u>
BUSN 1440 – Document Production	4
COMP 1000 - Introduction to Computers	3
BUSN 1240 – Office Procedures	3
BUSN 1400 - Word Processing Applications	4
Elective	3

MF41 Microsoft Office Application Professional Technical Certificate of Credit

Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	2 Term(s)
Minimum Credit Hours for Graduation	22

Program Description: The Microsoft Office Applications Professional certificate 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 Certified Application Specialist (MCAS) certification. Graduates of the program receive a Microsoft Office Applications Professional Technical Certificate of Credit.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		70	
English:	35	32	
Mathematics:		26	
Algebra:			

Program Courses

Credits

COMP 1000 - Introduction to Computers	3
Specific Occupational-Guided Elective 3 hrs	
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

LA11 Legal Administrative Assistant Technical Certificate of Credit Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	3 Term(s)
Minimum Credit Hours for Graduation	30

Program Description: This certificate program is intended to prepare student for immediate employment as entry-level office assistants in law offices and government and corporate legal departments. The program provides students with the knowledge, skills, and attitudes necessary for success in legal offices as receptionists and as office assistants and prepares students in the areas of legal office etiquette, word processing, English grammar, and legal document preparation.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:				70		
English:		35		32		
Mathematics:				26		
Algebra:						

Program Courses

	<u>Credits</u>
ENGL 1010 - Fundamentals of English I	3
COMP 1000 - Introduction to Computers	3
BUSN 1230 - Legal Terminology	3
BUSN 1240 - Office Procedures	3
BUSN 1440 - Document Production	4
BUSN 1400 - Word Processing Applications	4
BUSN 2220 - Legal Administrative Procedures	3
Specific Occupational-Guided Electives 3 hrs	
Select One of Two Accounting courses 3 hrs	
ACCT 1100 - Financial Accounting I	4
BUSN 2200 - Office Accounting	4

AS21 Administrative Support Assistant Technical Certificate of Credit

Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	2 Term(s)
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 microcomputers, word processing, and office procedures.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:				70		
English:		35		32		
Mathematics:				26		
Algebra:						

Program Courses

	<u>Credits</u>
COMP 1000 - Introduction to Computers	3
BUSN 1240 - Office Procedures	3
Specific Occupational-Guided Elective 6 hrs	
BUSN 1400 - Word Processing Applications	4
BUSN 1440 - Document Production	4

MF21 Medical Front Office Assistant Technical Certificate of Credit Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	2 Term(s)
Minimum Credit Hours for Graduation	22

Program Description: The Medical Front Office Assistant Certificate is designed to provide the educational opportunities to individuals that will enable them to obtain the knowledge and skills necessary to secure an entry level position as a receptionist in a physician[©]'s office, hospital, clinic, or other related areas. Technical courses apply to the degree or diploma program in office technology

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPAS	<input type="checkbox"/>	Not Required
Reading:				70		
English:		35		32		
Mathematics:				26		
Algebra:						

Program Courses

	<u>Credits</u>
ENGL 1010 - Fundamentals of English I	3
COMP 1000 - Introduction to Computers	3
BUSN 1440 - Document Production	4
BUSN 2340 - Medical Administrative Procedures	4
Specific Occupational-Guided Electives 6 hrs	
Select One Medical Terminology Course 2 hrs	
ALHS 1090 - Medical Terminology for Allied Health Sciences	2
BUSN 2300 - Medical Terminology	2

MLS1 Medical Language Specialist Technical Certificate of Credit Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	3 Term(s)
Minimum Credit Hours for Graduation	30

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:				70		
English:		35		32		
Mathematics:				26		
Algebra:						

Program Courses

Credits

COMP 1000 - Introduction to Computers	3
MAST 1120 - Human Pathological Conditions in the Medical Office	3
ENGL 1010 - Fundamentals of English I	3
BUSN 1440 - Document Production	4
BUSN 2320 - Medical Document Processing/Transcription	4
BUSN 2330 - Adv Medical Document Processing/Transcription	4

Specific Occupational-Guided Electives 4 hrs

Select One of Three 3 hrs

ALHS 1010 - Introduction to Anatomy and Physiology	4
ALHS 1011 - Anatomy and Physiology	5
BUSN 2310 - Anatomy and Terminology for the Medical Administrative Assistant	3

Select One of Two

ALHS 1090 - Medical Terminology for Allied Health Sciences	2
BUSN 2300 - Medical Terminology	2

MB21 Medical Billing Clerk Technical Certificate of Credit Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	2 Term(s)
Minimum Credit Hours for Graduation	20

Program Description: The Medical Billing Clerk program provides instruction in medical insurance and medical billing for reimbursement purposes.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:				70		
English:		35		32		
Mathematics:				26		
Algebra:						

Program Courses

	<u>Credits</u>
COMP 1000 - Introduction to Computers	3
Elective 3 hrs	
BUSN 1440 - Document Production	4
BUSN 2370 - Medical Office Billing/Coding/Insurance	3
Specific Occupational-Guided Elective 2 hrs	
Select One of Three / 3 - 5 hrs	
ALHS 1010 - Introduction to Anatomy and Physiology	4
ALHS 1011 - Anatomy and Physiology	5
BUSN 2310 - Anatomy and Terminology for the Medical Administrative Assistant	3
Select One of Two / 2 hrs	
ALHS 1090 - Medical Terminology for Allied Health Sciences	2
BUSN 2300 - Medical Terminology	2

TC31 Technical Specialist Technical Certificate of Credit Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	3 Term(s)
Minimum Credit Hours for Graduation	36

Program Description: The purpose of this certificate 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

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:				79		
English:		35		62		
Mathematics:						
Algebra:				37		

Program Courses

Credits

COMP 1000 - Introduction to Computers	3
Occupational Guided Electives - (9 - 12 hrs.) Specified by college advisor	
ENGL 1101 - Composition and Rhetoric	3
Humanities/Fine Arts - 6 hrs.	
ARTS 1101 - Art Appreciation	3
ENGL 1102 - Literature and Composition	3
MUSC 1101 - Music Appreciation	3
HUMN 1101 - Introduction to Humanities	3
ENGL 1105 - Technical Communications	3
ENGL 2130 - American Literature	3
HIST 1111 - World History I	3
HIST 1112 - World History II	3
HIST 2111 - U.S. History I	3
HIST 2112 - U.S. History II	3
Social/Behavioral Science - Select one course - 6 hrs.	
PSYC 1101 - Introductory Psychology	3
ECON 1101 - Principles of Economics	3
ECON 2105 - Macroeconomics	3

SOCI 1101 - Introduction to Sociology	3
POLS 1101 - American Government	3
PSYC 2103 - Human Development	3
Natural Sciences/Mathematics - 3 hrs.	
MATH 1101 - Mathematical Modeling	3
MATH 1112 - College Trigonometry	3
MATH 1113 - Precalculus	3
MATH 1111 - College Algebra	3
General Education Core Electives - (6 - 12 hrs.) Specified by college	

Programs Of Study

Commercial Truck Driving

CT61 Commercial Truck Driving

Technical Certificate of Credit

Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	1 Term(s)
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

Minimum Required Age	18
High School Diploma or GED Required	No

Minimum Test Scores:

Test:	<input checked="" type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:		29		67		
English:		35		23		
Mathematics:		29		24		
Algebra:						

Program Courses

Credits

CTDL 1010 - Fundamentals of Commercial Driving	3
CTDL 1020 - Combination Vehicle Basic Operation and Range Work	2
Choose One of the Following	
CTDL 1030 - Combination Vehicle Advanced Operations	4

Programs Of Study

Computer Information Systems

CS23 Computer Support Specialist

Associate of Applied Science

Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	5 Term(s)
Minimum Credit Hours for Graduation	62

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input checked="" type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:		41		79		
English:		35		62		
Mathematics:						
Algebra:		42		37		

Program Courses

Credits

General Education Core (Required minimum: 15 Semester Credit Hours)

Area I - Language Arts/Communication

ENGL 1101 - Composition and Rhetoric 3

Area II - Social/Behavioral Sciences

Social/Behavioral Sciences Elective 3

Area III - Natural Sciences/Mathematics - Select 1

MATH 1100 - Quantitative Skills and Reasoning 3

MATH 1101 - Mathematical Modeling 3

MATH 1111 - College Algebra 3

Area IV - Humanities/Fine Arts	
Humanities/Fine Arts Elective	3
Program-Specific Requirements	
General Core Elective	3
Occupational Courses	
COMP 1000 - Introduction to Computers	3
CIST 1001 - Computer Concepts	4
Computer Operating Systems Course	3
CIST 1305 - Program Design and Development	3
Introductory Networking Class	
CIST 1401 - Computer Networking Fundamentals	4
or	
CIST 2451 - Cisco Network Fundamentals	4
CIS Database Elective Course	4
CIS Guided Office Productivity Application Course	3
CIS Elective	4
CIST 1122 - Hardware Installation and Maintenance	4
CIST 1601 - Information Security Fundamentals	3
CIS Elective	4
CIST 2921 - IT Analysis, Design, and Project Management	4
CIS Elective	4

CS14 Computer Support Specialist Diploma

Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	4 Term(s)
Minimum Credit Hours for Graduation	55

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input checked="" type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:		38		70		
English:		37		32		
Mathematics:		35		26		
Algebra:						

Program Courses

Credits

Basic Skills Courses

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

Occupational Courses

COMP 1000 - Introduction to Computers	3
CIST 1001 - Computer Concepts	4
CIS Operating Systems Course	3
CIST 1305 - Program Design and Development	3
CIS Database Elective	4
Introductory-Level Networking Class	
CIST 1401 - Computer Networking Fundamentals	4
or	
CIST 2451 - Cisco Network Fundamentals	4

CIST 1122 - Hardware Installation and Maintenance	4
CIST 1601 - Information Security Fundamentals	3
CIS Elective	4
CIS Guided Office Productivity Course	3
CIST 2921 - IT Analysis, Design, and Project Management	4
CIS Elective	4
CIS Elective	4

CA71 CompTIA A+ Certified Technician Preparation

Technical Certificate of Credit

Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	1 Term(s)
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

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input checked="" type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:		38		70		
English:		35		32		
Mathematics:		35		26		
Algebra:						

Program Courses

<u>Program Courses</u>	<u>Credits</u>
COMP 1000 - Introduction to Computers	3
CIST 1001 - Computer Concepts	4
CIST 1122 - Hardware Installation and Maintenance	4
CIS Operating Systems Course	3
CIS Elective	4

PR21 PC Repair and Network Technician Technical Certificate of Credit Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	2 Term(s)
Minimum Credit Hours for Graduation	18

Program Description: The PC Repair and Network Technician certificate prepares the student with the skills needed to perform personal computer troubleshooting and repair.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	No

Minimum Test Scores:

Test:	<input checked="" type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:		38		70		
English:		35		32		
Mathematics:		35		26		
Algebra:						

Program Courses

Credits

CIST 1001 - Computer Concepts	4
CIST 1122 - Hardware Installation and Maintenance	4
COMP 1000 - Introduction to Computers	3
CIS Operating Systems Course	3
Introductory-Level Networking Class	
CIST 1401 - Computer Networking Fundamentals	4
CIST 2441 - Cisco Networking for Home and Small Businesses	4
CIST 2451 - Cisco Network Fundamentals	4

CN71 Cisco Network Specialist Technical Certificate of Credit Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	1 Term(s)
Minimum Credit Hours for Graduation	16

Program Description: The Cisco Network Specialist program teaches how to build, maintain and troubleshoot computer networks. Students also learn how to connect these networks to other networks and the Internet.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input checked="" type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:		38		70		
English:		35		32		
Mathematics:		35		26		
Algebra:						

Program Courses

Credits

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

CA61 CompTIA A+ Certified Preparation

Technical Certificate of Credit

Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	1 Term(s)
Minimum Credit Hours for Graduation	10

Program Description: The CompTIA A+ Certified Preparation technical certificate of credit program is designed to provide computer users with the basic entry-level skills working toward CompTIA A+ certification.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

	Test:	<input checked="" type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not	Require
Reading:			38		70			
English:			35		32			
Mathematics:			35		26			
Algebra:								

Program Courses

- COMP 1000 - Introduction to Computers
- CIST 1122 - Hardware Installation and Maintenance
- CIS Operating Systems Course

Cred

AC91 Advanced Comp TIA A+ Certified Technician Preparation Technical Certificate of Credit Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	3 Term(s)
Minimum Credit Hours for Graduation	10

Program Description: The Advanced CompTIA A+ Certified Technician Preparation certificate is designed to prepare students for the CompTIA A+ Certification exam. The certificate includes advanced level topics and study skills preparation for the CompTIA A+ Certification exam. Students completing this certificate will be prepared for entry-level positions including IT Technician, PC Technician, and PC Support Specialist.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	No

Minimum Test Scores:

Test:	<input checked="" type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:		38		70		
English:		35		32		
Mathematics:		35		26		
Algebra:		37		28		

Program Courses

	<u>Credits</u>
CIST 1180 - Advanced Topics in Operating Systems	3
CIST 1122 - Hardware Installation and Maintenance	4
CIST 2122 - A+ Preparation	3

NS13 Networking Specialist Associate of Applied Science Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	5 Term(s)
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

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input checked="" type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:		41		79		
English:		35		62		
Mathematics:						
Algebra:		42		37		

Program Courses

Cred

General Education Core (Required minimum: 15 Semester Credit Hours)

Area I - Language Arts/Communication

ENGL 1101 - Composition and Rhetoric

Area II - Social/Behavioral Sciences

Social/Behavioral Sciences Elective

Area III - Natural Sciences/Mathematics - Select 1

MATH 1100 - Quantitative Skills and Reasoning

MATH 1101 - Mathematical Modeling

MATH 1111 - College Algebra

Area IV - Humanities/Fine Arts

Humanities/Fine Arts Elective

Program-Specific Requirements

General Core Elective

Occupational Courses

COMP 1000 - Introduction to Computers

CIST 1001 - Computer Concepts

CIS Elective

CIS Operating Systems Course

CIST 1122 - Hardware Installation and Maintenance

Introductory-Level Networking Class

CIST 1401 - Computer Networking Fundamentals

or

CIST 2451 - Cisco Network Fundamentals

CIS Security Course

CIS Elective

CIS Elective

CIS Elective

Networking Specializations

Choose one

Microsoft Specialization

CIST 2411 - Microsoft Client

CIST 2412 - Microsoft Server Directory Services

CIST 2413 - Microsoft Server Infrastructure

MS Elective

Cisco Exploration Specialization

CIST 2451 - Cisco Network Fundamentals

or

CIS Networking Elective

CIST 2452 - Cisco Routing Protocols and Concepts

CIST 2453 - Cisco LAN Switching and Wireless

CIST 2454 - Cisco Accessing the WAN

NS14 Networking Specialist Diploma

Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	5 Term(s)
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

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	ASSET	COMPASS	Not Required
Reading:	38	70	
English:	37	32	
Mathematics:	35	26	
Algebra:			

Program Courses

Basic Skills Courses

- ENGL 1010 - Fundamentals of English I
- MATH 1012 - Foundations of Mathematics
- EMPL 1000 - Interpersonal Relations and Professional Development

Occupational Courses

- COMP 1000 - Introduction to Computers
- CIST 1001 - Computer Concepts
- CIST 1122 - Hardware Installation and Maintenance

CIS Operating Systems

Introductory-Level Networking Class

CIST 1401 - Computer Networking Fundamentals

or

CIST 2451 - Cisco Network Fundamentals

CIS Security Course

CIS Elective

CIS Elective

CIS Elective

Networking Specializations

Choose One

Microsoft Specialization

CIST 2411 - Microsoft Client

CIST 2412 - Microsoft Server Directory Services

CIST 2413 - Microsoft Server Infrastructure

MS Elective

Cisco Exploration Specialization

CIST 2451 - Cisco Network Fundamentals

or

CIS Networking Elective

CIST 2452 - Cisco Routing Protocols and Concepts

CIST 2453 - Cisco LAN Switching and Wireless

CIST 2454 - Cisco Accessing the WAN

NA11 Network Administrator Technical Certificate of Credit

Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	3 Term(s)
Minimum Credit Hours for Graduation	32

Program Description: The Network Administrator Technical Certificate of Credit program provides basic training in computer information systems networking. Students are introduced to the basic concepts of network administration. Upon graduation, students will be able to install, configure, and maintain networks using Windows networking software. The student is prepared to take the MCP (Microsoft Certified Professional) exam.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

	Test:	<input checked="" type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:			70	
English:			32	
Mathematics:			26	
Algebra:			29	

Program Courses

Basic Skills Courses

- CIST 1001 - Computer Concepts
- CIST 1130 – Operating Systems Concepts
- COMP 1000 - Introduction to Computers
- CIST 1122 - Hardware Installation and Maintenance
- CIST 2411 – Microsoft Client
- CIST 2414 – Microsoft Server Administrator

Select one of the following

- CIST 1401 - Computer Networking Fundamentals
- CIST 2451 - Cisco Network Fundamentals

CIS Elective

NT41 Network Technician Technical Certificate of Credit Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	2 Term(s)
Minimum Credit Hours for Graduation	14

Program Description: The Network Technician Technical Certificate of Credit provides basic training in computer information systems networking. Students are introduced to the basic concepts of network administration. Upon graduation, students will be able to install, configure, and maintain networks using Windows networking software.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

	Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:			70	
English:			32	
Mathematics:			26	
Algebra:				

Program Courses

Basic Skills Courses

- CIST 1130 – Operating Systems Concepts
- COMP 1000 - Introduction to Computers
- CIST 1001 - Computer Concepts

Select one of the following

- CIST 1401 - Computer Networking Fundamentals
- CIST 2451 - Cisco Network Fundamentals

Cred

ITP3 Information Technology Professional Associate of Applied Science Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	5 Term(s)
Minimum Credit Hours for Graduation	65

Program Description: The IT Professional Associate degree will emphasize specialized training in home and corporate networking; computer maintenance; operating system installation and maintenance, and troubleshooting; information security; computer programming; and web site development. These skills represent the subset of knowledge expected from graduates in the MGTC service area. A program graduate receives an Associate of Applied Science Degree and is employable as an information technology specialist, help desk support specialist, network installation specialist, PC repair technician, or network administrator.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input checked="" type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:	41	79	
English:	35	62	
Mathematics:	42		
Algebra:	42	37	

Program Courses

General Education Core (Required minimum: 15 Semester Credit Hours)

Area I - Language Arts/Communication

ENGL 1101 - Composition and Rhetoric

Area II - Social/Behavioral Sciences

Social/Behavioral Sciences Elective

Area III - Natural Sciences/Mathematics - Select 1

MATH 1100 - Quantitative Skills and Reasoning

MATH 1101 - Mathematical Modeling

MATH 1111 - College Algebra

Area IV - Humanities/Fine Arts

Humanities/Fine Arts Elective

Program-Specific Requirements

General Core Elective

Occupational Courses

CIST 1001 - Computer Concepts

COMP 1000 - Introduction to Computers

CIST 1305 - Program Design and Development

CIST 1130 - Operating Systems Concepts

CIST 1401 - Computer Networking Fundamentals

CIST 2341 - C# Programming I

CIST 1122 - Hardware Installation and Maintenance

CIST 2411 - Microsoft Client

CIST 1601 - Information Security Fundamentals

CIST 2412 - Microsoft Server Directory Services

CIST 1510 - Web Development I

Elective

CIST 2451 - Cisco Network Fundamentals

CIST 2452 - Cisco Routing Protocols and Concepts

ITP4 Information Technology Professional Diploma

Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	5 Term(s)
Minimum Credit Hours for Graduation	58

Program Description: The IT Professional diploma will emphasize specialized training in home and corporate networking, computer maintenance, operating system installation, maintenance, troubleshooting, information security, computer programming; and web site design. These skills represent the subset of knowledge expected from graduates in the MGTC service area. The program graduate receives a diploma and is employable as an information technology specialist, help desk support specialist, network installation specialist, PC repair technician, or network administrator.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

	Test:	<input checked="" type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not R
Reading:			38		70		
English:			37		32		
Mathematics:			35		26		
Algebra:			37		28		

Program Courses

Basic Skills Courses

- ENGL 1010 - Fundamentals of English I
- MATH 1012 - Foundations of Mathematics
- EMPL 1000 - Interpersonal Relations and Professional Development

Occupational Courses

- CIST 1001 - Computer Concepts
- COMP 1000 - Introduction to Computers
- CIST 1130 - Operating Systems Concepts
- CIST 1305 - Program Design and Development
- CIST 1401 - Computer Networking Fundamentals
- CIST 1122 - Hardware Installation and Maintenance
- CIST 2341 - C# Programming I
- CIST 1601 - Information Security Fundamentals
- CIST 2411 - Microsoft Client
- CIST 2412 - Microsoft Server Directory Services
- CIST 1510 - Web Development I

Elective

CIST 2451 - Cisco Network Fundamentals

CIST 2452 - Cisco Routing Protocols and Concepts

Programs Of Study

Cosmetology

CO12 Cosmetology Diploma Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	3 Term(s)
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.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input checked="" type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:		38		70		
English:		37		32		
Mathematics:		35		26		
Algebra:						

Program Courses

Credits

Basic Skills Courses

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

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
COMP 1000 - Introduction to Computers	3
COSM 1050 - Hair Color	3
COSM 1060 - Fundamentals of Skin Care	3
COSM 1070 - Nail Care and Advanced Techniques	3
COSM 1080 - Cosmetology Practicum I	4
COSM 1090 - Cosmetology Practicum II	4
COSM 1100 - Cosmetology Practicum III	4
COSM 1110 - Cosmetology Practicum IV	4
COSM 1120 - Salon Management	3

ST11 Shampoo Technician Technical Certificate of Credit Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	1 Term(s)
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, skin, hair, hair treatments and manipulations, hair styling, artificial hair, braiding/intertwining hair, 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

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input checked="" type="checkbox"/>	ASSET	<input type="checkbox"/>	COMPASS	<input checked="" type="checkbox"/>	Not Required
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Reading:	33
English:	35
Mathematics:	32
Algebra:	

Program Courses

Credits

Select one of the following

Elective	3
EMPL 1000 - Interpersonal Relations and Professional Development	2
COSM 1000 - Introduction to Cosmetology Theory	4
COSM 1020 - Hair Care and Treatment	2
COSM 1120 - Salon Management	3

CI21 Cosmetology Instructor Training

Technical Certificate of Credit

Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	3 Term(s)
Minimum Credit Hours for Graduation	24

Program Description: The Cosmetology Instructor trainee TCC provides a course of study for learning the skills needed to teach the theory and practice of skills in cosmetology as required by the Technical College System of Georgia. Course work includes requirements for becoming an instructor, introduction to teaching theory, methods and aids, practice teaching, and development of evaluation instruments. Graduates of the program may be employed as cosmetology instructors in public or private education institutions and business in Georgia and many other states.

Admission Requirements

Minimum Required Age	18
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input checked="" type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:	38	70	
English:	35	32	
Mathematics:	35	26	
Algebra:			

Program Courses

<u>Program Courses</u>	<u>Credits</u>
COSM 2000 - Instructional Theory and Documentation	4
COSM 2010 - Salon Management	3
COSM 2020 - Principles of Teaching	3
COSM 2030 - Lesson Plans	3
COSM 2040 - Classroom Management	3
COSM 2050 - Instruction and Evaluation	2
COSM 2060 - Practicum I	3
COSM 2070 - Practicum II	3

Programs Of Study

Criminal Justice

CJT3 Criminal Justice Technology

Associate of Applied Science

Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	6 Term(s)
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

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input checked="" type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:		41		79		
English:		35		62		
Mathematics:						
Algebra:		42		37		

Program Courses

Credits

General Education Core (Required Minimum: 15 Semester Credit Hours)

Area I - Language Arts/Communication

ENGL 1101 - Composition and Rhetoric 3

Area II - Social/Behavioral Sciences 3 Semester Credit Hours

Choose one Social/Behavioral Sciences course 3

Area III - Natural Sciences/Mathematics

MATH 1100 - Quantitative Skills and Reasoning	3
MATH 1101 - Mathematical Modeling	3
MATH 1111 - College Algebra	3
Area IV Humanities/Fine Arts 3 Semester Credit Hours	
Choose one Humanities/Fine Arts course	3
Choose an additional course from Areas I, II, III or IV.	
Select an additional course from Areas I, II, III, or IV	3
Occupational Courses	
CRJU 1010 - Introduction to Criminal Justice	3
CRJU 1030 - Corrections	3
CRJU 1040 - Principles of Law Enforcement	3
CRJU 1400 - Ethics and Cultural Perspectives for Criminal Justice	3
CRJU 2050 - Criminal Procedure	3
CRJU 1068 - Criminal Law for Criminal Justice	3
CRJU 2020 - Constitutional Law for Criminal Justice	3
CRJU 2070 - Juvenile Justice	3
Practicum or Internship	
CRJU 2090 - Criminal Justice Practicum	3
CRJU 2100 - Criminal Justice Externship	3
Occupational Electives: Select Five Courses, Minimum 15 Hours	
CRJU 1021 - Private Security	3
CRJU 1050 - Police Patrol Operations	3
CRJU 1052 - Criminal Justice Administration	3
CRJU 1054 - Police Officer Survival	3
CRJU 1056 - Police Traffic Control and Investigation	3
CRJU 1065 - Community-Oriented Policing	3
CRJU 1075 - Report Writing	3
CRJU 2060 - Criminology	3
CRJU 2201 - Criminal Courts	3
CRJU 2110 - Homeland Security	3
LETA 1010 - Health & Life Safety for Basic Law Enforcement	2
LETA 1012 - Ethics and Liability for Basic Law Enforcement	2
LETA 1014 - Firearms Training for Basic Law Enforcement	4
LETA 1016 - Emergency Vehicle Operations for Basic Law Enforcement	4
LETA 1018 - Defensive Tactics for Basic Law Enforcement	2
CRJU 1043 - Probation and Parole	3
CRJU 1072 - Introduction to Forensic Science	3
CRJU 1074 - Applications in Introductory Forensics	3
CRJU 1063 - Crime Scene Processing	3
CRJU 1062 - Methods of Criminal Investigation	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
COMP 1000 - Introduction to Computers	3

CJT2 Criminal Justice Technology Diploma

Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	5 Term(s)
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

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input checked="" type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:		38		70		
English:		37		32		
Mathematics:		35		26		
Algebra:						

Program Courses

Occupational Courses

- COMP 1000 - Introduction to Computers
- CRJU 1010 - Introduction to Criminal Justice
- CRJU 1030 - Corrections
- CRJU 1040 - Principles of Law Enforcement
- CRJU 1068 - Criminal Law for Criminal Justice
- CRJU 2050 - Criminal Procedure
- CRJU 1400 - Ethics and Cultural Perspectives for Criminal Justice
- CRJU 2020 - Constitutional Law for Criminal Justice
- CRJU 2070 - Juvenile Justice

Practicum or Internship

CRJU 2090 - Criminal Justice Practicum

CRJU 2100 - Criminal Justice Externship

Occupational Electives: Select 3 for a minimum of 9 hours

CRJU 1021 - Private Security

CRJU 1050 - Police Patrol Operations

CRJU 1052 - Criminal Justice Administration

CRJU 1054 - Police Officer Survival

CRJU 1056 - Police Traffic Control and Investigation

CRJU 1075 - Report Writing

CRJU 2060 - Criminology

CRJU 2110 - Homeland Security

CRJU 2201 - Criminal Courts

LETA 1010 - Health & Life Safety for Basic Law Enforcement

LETA 1012 - Ethics and Liability for Basic Law Enforcement

LETA 1014 - Firearms Training for Basic Law Enforcement

LETA 1016 - Emergency Vehicle Operations for Basic Law Enforcement

LETA 1018 - Defensive Tactics for Basic Law Enforcement

CRJU 1043 - Probation and Parole

CRJU 1072 - Introduction to Forensic Science

CRJU 1074 - Applications in Introductory Forensics

CRJU 1065 - Community-Oriented Policing

CRJU 1062 - Methods of Criminal Investigation

CRJU 1063 - Crime Scene Processing

FOSC 1206 - Introduction to Forensic Science

FOSC 2010 - Crime Scene Investigation I

FOSC 2011 - Crime Scene Investigation II

FOSC 2012 - Forensic Trace Evidence

FOSC 2014 - Documentation and Report Preparation

FOSC 2033 - Death Investigation

FOSC 2035 - Forensic Photography

FOSC 2037 - Victimology

FOSC 2039 - Computer Forensics

FOSC 2039 - Computer Forensics

FOSC 2040 - Forensic Firearms and Toolmark Identification

FOSC 2041 - Latent Print Examination

FOSC 2150 - Case Preparation and Courtroom Testimony

Basic Skills

ENGL 1010 - Fundamentals of English I

MATH 1012 - Foundations of Mathematics

PSYC 1010 - Basic Psychology

CJ21 Criminal Justice Specialist Technical Certificate of Credit Offered at the Campuses

Program Entrance Term	Fall, S
Minimum Length of Program	1 Term
Minimum Credit Hours for Graduation	15

Program Description: The Criminal Justice Specialist Technical Certificate of Credit prepares students for criminal justice professions. Learning opportunities develop academic, occupational knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes criminal justice theory and practical application necessary for successful employment. Upon completion, a certificate of credit may permit students to pursue entry level opportunities in the criminal justice field. This Criminal Justice Specialist Technical of Credit does not ensure certification of officer status in Georgia. Such certification is obtained from the Peach Officer Standards and Training (P.O.S.T.) Council.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input checked="" type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:		38		70		
English:		35		32		
Mathematics:		35		26		
Algebra:						

- CRJU 1010 - Introduction to Criminal Justice
- CRJU 1030 - Corrections
- CRJU 1040 - Principles of Law Enforcement
- CRJU 1068 - Criminal Law for Criminal Justice
- CRJU 2020 – Constitutional Law for Criminal Justice

CJ71 Criminal Justice Fundamentals

Technical Certificate of Credit

Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	1 Term(s)
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 application necessary for successful employment. Upon completion of this technical certificate of credit may permit students to pursue entry level opportunities in the criminal justice field.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	No

Minimum Test Scores:

Test:	<input checked="" type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:		38		70		
English:		35		32		
Mathematics:		35		26		

Algebra:

COMP 1000 – Introduction to Computers	3
CRJU 1010 - Introduction to Criminal Justice	3
CRJU 1030 - Corrections	3
CRJU 1040 - Principles of Law Enforcement	3

Programs Of Study

Culinary Arts

PC51 Prep Cook Technical Certificate of Credit Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	1 Term(s)
Minimum Credit Hours for Graduation	12

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	No

Minimum Test Scores:

Test:	<input checked="" type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:		38		70		
English:		35		23		
Mathematics:		35		26		
Algebra:						

Program Courses

	<u>Credits</u>
CUUL 1000 - Fundamentals of Culinary Arts	4
CUUL 1120 - Principles of Cooking	4
Culinary Arts Elective	4

Programs Of Study

Dental Hygiene

DH13 Dental Hygiene Associate of Applied Science Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	6 Term(s)
Minimum Credit Hours for Graduation	84

Program Description: The Dental Hygiene program is a sequence of courses that prepares students for positions in the dental profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Registered dental hygienists work in a variety of professional settings. The public is most familiar with dental hygienists in the private dental office, where they perform numerous critical services designed to detect and prevent diseases of the mouth. These include oral prophylaxis; examining the head, neck, and oral areas for signs of disease; educating patients about oral hygiene; taking or developing radiographs; and applying fluoride or sealants. In this setting, registered dental hygienists play a vital role in protecting the oral health of the American public. Program graduates receive a Dental Hygiene Associate of Applied Science degree.

Admission Requirements

Minimum Required Age	18
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		79	
English:	35	62	
Mathematics:			
Algebra:		37	

Program Courses

Credits

General Education Core (Required minimum: 15 Semester hours)

Area I - Language Arts/Communication

ENGL 1101 - Composition and Rhetoric 3

SPCH 1101 - Public Speaking 3

Area II - Social/Behavioral Sciences

PSYC 1101 - Introductory Psychology 3

SOCI 1101 - Introduction to Sociology 3

Area III - Natural Sciences/Mathematics

Mathematics Option	
MATH 1111 - College Algebra	3
MATH 1100 - Quantitative Skills and Reasoning	3
CHEM 1211 - Chemistry I	3
CHEM 1211L - Chemistry Lab I	1
Area IV Humanities/Fine Arts	
Humanities/Fine Arts Elective	
	3
Non General Education Degree Courses	
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
Occupational Courses	
DHYG 1010 - Oral Embryology and Histology	1
DHYG 1000 - Tooth Anatomy and Root Morphology	2
DHYG 1070 - Radiology Lecture	2
DHYG 1020 - Head and Neck Anatomy	2
DHYG 1030 - Dental Materials	2
DHYG 1040 - Preclinical Dental Hygiene Lecture	2
DHYG 1050 - Preclinical Dental Hygiene Lab	2
DHYG 1090 - Radiology Lab	1
DHYG 2200 - Periodontology	3
DHYG 2010 - Clinical Dental Hygiene II Lecture	2
DHYG 2020 - Clinical Dental Hygiene II Lab	2
DHYG 2050 - Oral Pathology	3
DHYG 1110 - Clinical Dental Hygiene I Lecture	1
DHYG 1111 - Clinical Dental Hygiene I Lab	3
DHYG 1206 - Pharmacology and Pain Control	3
DHYG 2080 - Clinical Dental Hygiene III Lecture	2
DHYG 2090 - Clinical Dental Hygiene III Lab	4
DHYG 2110 - Biochemistry and Nutrition Fundamentals for the Dental Hygienist	3
DHYG 2130 - Clinical Dental Hygiene IV Lecture	1
DHYG 2140 - Clinical Dental Hygiene IV Lab	4
COMP 1000 - Introduction to Computers	3
DHYG 2070 - Community Dental Health	3

Programs Of Study

Drafting

DT13 Drafting Technology Associate of Applied Science Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	3 Term(s)
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, such as drafter or CAD operator based on the specialization area a student chooses to complete. The program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or retrain in drafting practices and software.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		79	
English:	35	62	
Mathematics:			
Algebra:		37	

Program Courses

Credits

General Education Core (Required minimum: 15 Semester hours)

Area I - Language Arts/Communication

ENGL 1101 - Composition and Rhetoric 3

Area II - Social/Behavioral Sciences

PSYC 1101 - Introductory Psychology 3

Area III - Natural Sciences/Mathematics

MATH 1111 - College Algebra 3

Mathematics Elective

MATH 1112 - College Trigonometry 3

MATH 1113 - Precalculus 3

Area IV - Humanities/Fine Arts

HUMN 1101 - Introduction to Humanities	3
Occupational Courses	
DFTG 1101 - CAD Fundamentals	4
DFTG 1103 - Technical Drawing I	4
COMP 1000 - Introduction to Computers	3
Choose One of the Following Specializations	
Mechanical Drafting Specialization	
DFTG 1105 - 3D Mechanical Modeling	4
DFTG 1107 - Technical Drawing II	3
DFTG 1109 - Technical Drawing III	4
DFTG 1111 - Technical Drawing IV	4
DFTG 1113 - Technical Drawing V	4
Choose Minimum of 15 Credits from the Following	
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
Architectural Drafting Specialization	
DFTG 1125 - Architectural Fundamentals	4
DFTG 1127 - Architectural 3D Modeling	4
DFTG 1129 - Residential Drawing I	4
DFTG 1131 - Residential Drawing II	4
DFTG 1133 - Commercial Drawing I	4
Choose A Minimum of 14 Credits from the Following	
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 Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	4 Term(s)
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, such as drafter, CAD operator or Civil Tech based on the specialization area a student chooses to complete. The program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or retrain in drafting practices and software.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:				70		
English:		37		32		
Mathematics:				26		
Algebra:						

Program Courses

Credits

Basic Skills Courses

MATH 1013 - Algebraic Concepts	3
Choose One of the Following	
DFTG 1015 - Practical Geometry and Trigonometry for Drafting Technology	3
MATH 1015 - Geometry and Trigonometry	3
ENGL 1010 - Fundamentals of English I	3
EMPL 1000 - Interpersonal Relations and Professional Development	2

Occupational Courses

DFTG 1101 - CAD Fundamentals	4
DFTG 1103 - Technical Drawing I	4
COMP 1000 - Introduction to Computers	3

Choose One of the Following Specializations

Mechanical Drafting Specialization

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

Select Minimum of 9 Credits from the Following

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

Architectural Drafting Specialization

DFTG 1125 - Architectural Fundamentals	4
DFTG 1127 - Architectural 3D Modeling	4
DFTG 1129 - Residential Drawing I	4
DFTG 1131 - Residential Drawing II	4
DFTG 1133 - Commercial Drawing I	4

Select Minimum of 8 Credits from the Following

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

Civil Technology Specialization

DRFT 2000 - Public Works Infrastructure	3
DRFT 2005 - Plan Reading	3
DRFT 2010 - Construction Materials	4

DRFT 2020 - Construction Materials and Cost Estimating	3
DRFT 2040 - Highway Design	3
DRFT 2050 - Surveying I	2
DRFT 2030 - Project Management	3
DRFT 2060 - Route Location and Design	5
Choose One of the Following	
DRFT 2070 - Civil Tech Internship	3
DFTG 2300 - Drafting Technology Practicum/Internship	3

Programs Of Study

Early Childhood Care and Education

EC13 Early Childhood Care/Education

Associate of Applied Science

Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	5 Term(s)
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 child care centers, Head Start, Georgia Pre-K programs, and elementary school paraprofessional positions. Graduates of this program will receive one of five areas of specialization: exceptionalities, infant/toddler, program administration, paraprofessional/school age, or family child care).

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input checked="" type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:		41		79		
English:		35		62		
Mathematics:						
Algebra:		42		37		

Program Courses

Credits

General Education Core (Required minimum: 18 Semester hours)

Area I - Language Arts/Communications (6 hrs)

ENGL 1101 - Composition and Rhetoric	3
Language Arts/Communication Elective (3 hrs)	

Area II - Social/Behavioral Sciences (3 hrs)

PSYC 1101 - Introductory Psychology	3
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Area III - Natural Sciences/Mathematics (3 hrs)

MATH 1101 - Mathematical Modeling	3
MATH 1111 - College Algebra	3

MATH 1100 - Quantitative Skills and Reasoning	3
Area IV – Humanities/Fine Arts (3 hrs)	
General Core Elective (3 hrs)	3
Occupational Courses	
ECCE 1101 - Introduction to Early Childhood Care and Education	3
ECCE 1103 - Child Growth and Development	3
ECCE 1105 - Health, Safety and Nutrition	3
ECCE 2115 - Language and Literacy	3
ECCE 1112 - Curriculum and Assessment	3
ECCE 1113 - Creative Activities for Children	3
COMP 1000 - Introduction to Computers	3
ECCE 2201 - Exceptionalities	3
ECCE 2202 - Social Issues and Family Involvement	3
ECCE 2203 - Guidance and Classroom Management	3
ECCE 1121 - Early Childhood Care and Education Practicum	3
ECCE 2116 - Math and Science	3
ECCE 2240 - Early Childhood Care and Education Internship	12
Specializations - Select ONE Pair (Two Courses)	
Paraprofessional Specialization	
ECCE 2310 - Paraprofessional Methods and Materials	3
ECCE 2312 - Paraprofessional Roles and Practices	3
Program Administration	
ECCE 2320 - Program Administration and Facility Management	3
ECCE 2322 - Personnel Management	3
Infant/Toddler Development	
ECCE 2330 - Infant/Toddler Development	3
ECCE 2332 - Infant/Toddler Group Care and Curriculum	3
Family Child Care	
ECCE 2340 - Family Child Care Program Management	3
ECCE 2342 - Family Child Care Business Management	3
School Age and Youth Care	
ECCE 2350 - Early Adolescent Development	3
ECCE 2352 - Designing Programs and Environments for School Age Children and Youth	3
Exceptionalities	
ECCE 2360 - Classroom Strategies for Exceptional Children	3
ECCE 2362 - Exploring Your Role in the Exceptional Environment	3

ECC2 Early Childhood Care/Education Diploma

Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	4 Term(s)
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 child care centers and Head Start.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input checked="" type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:		38		70		
English:		37		32		
Mathematics:		35		26		
Algebra:						

Program Courses

Basic Skills Courses (8-9 hrs)

ENGL 1010 - Fundamentals of English I

Select EMPL 1000 (2 hrs) or PSYC 1010 (3 hrs)

EMPL 1000 - Interpersonal Relations and Professional Development

PSYC 1010 - Basic Psychology

MATH 1012 - Foundations of Mathematics

Occupational Courses

ECCE 1101 - Introduction to Early Childhood Care and Education

ECCE 1103 - Child Growth and Development

ECCE 1105 - Health, Safety and Nutrition

ECCE 1112 - Curriculum and Assessment

ECCE 1113 - Creative Activities for Children

ECCE 1121 - Early Childhood Care and Education Practicum

ECCE 2115 - Language and Literacy

ECCE 2116 - Math and Science

ECCE 2202 - Social Issues and Family Involvement

ECCE 2203 - Guidance and Classroom Management

COMP 1000 - Introduction to Computers

ECCE 2240 - Early Childhood Care and Education Internship

CD61 Child Development Specialist Technical Certificate of Credit Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	1 Term(s)
Minimum Credit Hours for Graduation	14

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input checked="" type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:		38		70		
English:		35		32		
Mathematics:		35		26		
Algebra:						

Program Courses

Credits

ECCE 1101 - Introduction to Early Childhood Care and Education	3
ECCE 1103 - Child Growth and Development	3
ECCE 1105 - Health, Safety and Nutrition	3
ECCE 1112 - Curriculum and Assessment	3
ECCE 1121 or EMPL 1000 Option	
ECCE 1121 - Early Childhood Care and Education Practicum	3
EMPL 1000 - Interpersonal Relations and Professional Development	2

EC31 Early Childhood Care and Education Basics

Technical Certificate of Credit

Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	1 Term(s)
Minimum Credit Hours for Graduation	9

Program Description: The Early Childhood Care and Education (ECCE) Basic TCC includes three basic Early Childhood and Care 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 health, safety, and nutrition course. Graduates have qualifications to be employed in early care and education settings including child care centers, Head Start, and Georgia Pre-K programs. Bright from the Start (BFTS), the regulatory agency in Georgia, requires the basic knowledge included in this TCC for a person to be a lead teacher in a child care center and family day care center.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input checked="" type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:		38		70		
English:		35		32		
Mathematics:		35		26		
Algebra:						

Program Courses

Credits

ECCE 1101 - Introduction to Early Childhood Care and Education	3
ECCE 1103 - Child Growth and Development	3
ECCE 1105 - Health, Safety and Nutrition	3

FC21 Family Child Care Specialist Technical Certificate of Credit Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	1 Term(s)
Minimum Credit Hours for Graduation	15

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

Admission Requirements

Minimum Required Age	18
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	ASSET	COMPASS	Not Required
Reading:	38	70	
English:	35	32	
Mathematics:	35	26	
Algebra:			

Program Courses

Credits

ECCE 1101 - Introduction to Early Childhood Care and Education	3
ECCE 1103 - Child Growth and Development	3
ECCE 1105 - Health, Safety and Nutrition	3
ECCE 2340 - Family Child Care Program Management	3
ECCE 2342 - Family Child Care Business Management	3

IC31 Infant/Toddler Child Care Specialist

Technical Certificate of Credit

Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	1 Term(s)
Minimum Credit Hours for Graduation	15

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input checked="" type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:		38		70		
English:		35		32		
Mathematics:		35		26		
Algebra:						

Program Courses

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

Programs Of Study

Electronics and Telecommunications

ET13 Electronics Technology Associate of Applied Science Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	5 Term(s)
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 application necessary for successful employment using both manual and computerized electronics systems. Program graduates receive an Electronics Technology Associate of Science Degree which qualifies them as electronics technicians with a specialization in biomedical instrumentation, communication electronics, computer electronics, industrial electronics, general electronics, or telecommunication electronics.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:				79		
English:		35		62		
Mathematics:						
Algebra:				37		

Program Courses

Credits

General Education Core (Required minimum: 15 Semester hours)

Area I - Language Arts/Communication

ENGL 1101 - Composition and Rhetoric 3

Area II - Social/Behavioral Sciences

Social Sciences/Behavioral Sciences Elective 3

Area III - Natural Sciences/Mathematics

MATH 1111 - College Algebra 3

Mathematics Elective

MATH 1112 - College Trigonometry	3
MATH 1113 - Precalculus	3
Area IV - Humanities/Fine Arts	
Humanities/Fine Arts Elective	
Occupational Courses	
COMP 1000 - Introduction to Computers	3
ELCR 1005 - Soldering Technology	1
ELCR 1010 - Direct Current Circuits	5
ELCR 1020 - Alternating Current Circuits	7
ELCR 1030 - Solid State Devices	5
ELCR 1040 - Digital and Microprocessor Fundamentals	5
ELCR 1060 - Linear Integrated Circuits	3
And completion of one of the following specializations:	
Biomedical Instrumentation Technology Specialization 17 hours	
ALHS 1010 - Introduction to Anatomy and Physiology	4
ALHS 1090 - Medical Terminology for Allied Health Sciences	2
BMET 1231 - Medical Equipment Function and Operation I	4
BMET 2242 - Medical Equipment Function and Operation II	4
BMET 2343 - Internship Medical Systems	3
Communications Electronics Technology Specialization 17 hours	
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	
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	
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
Home Technology Integration Specialization 16 hours	

ELCR 2650 - Home Automation Systems	5
ELCR 2660 - Security System Installation and Testing	4
ELCR 2680 - Access Control and CCTV Installation	2
ELCR 2690 - Prep for Low Voltage Licensure	3
Electronics Technology Elective 2 hours	2
Field Occupation Specialization 16 hours	
Occupationally Related Electives 16 hours	16

EF12 Electronics Fundamentals Diploma

Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	3 Term(s)
Minimum Credit Hours for Graduation	40

Program Description: The Electronics Fundamentals program is designed to prepare students for careers in electronics professions. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of electronics theory and practical application necessary for successful employment. Program graduates receive an Electronics Fundamentals diploma which prepares them for entry-level positions in the electronics field and qualifies them for admission to the Electronics Technology program.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	ASSET	COMPASS	Not Required
Reading:		70	
English:	37	32	
Mathematics:		26	
Algebra:			

Program Courses

Credits

Basic Skills Core

MATH 1013 - Algebraic Concepts	3
EMPL 1000 - Interpersonal Relations and Professional Development	2

Chose One of the Following

MATH 1015 - Geometry and Trigonometry	3
MATH 1017 - Trigonometry	3
ENGL 1010 - Fundamentals of English I	3

Occupational Courses

ELCR 1005 - Soldering Technology	1
ELCR 1010 - Direct Current Circuits	5
COMP 1000 - Introduction to Computers	3
ELCR 1020 - Alternating Current Circuits	7
ELCR 1030 - Solid State Devices	5

ELCR 1040 - Digital and Microprocessor Fundamentals
ELCR 1060 - Linear Integrated Circuits

5
3

ET14 Electronics Technology Diploma

Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	4 Term(s)
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 biomedical instrumentation, communications electronics, computer electronics, general electronics, industrial electronics, or telecommunications electronics

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:				70		
English:		37		32		
Mathematics:				26		
Algebra:						

Program Courses

Credit

Basic Skills Courses

- MATH 1013 - Algebraic Concepts
- EMPL 1000 - Interpersonal Relations and Professional Development
- ENGL 1010 - Fundamentals of English I

One of the following classes

- MATH 1015 - Geometry and Trigonometry
- MATH 1017 - Trigonometry

Occupational Courses

- COMP 1000 - Introduction to Computers
- ELCR 1005 - Soldering Technology
- ELCR 1010 - Direct Current Circuits

ELCR 1020 - Alternating Current Circuits
ELCR 1030 - Solid State Devices
ELCR 1040 - Digital and Microprocessor Fundamentals
ELCR 1060 - Linear Integrated Circuits

And completion of one of the following specializations:

Biomedical Instrumentation Technology Specialization 17 hours

ALHS 1010 - Introduction to Anatomy and Physiology
ALHS 1090 - Medical Terminology for Allied Health Sciences
BMET 1231 - Medical Equipment Function and Operation I
BMET 2242 - Medical Equipment Function and Operation II
BMET 2343 - Internship Medical Systems

Communications Electronics Technology Specialization 17 hours

ELCR 2210 - Advanced Circuit Analysis
ELCR 2220 - Advanced Modulation Techniques
ELCR 2230 - Antenna and Transmission Lines
ELCR 2240 - Microwave Communications and Radar
ELCR 2250 - Optical Communications Techniques

Telecommunications Electronics Technology Specialization 18 hours

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

Industrial Electronics Technology Specialization 16 hours

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

Home Technology Integration Specialization 16 hours

ELCR 2650 - Home Automation Systems
ELCR 2660 - Security System Installation and Testing
ELCR 2680 - Access Control and CCTV Installation
ELCR 2690 - Prep for Low Voltage Licensure

Electronic Technology Elective 2 hours

Field Occupation Specialization 16 hours

Occupationally Related Electives 16 hours

Programs Of Study

Industrial Systems Technology

EC22 Electrical Control Systems

Diploma

Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	3 Term(s)
Minimum Credit Hours for Graduation	51

Program Description: The Electrical Control Systems Diploma program is a sequence of courses designed to prepare students in the field of electrical control systems. Learning opportunities develop academic and professional knowledge, along with skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in PLC, electrical controls, and instrumentation. Graduates of the program receive an Electrical Control Systems diploma that qualifies them for employment as industrial electricians or industrial control technicians.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	No

Minimum Test Scores:

Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		70	
English:	37	32	
Mathematics:			
Algebra:		28	

Program Courses

Credits

Basic Skills Courses

ENGL 1010 - Fundamentals of English I	3
MATH 1013 – Algebraic Concepts	3
EMPL 1000 - Interpersonal Relations and Professional Development	2

Occupational Courses

IDSY 1130 - Industrial Wiring	4
IDSY 1100 - Basic Circuit Analysis	5
COMP 1000 - Introduction to Computers	3
IDSY 1110 - Industrial Motor Controls I	5
IDSY 1210 - Industrial Motor Controls II	5

IDSY 1230 - Industrial Instrumentation	6
IDSY 1120 - Basic Industrial PLC's	6
IDSY 1220 - Intermediate Industrial PLC's	6
And choose one of the following courses:	
IDSY 1150 - DC and AC Motors	3
IDSY 1180 - Magnetic Starters and Braking	3

IST4 Industrial Systems Technology Diploma Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	4 Term(s)
Minimum Credit Hours for Graduation	60

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	No

Minimum Test Scores:

Test:	<input type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:				70		
English:		37		32		
Mathematics:						
Algebra:				28		

Program Courses

Credits

Basic Skills Courses

MATH 1013 - Algebraic Concepts	3
ENGL 1010 - Fundamentals of English I	3
EMPL 1000 - Interpersonal Relations and Professional Development	2

Occupational Courses

IDSY 1100 - Basic Circuit Analysis	5
IDSY 1170 - Industrial Mechanics	6
COMP 1000 - Introduction to Computers	3
IDSY 1110 - Industrial Motor Controls I	5
IDSY 1210 - Industrial Motor Controls II	5
IDSY 1120 - Basic Industrial PLC's	6

IDSY 1220 - Intermediate Industrial PLC's	6
IDSY 1130 - Industrial Wiring	4
IDSY 1190 - Fluid Power and Piping Systems	6
IDSY 1230 - Industrial Instrumentation	6

IF11 Industrial Fluid Power Technician Technical Certificate of Credit

Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	1 Term(s)
Minimum Credit Hours for Graduation	12

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

Minimum Required Age	16
High School Diploma or GED Required	No

Minimum Test Scores:

Test:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	ASSET	COMPASS	Not Required
Reading:		70	
English:	35	32	
Mathematics:		26	
Algebra:			

Program Courses

	<u>Credits</u>
IDSY 1170 - Industrial Mechanics	6
IDSY 1190 - Fluid Power and Piping Systems	6

PC81 Programmable Control Technician I Technical Certificate of Credit Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	1 Term(s)
Minimum Credit Hours for Graduation	17

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

Minimum Required Age	16
High School Diploma or GED Required	No

Minimum Test Scores:

Test:	<input type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:				70		
English:		35		32		
Mathematics:				26		
Algebra:						

Program Courses

	<u>Credits</u>
IDSY 1110 - Industrial Motor Controls I	5
IDSY 1120 - Basic Industrial PLC's	6
IDSY 1220 - Intermediate Industrial PLC's	6

RW41 Residential/Industrial Wiring

Technical Certificate of Credit

Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	2 Term(s)
Minimum Credit Hours for Graduation	17

Program Description: The purpose of the Residential/Industrial Wiring Technical Certificate of Credit is to train students to perform their duties more efficiently by being knowledgeable of residential/industrial wiring principles and practical applications. The program will prepare students to enter employment proficient in industrial maintenance applications and upgrade skills of current industrial maintenance personnel working in the field.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		70	
English:	35	32	
Mathematics:		26	
Algebra:			

Program Courses

<u>Program Courses</u>	<u>Credits</u>
IDSY 1130 - Industrial Wiring	4
IDSY 1110 - Industrial Motor Controls I	5
IDSY 1100 – Basic Circuit Analysis	5
MATH 1013 – Algebraic Concepts	3

IMS2 Industrial Mechanical Systems Diploma

Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	3 Term(s)
Minimum Credit Hours for Graduation	52

Program Description: The Industrial Mechanical Systems Diploma program provides instruction to prepare students for employment in a variety of positions within the industrial production equipment maintenance field. 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. Graduates of the program receive an Industrial Mechanical Systems, diploma that qualifies them for employment as an industrial maintenance mechanic.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	No

Minimum Test Scores:

Test:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	ASSET	COMPASS	Not Required
Reading:		70	
English:	37	32	
Mathematics:			
Algebra:		28	

Program Courses

Credits

Basic Skills Courses

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

Occupational Courses

IDSY 1100 - Basic Circuit Analysis	5
IDSY 1160 - Mechanical Laws and Principles	4
IDSY 1170 - Industrial Mechanics	6
IDSY 1190 - Fluid Power and Piping Systems	6
IDSY 1110 - Industrial Motor Controls I	5
IDSY 1240 - Maintenance for Reliability	4
WELD 1330 - Metal Welding and Cutting Techniques	2
COMP 1000 - Introduction to Computers	3

Guided Electives

IDSY 1150 - DC and AC Motors	3
IDSY 1260 - Machine Tool for Industrial Repairs	4
IDSY 1020 - Print Reading and Problem Solving	3

IM41 Industrial Motor Control Technician Technical Certificate of Credit Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	1 Term(s)
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

Minimum Required Age	16
High School Diploma or GED Required	No

Minimum Test Scores:

Test:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	ASSET	COMPASS	Not Required
Reading:		70	
English:	35	32	
Mathematics:		26	
Algebra:			

Program Courses

IDSY 1110 - Industrial Motor Controls I	<u>Credits</u> 5
IDSY 1210 - Industrial Motor Controls II	5

Programs Of Study

Machine Tool Technology

MTT2 Machine Tool Technology Diploma

Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	3 Term(s)
Minimum Credit Hours for Graduation	48

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 application necessary for successful employment. Program graduates receive a Machine Tool Technology Diploma and have the qualification of a machine tool technician.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	No

Minimum Test Scores:

Test:	<input type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:				70		
English:		37		32		
Mathematics:				26		
Algebra:						

Program Courses

Credits

Basic Skills Core

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

Choose One of the Following

MCHT 1013 - Machine Tool Math	3
MATH 1015 - Geometry and Trigonometry	3

Occupational Courses

MCHT 1011 - Introduction to Machine Tool	4
MCHT 1012 - Blueprint for Machine Tool	3

MCHT 1015 - Surface Grinder Operations	2
MCHT 1017 - Characteristics of Metals/Heat Treatment I	3
COMP 1000 - Introduction to Computers	3
MCHT 1119 - Lathe Operations I	4
MCHT 1120 - Mill Operations I	4
AMCA 2110 - CNC Fundamentals	3
MCHT 1219 - Lathe Operations II	4
MCHT 1220 - Mill Operations II	4
OCCUPATIONAL ELECTIVE	3

CS51 CNC Specialist Technical Certificate of Credit Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	1 Term(s)
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

Minimum Required Age	16
High School Diploma or GED Required	No

Minimum Test Scores:

Test:	<input type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:				70		
English:		35		32		
Mathematics:				26		
Algebra:						

Program Courses

<u>Program Courses</u>	<u>Credits</u>
AMCA 2110 - CNC Fundamentals	3
AMCA 2130 - CNC Mill Manual Programming	5
AMCA 2150 - CNC Lathe Manual Programming	5
AMCA 2170 - CNC Practical Applications	3
AMCA 2190 - CAD/CAM Programming	4

Programs Of Study

Medical Assisting

MA22 Medical Assisting Diploma

Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	5 Term(s)
Minimum Credit Hours for Graduation	61

Program Description: The Medical Assisting program prepares students for employment in a variety of positions in today's medical offices. The Medical Assisting program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of medical assisting. Graduates of the program receive a Medical Assisting diploma.

Admission Requirements

Minimum Required Age	17
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input checked="" type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:		38		70		
English:		37		32		
Mathematics:		35		26		
Algebra:						

Program Courses

Credits

Basic Skills

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

Occupational Courses

ALHS 1011 - Anatomy and Physiology	5
ALHS 1090 - Medical Terminology for Allied Health Sciences	2
ALHS 1040 - Introduction to Health Care	3
BUSN 1440 - Document Production	4
COMP 1000 - Introduction to Computers	3

MAST 1010 - Legal and Ethical Concerns in the Medical Office	2
MAST 1030 - Pharmacology in the Medical Office	4
MAST 1060 - Medical Office Procedures	4
MAST 1080 - Medical Assisting Skills I	4
MAST 1090 - Medical Assisting Skills II	4
MAST 1100 - Medical Insurance Management	2
MAST 1110 - Administrative Practice Management	3
MAST 1170 - Medical Assisting Externship	6
MAST 1180 - Medical Assisting Seminar	3
MAST 1120 - Human Pathological Conditions in the Medical Office	3

Programs Of Study

Paralegal Studies

PS13 Paralegal Studies Associate of Applied Science Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	5 Term(s)
Minimum Credit Hours for Graduation	66

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, and 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

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:				79		
English:		35		62		
Mathematics:						
Algebra:				37		

Program Courses

Credits

General Education Core (Required minimum: 15 Semester Credit Hours)

Area I - Language Arts/Communication

ENGL 1101 - Composition and Rhetoric 3

Area II - Social/Behavioral Sciences

Social/Behavioral Sciences Elective 3

Area III - Natural Sciences/Mathematics - Select 1

MATH 1100 - Quantitative Skills and Reasoning 3

MATH 1101 - Mathematical Modeling 3

MATH 1111 - College Algebra 3

Area IV - Humanities/Fine Arts	
Humanities/Fine Arts Elective	3
Program-Specific Requirements	
SPCH 1101 - Public Speaking	3
Occupational Courses	
COMP 1000 - Introduction to Computers	3
PARA 1100 - Introduction to Law and Ethics	3
PARA 1115 - Family Law	3
PARA 1105 - Legal Research and Legal Writing I	3
PARA 1110 - Legal Research and Legal Writing II	3
PARA 1125 - Criminal Law and Criminal Procedure	3
PARA 1140 - Tort Law	3
PARA 1150 - Contracts, Commercial Law and Business Organizations	3
PARA 1120 - Real Estate Law	3
PARA 1130 - Civil Litigation	3
PARA 1135 - Wills, Trusts, Probate, and Administration	3
PARA 1145 - Law Office Management	3
PARA 2210 - Paralegal Internship I	6
Complete 9 credits from the following courses	
Occupational Guided Electives - 9 credits	9
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

PS12 Paralegal Studies Diploma

Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	4 Term(s)
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 and 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 state and federal law; legal correspondence preparation; family law matters; criminal law procedure, and tort law. 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 Diploma.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

	Test:	<input type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:					79		
English:					62		
Mathematics:					50		
Algebra:					37		

Program Courses

Basic Skills Courses

ENGL 1101 – Composition and Rhetoric

Select one of the following Social/Behavioral Science courses - 2 credits

EMPL 1000 - Interpersonal Relations and Professional Development

PSYC 1010 - Basic Psychology

PSYC 1101 – Introductory Psychology

Select one of the following Math courses - 3 credits

MATH 1100 - Quantitative Skills and Reasoning

MATH 1101 - Mathematical Modeling

MATH 1111 - College Algebra

Occupational Courses

PARA 1100 - Introduction to Law and Ethics

COMP 1000 - Introduction to Computers

PARA 1115 - Family Law

PARA 1105 - Legal Research and Legal Writing I

PARA 1145 - Law Office Management

PARA 1140 - Tort Law

PARA 1125 - Criminal Law and Criminal Procedure

Select 2 credits from the following courses

PARA 1200 - Bankruptcy/Debtor-Creditor Relations

PARA 1135 - Wills, Trusts, Probate, and Administration

PARA 1205 - Constitutional Law

AL41 Advanced Legal Assistant Technical Certificate of Credit Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	3 Term(s)
Minimum Credit Hours for Graduation	27

Program Description: The Advanced Legal Assistant TCC is a sequence of technical courses targeted to students with bachelor's degrees who wish to prepare for paralegal positions in the law office. Learning opportunities develop technical and professional knowledge and skills required for job acquisition, retention, and advancement. This TCC in addition to a bachelor's degree will make students eligible to sit for the Certified Paralegal exam by the National Association of Legal Assistants.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input checked="" type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:		38		70		
English:		35		32		
Mathematics:		35		26		
Algebra:						

Program Courses

	<u>Credits</u>
COMP 1000 - Introduction to Computers	3
PARA 1100 - Introduction to Law and Ethics	3
PARA 1105 - Legal Research and Legal Writing I	3
PARA 1115 - Family Law	3
PARA 1120 - Real Estate Law	3
PARA 1125 - Criminal Law and Criminal Procedure	3
PARA 1130 - Civil Litigation	3
PARA 1140 - Tort Law	3
PARA 1150 - Contracts, Commercial Law and Business Organizations	3

LA21 Legal Assistant Technical Certificate of Credit Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	3 Term(s)
Minimum Credit Hours for Graduation	30

Program Description: The Legal Assistant TCC is a sequence of technical courses that prepares students for entry level positions in the law office. Learning opportunities develop technical and professional knowledge and skills required for job acquisition, retention, and advancement. Technical knowledge and skills emphasized in this program include ethical obligations; basic research of state and federal law; legal correspondence preparation; family law matters; basic concepts of real property law, criminal law and procedure, and civil litigation. The program emphasizes opportunities that provide students with specialized legal knowledge and office skills required to aid lawyers in the delivery of legal services.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	ASSET	COMPASS	Not Required
Reading:	38	70	
English:	35	32	
Mathematics:	35	26	
Algebra:			

Program Courses

- ACCT 1100 - Financial Accounting I
- COMP 1000 - Introduction to Computers
- PARA 1100 - Introduction to Law and Ethics
- BUSN 1400 - Word Processing Applications
- PARA 1115 - Family Law
- PARA 1125 - Criminal Law and Criminal Procedure
- BUSN 1440 - Document Production
- PARA 1120 - Real Estate Law
- PARA 1130 - Civil Litigation

Credit

PF21 Paralegal Fundamentals Technical Certificate of Credit Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	2 Term(s)
Minimum Credit Hours for Graduation	12

Program Description: The Paralegal Fundamentals program is a sequence of courses that prepares students for entry level positions in the law firm. 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; analysis of state and federal law; legal correspondence preparation; criminal law and procedure; family law. The program emphasizes opportunities that provide students with specialized legal knowledge and skills required to aid lawyers in the delivery of legal services.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input checked="" type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:		38		70		
English:		35		32		
Mathematics:		35		26		
Algebra:						

Program Courses

- COMP 1000 - Introduction to Computers
- PARA 1100 - Introduction to Law and Ethics
- PARA 1115 - Family Law
- PARA 1125 - Criminal Law and Criminal Procedure

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Programs Of Study

Plumbing

RP11 Residential/Commercial Plumbing Technician Technical Certificate of Credit

Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	2 Term(s)
Minimum Credit Hours for Graduation	21

Program Description: The Residential Plumber 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

Minimum Required Age	16
High School Diploma or GED Required	No

Minimum Test Scores:

Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		70	
English:	35	32	
Mathematics:		26	
Algebra:			

Program Courses

	<u>Credits</u>
PLBG 1000 - Introduction to Plumbing	3
PLBG 1160 - Plumbing Drawings	3
PLBG 1210 - Pipes, Valves, and Fittings	3
PLBG 1220 - Drainage Systems	3
PLBG 1240 - Water Supply Systems	3
PLBG 1260 - Plumbing Fixtures and Appliances	3
PLBG 1280 - Gas Piping, Venting, and Appliances	3

Programs Of Study

Practical Nursing and Related Programs

PN12 Practical Nursing Diploma

Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	5 Term(s)
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.

Admission Requirements

Minimum Required Age	18
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input checked="" type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:		38		70		
English:		37		32		
Mathematics:		35		26		
Algebra:						

Program Courses

Credits

Basic Skills

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

Occupational Courses

ALHS 1011 - Anatomy and Physiology	5
ALHS 1060 – Diet and Nutrition for Allied Health Sciences	2
COMP 1000 - Introduction to Computers	3
PNSG 2010 – Introduction 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 2220 – Medical-Surgical Nursing II	4
PNSG 2230 – Medical-Surgical Nursing III	4
PNSG 2240 – Medical-Surgical Nursing IV	4
PNSG 2310 – Medical-Surgical Nursing Clinical I	2
PNSG 2320 – Medical-Surgical Nursing Clinical II	2
PNSG 2330 – Medical-Surgical Nursing Clinical III	2
PNSG 2340 – Medical-Surgical Nursing Clinical IV	2
PNSG 2250 – Maternity Nursing	3
PNSG 2255 – Maternity Nursing Clinical	1
PNSG 2410 – Nursing Leadership	1
PNSG 2415 – Nursing Leadership Clinical	2

PN14 Practical Nursing Diploma

Offered at the Campuses

This program is only available to students who were selected through competitive admission to the program prior to 201201 and will complete the program no later than 201212.

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	6 Term(s)
Minimum Credit Hours for Graduation	73

Program Description: The Practical Nursing program is designed to prepare students to write the NCLEX-PN for licensure as practical nurses. The program prepares graduates to give competent nursing care. This is done through a selected number of academic and occupational courses providing a variety of techniques and materials necessary to assist the student in acquiring the needed knowledge and skills to give competent care. A variety of clinical experiences is planned so that theory and practice are integrated under the guidance of the clinical instructor. Program graduates receive a practical nursing diploma and have the qualifications of an entry-level practical nurse.

Admission Requirements

Minimum Required Age	18
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input checked="" type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:		38		70		
English:		37		32		
Mathematics:		35		26		
Algebra:						

Program Courses

Credits

Basic Skills

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

Occupational Courses

ALHS 1090 - Medical Terminology for Allied Health Sciences	2
ALHS 1011 - Anatomy and Physiology	5
ALHS 1040 - Introduction to Health Care	3
PNSG 1020 - Pharmacology for Clinical Calculations	2
PNSG 1030 - Clinical Nutrition	2
PNSG 1100 - Nursing Fundamentals	7
PNSG 1120 - Medical Surgical Nursing I	7
PNSG 1122 - Medical Surgical Nursing Practicum I	6

PNSG 1130 - Medical Surgical Nursing II	7
PNSG 1132 - Medical Surgical Nursing Practicum II	6
PNSG 2120 - Pediatric Nursing	4
PNSG 2122 - Pediatric Nursing Practicum	1
PNSG 2130 - Obstetric Nursing	4
PNSG 2132 - Obstetric Nursing Practicum	2
PNSG 2150 - Nursing Leadership	1
PNSG 2152 - Nursing Leadership Practicum	2
COMP 1000 - Introduction to Computers	3

CN21 Nurse Aide

Technical Certificate of Credit

Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	1 Term(s)
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 setting 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

Minimum Required Age	16
High School Diploma or GED Required	No

Minimum Test Scores:

Test:	<input checked="" type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:		38		70		
English:		35		32		
Mathematics:		35		26		
Algebra:						

Program Courses

	<u>Credits</u>
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

Programs Of Study

Radiologic Technology

RT23 Radiologic Technology

Associate of Applied Science

Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	6 Term(s)
Minimum Credit Hours for Graduation	93

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

Admission Requirements

Minimum Required Age	18
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		79	
English:	35	62	
Mathematics:			
Algebra:		37	

Program Courses

Credits

General Education Core (Required minimum: 15 Semester hours)

Area I - Language Arts/Communication

ENGL 1101 - Composition and Rhetoric 3

Area II - Social/Behavioral Sciences

Social Sciences/Behavioral Sciences Elective 3

Area III - Natural Sciences/Mathematics

Mathematics

MATH 1101 - Mathematical Modeling 3

MATH 1111 - College Algebra 3

Area IV Humanities/Fine Arts

Humanities/Fine Arts Elective	3
Additional General Education Elective	3
Non General Education Degree Courses	
BIOL 2113 - Anatomy and Physiology I	3
BIOL 2113L - Anatomy and Physiology Lab I	1
BIOL 2114 - Anatomy and Physiology II	3
BIOL 2114L - Anatomy and Physiology Lab II	1
Occupational Courses	
RADT 1010 - Introduction to Radiology	4
RADT 1030 - Radiographic Procedures I	3
RADT 1070 - Principles of Imaging I	6
RADT 1320 - Clinical Radiography I	4
RADT 1060 - Radiographic Procedures II	3
RADT 1160 - Principles of Imaging II	6
RADT 1330 - Clinical Radiography II	7
RADT 2090 - Radiographic Procedures III	2
RADT 2340 - Clinical Radiography III	6
COMP 1000 - Introduction to Computers	3
RADT 1200 - Principles of Radiation Biology and Protection	3
RADT 2190 - Radiographic Pathology	2
RADT 2350 - Clinical Radiography IV	7
RADT 2260 - Radiologic Technology Review	3
RADT 2360 - Clinical Radiography V	9
ALHS 1090 - Medical Terminology for Allied Health Sciences	2

RT24 Radiologic Technology Diploma

Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	6 Term(s)
Minimum Credit Hours for Graduation	86

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

Admission Requirements

Minimum Required Age	18
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:				70		
English:		37		32		
Mathematics:				26		
Algebra:				28		

Program Courses

Credits

Basic Skills

ENGL 1010 - Fundamentals of English I	3
MATH 1013 - Algebraic Concepts	3
EMPL 1000 - Interpersonal Relations and Professional Development	2
PSYC 1010 - Basic Psychology	3

Occupational Courses

RADT 1010 - Introduction to Radiology	4
RADT 1030 - Radiographic Procedures I	3
RADT 1070 - Principles of Imaging I	6
RADT 1320 - Clinical Radiography I	4
RADT 1060 - Radiographic Procedures II	3
RADT 1160 - Principles of Imaging II	6
RADT 1330 - Clinical Radiography II	7

RADT 2090 - Radiographic Procedures III	2
RADT 2340 - Clinical Radiography III	6
COMP 1000 - Introduction to Computers	3
RADT 1200 - Principles of Radiation Biology and Protection	3
RADT 2190 - Radiographic Pathology	2
RADT 2350 - Clinical Radiography IV	7
RADT 2260 - Radiologic Technology Review	3
RADT 2360 - Clinical Radiography V	9
ALHS 1011 - Anatomy and Physiology	5
ALHS 1090 - Medical Terminology for Allied Health Sciences	2

Programs Of Study

Surgical Technology

ST12 Surgical Technology Diploma

Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	6 Term(s)
Minimum Credit Hours for Graduation	62

Program Description: The Surgical Technology, Diploma program prepares students for employment in a variety of positions in the surgical field. The Surgical Technology, Diploma program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in Surgical Technology. Graduates of the program receive a Surgical Technology diploma and are qualified for employment as surgical technologists.

Admission Requirements

Minimum Required Age	17
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input checked="" type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:		38		70		
English:		37		32		
Mathematics:		35		26		
Algebra:						

Program Courses

Credits

Occupational Courses

SURG 1010 - Introduction to Surgical Technology	6
SURG 1080 - Surgical Microbiology	2
SURG 1100 - Surgical Pharmacology	2
SURG 1020 - Principles of Surgical Technology	5
SURG 1120 - Surgical Technology Clinical I	3
SURG 1130 - Surgical Technology Clinical II	3
SURG 2030 - Surgical Procedures I	4
SURG 2120 - Surgical Technology Clinical III	3
SURG 2130 - Surgical Technology Clinical IV	3

SURG 2040 - Surgical Procedures II	4
SURG 2140 - Surgical Technology Clinical V	3
SURG 2150 - Surgical Technology Clinical VI	3
SURG 2240 - Seminar in Surgical Technology	2
COMP 1000 - Introduction to Computers	3
ALHS 1040 - Introduction to Health Care	3
ALHS 1090 - Medical Terminology for Allied Health Sciences	2
ALHS 1011 - Anatomy and Physiology	5
Basic Skills	
ENGL 1010 - Fundamentals of English I	3
MATH 1012 - Foundations of Mathematics	3

CSB1 Central Sterile Supply Processing Technician Technical Certificate of Credit

Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	1 Term(s)
Minimum Credit Hours for Graduation	12

Program Description: The Central Sterile Supply Processing Technician Technical Certificate of Credit is designed to provide entry-level training that will prepare graduates to function in the sterile supply processing and distribution areas of healthcare facilities. The program is based on theory and clinical instruction that will apply scientific principles to the specific work area. Theory classes with laboratory participatory classes will prepare students for clinical application of skills and knowledge in healthcare facilities.

Admission Requirements

Minimum Required Age	17
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input checked="" type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:	38	70	
English:	35	32	
Mathematics:	35	26	
Algebra:			

Program Courses

<u>Program Courses</u>	<u>Credits</u>
ALHS 1090 - Medical Terminology for Allied Health Sciences	2
COMP 1000 - Introduction to Computers	3
CSSP 1010 - Central Sterile Supply Processing Technician	5
EMPL 1000 - Interpersonal Relations and Professional Development	2

Programs Of Study

Welding and Joining Technology

WAJ2 Welding and Joining Technology Diploma

Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	3 Term(s)
Minimum Credit Hours for Graduation	50

Program Description: 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

Minimum Required Age	16
High School Diploma or GED Required	No

Minimum Test Scores:

Test:	<input type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:				70		
English:		37		32		
Mathematics:				26		
Algebra:						

Program Courses

Credits

Basic Skills Courses

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

Occupational Courses

WELD 1000 - Introduction to Welding Technology	3
WELD 1010 - Oxyfuel Cutting	3
WELD 1030 - Blueprint Reading for Welding Technology	3
WELD 1040 - Flat Shielded Metal Arc Welding	4
WELD 1070 - Overhead Shielded Metal Arc Welding	4

WELD 1050 - Horizontal Shielded Metal Arc Welding	4
WELD 1060 - Vertical Shielded Metal Arc Welding	4
COMP 1000 - Introduction to Computers	3
WELD 1090 - Gas Metal Arc Welding	4
WELD 1110 - Gas Tungsten Arc Welding	4
WELD 1120 - Preparation for Industrial Qualification	3
Program elective	
WELD 1150 - Advanced Gas Tungsten Arc Welding	3
WELD 1151 - Fabrication Processes	3
WELD 1152 - Pipe Welding	3
WELD 1153 - Flux Cored Arc Welding	4
WELD 1154 - Plasma Cutting	3
WELD 1156 - Ornamental Iron Works	3
WELD 1330 - Metal Welding and Cutting Techniques	2

FS31 Basic Shielded Metal Arc Welder

Technical Certificate of Credit

Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	1 Term(s)
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

Minimum Required Age	16
High School Diploma or GED Required	No

Minimum Test Scores:

Test:	<input type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input checked="" type="checkbox"/>	Not Required
Reading:				70		
English:		35		32		
Mathematics:				26		
Algebra:						

Program Courses

Credits

WELD 1000 - Introduction to Welding Technology	3
WELD 1010 - Oxyfuel Cutting	3
WELD 1040 - Flat Shielded Metal Arc Welding	4

GTA1 Gas Tungsten Arc Welder Technical Certificate of Credit Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	1 Term(s)
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

Minimum Required Age	16
High School Diploma or GED Required	No

Minimum Test Scores:

Test:	<input type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input checked="" type="checkbox"/>	Not Required
Reading:				70		
English:		35		32		
Mathematics:				26		
Algebra:						

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	3
WELD 1151 - Fabrication Processes	3
WELD 1152 - Pipe Welding	3
WELD 1153 - Flux Cored Arc Welding	4
WELD 1154 - Plasma Cutting	3
WELD 1156 - Ornamental Iron Works	3
WELD 1030 - Blueprint Reading for Welding Technology	3
WELD 1040 - Flat Shielded Metal Arc Welding	4

OSM1 Advanced Shielded Metal Arc Welder Technical Certificate of Credit Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	1 Term(s)
Minimum Credit Hours for Graduation	12

Program Description: The Advanced Shielded Metal Arc Welder Technical Certificate of Credit is a continuation of the basic certificate. The advanced program provides instruction in shielded metal arc welding in the overhead, horizontal, and vertical positions.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	No

Minimum Test Scores:

Test:	<input type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:				70		
English:		35		32		
Mathematics:				26		
Algebra:						

Program Courses

Credits

WELD 1050 - Horizontal Shielded Metal Arc Welding	4
WELD 1060 - Vertical Shielded Metal Arc Welding	4
WELD 1070 - Overhead Shielded Metal Arc Welding	4

GM31 Gas Metal Arc Welder Technical Certificate of Credit

Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	1 Term(s)
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

Minimum Required Age	16
High School Diploma or GED Required	No

Minimum Test Scores:

Test:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	ASSET	COMPASS	Not Required
Reading:		70	
English:	35	32	
Mathematics:		26	
Algebra:			

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	3
WELD 1151 - Fabrication Processes	3
WELD 1152 - Pipe Welding	3
WELD 1153 - Flux Cored Arc Welding	4
WELD 1154 - Plasma Cutting	3
WELD 1156 - Ornamental Iron Works	3
WELD 1030 - Blueprint Reading for Welding Technology	3
WELD 1040 - Flat Shielded Metal Arc Welding	4

VSM1 Vertical Shielded Metal Arc Welder Fabricator Technical Certificate of Credit Offered at the Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	1 Term(s)
Minimum Credit Hours for Graduation	11

Program Description: The Vertical Shielded Metal Arc Welder Fabricator Technical Certificate of Credit prepares students for careers in shielded metal arc welding fabrication.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	No

Minimum Test Scores:

Test:	<input type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input checked="" type="checkbox"/>	Not Required
Reading:				70		
English:		35		32		
Mathematics:				26		
Algebra:						

Program Courses

	<u>Credits</u>
WELD 1050 – Horizontal Shielded Metal Arc Welding	4
WELD 1060 – Vertical Shielded Metal Arc Welding	4
Choose one of the following courses:	
WELD 1030 - Blueprint Reading for Welding Technology	3
WELD 1040 - Flat Shielded Metal Arc Welding	4
WELD 1153 - Flux Cored Arc Welding	4
WELD 1154 - Plasma Cutting	3
WELD 1156 - Ornamental Iron Works	3

COURSE DESCRIPTIONS

Course descriptions are arranged in alphabetical-numerical order. The numbers shown after the course title indicate in sequence the number of hours in class per week, the number of hours in laboratory per week, and the number of credit hours for the course. Course prerequisites and co-requisites are specified for each course. Not all courses are taught every semester. For offerings, please refer to the course schedules link on the MGTC website (<http://www.middlegatech.edu/students/courses/>).

Class/Lab/Credit

ACCT 1100 - Financial Accounting I

(3/2/4)

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

Or Advisor Approval Program Admission

Co-requisites: None

ACCT 1105 - Financial Accounting II

(3/2/4)

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

Co-requisites: None

ACCT 1110 - Managerial Accounting

(2/2/3)

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: All Required

ACCT 1105 - Financial Accounting II

Co-requisites: None

ACCT 1115 - Computerized Accounting

(1/4/3)

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: All Required

COMP 1000 - Introduction to Computers

ACCT 1100 - Financial Accounting I

Co-requisites: None

ACCT 1120 - Spreadsheet Applications

(1/4/4)

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: All Required

COMP 1000 - Introduction to Computers

Co-requisites: None

ACCT 1125 - Individual Tax Accounting

(2/2/3)

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

Co-requisites: None

ACCT 1130 - Payroll Accounting

(2/2/3)

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: All Required

ACCT 1100 - Financial Accounting I

Co-requisites: None

ACCT 2120 - Business Tax Accounting

(2/2/3)

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: None

Co-requisites: All Required

ACCT 1125 - Individual Tax Accounting

ACCT 2140 - Legal Environment of Business

(3/0/3)

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: All Required

Program Admission

Co-requisites: None

ACCT 2150 - Principles of Auditing

(3/0/3)

Introduces the student to the auditors 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: All Required

ACCT 1105 - Financial Accounting II

Co-requisites: None

AIRC 1005 - Refrigeration Fundamentals (3/3/4)

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: All Required

Provisional Admission

Co-requisites: None

AIRC 1010 - Refrigeration Principles and Practices (3/3/4)

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: One Required

AIRC 1005 - Refrigeration Fundamentals

AIRC 1020 - Refrigeration Systems Components (3/3/4)

This course provides the student with the skills and knowledge and skills to install, test, and service major components of a refrigeration system. Topics include compressors, condensers, evaporators, metering devices, service procedures, refrigeration systems and safety.

Pre-requisites: All Required

AIRC 1005 - Refrigeration Fundamentals

Co-requisites: None

AIRC 1030 - HVACR Electrical Fundamentals (3/3/4)

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: All Required

Provisional Admission

Co-requisites: None

AIRC 1040 - HVACR Electrical Motors (3/3/4)

This course provides the student with the skills and knowledge necessary for application and

service of electric motors commonly used by the refrigeration and air conditioning industry. Topics include diagnostic techniques, capacitors, installation procedures, types of electric motors, electric motor service, and safety.

Pre-requisites: All Required

AIRC 1030 - HVACR Electrical Fundamentals

Co-requisites: None

AIRC 1050 - HVACR Electrical Components and Controls (3/3/4)

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-requisites: None

Co-requisites: All Required

AIRC 1030 - HVACR Electrical Fundamentals

AIRC 1060 - Air Conditioning Systems Application and Installation (3/3/4)

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-requisites: None

Co-requisites: All Required

AIRC 1010 - Refrigeration Principles and Practices

AIRC 1030 - HVACR Electrical Fundamentals

AIRC 1070 - Gas Heat (3/3/4)

This course introduces principles of combustion and service requirements for gas heating systems. Topics include servicing procedures, electrical controls, piping, gas valves, venting, code requirements, principles of combustion, and safety.

Pre-requisites: All Required

AIRC 1030 - HVACR Electrical Fundamentals

Co-requisites: None

AIRC 1080 - Heat Pumps and Related Systems (3/3/4)

This course provides instruction on the principles, applications, and operation of a residential heat pump system. Topics include installation and servicing procedures, electrical components, geothermal ground source energy supplies, dual fuel, valves, and troubleshooting techniques.

Pre-requisites: All Required

AIRC 1010 - Refrigeration Principles and Practices

AIRC 1030 - HVACR Electrical Fundamentals

Co-requisites: None

AIRC 1090 - Troubleshooting Air Conditioning Systems (3/3/4)

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-requisites: All Required

AIRC 1010 - Refrigeration Principles and Practices

AIRC 1030 - HVACR Electrical Fundamentals

Co-requisites: None

ALHS 1010 - Introduction to Anatomy and Physiology

(4/0/4)

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

Co-requisites: None

ALHS 1011 - Anatomy and Physiology

(5/0/5)

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

Regular Admission

Co-requisites: None

ALHS 1040 - Introduction to Health Care

(2/3/3)

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: All Required

Provisional Admission

Co-requisites: None

ALHS 1060 - Diet and Nutrition for Allied Health Sciences

(2/0/2)

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: All Required

Program Admission

Co-requisites: None

ALHS 1090 - Medical Terminology for Allied Health Sciences

(2/0/2)

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: All Required

Provisional Admission

Co-requisites: None

AMCA 2110 - CNC Fundamentals (1/5/3)

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: All Required

Provisional Admission

MCHT 1012 - Blueprint for Machine Tool

MCHT 1013 - Machine Tool Math

MCHT 1011 - Introduction to Machine Tool

Co-requisites: None

AMCA 2130 - CNC Mill Manual Programming (3/4/5)

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: All Required

AMCA 2110 - CNC Fundamentals

AMCA 2150 - CNC Lathe Manual Programming (3/4/5)

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: All Required

AMCA 2110 - CNC Fundamentals

AMCA 2170 - CNC Practical Applications (0/3/3)

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: All Required

AMCA 2110 - CNC Fundamentals

AMCA 2130 - CNC Mill Manual Programming

AMCA 2150 - CNC Lathe Manual Programming

Co-requisites: None

AMCA 2190 - CAD/CAM Programming (2/4/4)

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: All Required

AMCA 2110 - CNC Fundamentals

ARTS 1101 - Art Appreciation

(3/0/3)

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

Co-requisites: ENGL 1101 Composition and Rhetoric

ASTT 1010 - Basic Blueprint Reading

(4/0/4)

This course introduces basic blueprint reading. Emphasis will be placed on reading and interpreting blueprints found in a manufacturing environment. Topics include: lines and symbols, orthographic drawings, views, material, form and position, title blocks, sketching, features, and sections.

Pre-requisites: All Required

Provisional Admission

Co-requisites: None

ASTT 1020 - Aircraft Blueprint Reading

(3/0/3)

This course introduces aerospace specific blueprint information which builds on a basic knowledge of blueprint terminology and symbols. Topics include: dimensioning standards and practices, blueprint components, interpretation of reference planes and coordinate systems, engineering numbering and revision system, body/field of the drawing, detail drawings, configured/method/undimensioned drawings.

Pre-requisites: None

Co-requisites: All Required

ASTT 1010 - Basic Blueprint Reading

ASTT 1030 - Structural Fundamentals

(.67/6.06/3)

Introduces the fundamental concepts required in aerospace structural manufacturing and repair. Emphasis is placed on safety, quality, and precision. Topics include: safety, flat pattern layout, quality standards, fasteners, hand tools, and precision measuring instruments.

Pre-requisites: All Required

Provisional Admission

Co-requisites: All Required

ASTT 1010 - Basic Blueprint Reading

ASTT 1040 - Structural Layout and Fabrication

(1.93/8.13/5)

Continues the development of knowledge and skills required to perform basic aerospace layout and fabrication. Emphasizes the safe use of stationary equipment. Topics include: machine safety, stationary equipment, bend allowance, fasteners layout, parts fabrication, special fasteners, and geometric functions.

Pre-requisites: All Required

ASTT 1010 - Basic Blueprint Reading

ASTT 1030 - Structural Fundamentals

Co-requisites: All Required

ASTT 1020 - Aircraft Blueprint Reading

- ASTT 1050 - Aerospace Quality Management (3/0/3)
 Introduces the student to the concept of Aerospace Quality Management Systems used in the American workplace. Topics include: History of quality management, principles of quality, tools used in quality systems, quality team building.
 Pre-requisites: All Required
 Program Admission
 Co-requisites: None
- ASTT 1070 - Aerodynamics (2/0/2)
 This course presents the theory of flight and aircraft design as it applies to the manufacturing and repair processes. Topics include: terminology, theory of flight, structural design, control surfaces, and stress and fatigue.
 Pre-requisites: All Required
 Provisional Admission
 Co-requisites: None
- ASTT 1090 - Composites and Bonded Structures (2.67/1.33/4)
 Emphasizes the development of knowledge and skills necessary to fabricate and repair bonded and composite aircraft parts. Topics include: safety, terms, classification and characteristics, inspection techniques, and application
 Pre-requisites: None
 Co-requisites: All Required
 ASTT 1040 - Structural Layout and Fabrication
- ASTT 1100 - Sealants (.67/2.67/2)
 Provides instruction in the surface preparation, application, and safe handling of sealants used in the aerospace structures repair and manufacturing industry. Topics include: safety; surface preparation; sealants application; sealants shelf life; sealants cure times; and sealants removal.
 Pre-requisites: All Required
 Provisional Admission
 Co-requisites: All Required
 ASTT 1030 - Structural Fundamentals
- ASTT 1110 - Corrosion Control (3.37/3.96/5)
 Emphasizes the development of knowledge and skills necessary to assess damage due to corrosion and take corrective action. Topics include: safety; corrosion theory; corrosion types; corrosion removal, repair, and treatment; and corrosion prevention.
 Pre-requisites: None
 Co-requisites: All Required
 ASTT 1040 - Structural Layout and Fabrication
- ASTT 1120 - Aircraft Metallurgy (2.6/3.6/4)
 Introduces the types of metals used in aircraft construction and provides a study of their properties and working characteristics. Topics include: safety, types of metals, properties of metals, methods of identification, heat treatment, temper designations, and working characteristics.

Pre-requisites: All Required
MATH 1012 - Foundations of Mathematics
ASTT 1040 - Structural Layout and Fabrication
Co-requisites: None

ASTT 1180 - Aircraft Technical Publications (3/0/3)

Continues the study of aircraft technical publications found in the manufacturing and repair process. Research skills necessary to locate information in technical publications will be emphasized. Topics include: document control numbers; technical publications; instructional repair manuals; aircraft transport association (ATA) codes; technical orders; tech order system, general; tech order, aircraft specific; and industry specific manuals

Pre-requisites: All Required
ASTT 1020 - Aircraft Blueprint Reading
Co-requisites: All Required
ENGL 1010 - Fundamentals of English I

ASTT 1510 - Quality Standards (3/0/3)

This course includes the study of federal aviation agency and USAF maintenance and quality publications as well as aircraft and component record keeping requirements.

Pre-requisites: None
Co-requisites: None

ASTT 1520 - Structural Repair and Modifications I (4/3/7)

This course includes the study of various types of aircraft construction and components. Both minor and major repairs to aircraft skin and structural members; replacement of damaged members. Also includes aircraft inspection and documentation and team management.

Pre-requisites: None
Co-requisites: None

ASTT 1620 - Structural Repair and Modifications II (2/2/4)

This course includes the study of aircraft cable and tubing assemblies. Cable terms, types and substitutions, hardware and accessories, cable fabrication and testing and inspection, types of tubings and fittings, repair and replacement of tubing assemblies, bending, flaring, and inspection.

Pre-requisites: None
Co-requisites: None

AUTT 1010 - Automotive Technology Introduction (1/2/2)

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: All Required
Provisional Admission
Co-requisites: None

AUTT 1020 - Automotive Electrical Systems (2/14/7)

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: All Required

AUTT 1010 - Automotive Technology Introduction

AUTT 1030 - Automotive Brake Systems

(2/5/4)

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: All Required

AUTT 1010 - Automotive Technology Introduction

AUTT 1040 - Automotive Engine Performance

(2/13.33/7)

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: All Required

AUTT 1020 - Automotive Electrical Systems

Co-requisites: None

AUTT 1050 - Automotive Suspension and Steering Systems

(1/7.33/4)

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: All Required

AUTT 1010 - Automotive Technology Introduction

AUTT 1060 - Automotive Climate Control Systems

(3.33/1.67/5)

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: All Required

AUTT 1020 - Automotive Electrical Systems

Co-requisites: None

AUTT 1070 - Automotive Technology Internship

(0/4/4)

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 semester to receive credit for this course.

Pre-requisites: All Required

AUTT 1010 - Automotive Technology Introduction

AUTT 1020 - Automotive Electrical Systems

AUTT 1030 - Automotive Brake Systems

Co-requisites: None

AUTT 2010 – Automotive Engine Repair

(2/9.67/6)

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: All Required

AUTT 1010 - Automotive Technology Introduction

AUTT 2100 - Automotive Alternative Fuel Vehicles

(3.33/1.33/4)

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: All Required

AUTT 1020 - Automotive Electrical Systems

Co-requisites: None

AVMT 1000 - Aviation Mathematics

(2/0/2)

Aviation Mathematics provides students with the knowledge necessary to use and apply mathematical procedures and processes that are applicable to aviation maintenance functions. Topics include: perform algebraic operations; extract roots and raise numbers to a given power; determine area and volume of geometrical shapes; and solve ratio, proportion, and percentage problems.

Pre-requisites: All Required

Program Admission

Co-requisites: None

AVMT 1010 - Aircraft Maintenance Regulations (1.33/2/2)

This course provides students with the knowledge and skills necessary to select and use FAA and manufacturers' specifications, data sheets, manuals, related regulations, and technical data; to write descriptions of aircraft conditions, record work performed, and complete maintenance forms and inspection reports; and to interpret federal regulations regarding mechanic privileges and limitations. Topics include: maintenance publications, maintenance forms and records, and mechanic privileges and limitations.

Pre-requisites: All Required

Program Admission

Co-requisites: None

AVMT 1020 - Aircraft Applied Sciences I (3.73/3.93/5)

Provides students with the fundamentals of aircraft materials and processes, ground operations and servicing, and aircraft cleaning and corrosion control.

Pre-requisites: All Required

Program Admission

Co-requisites: None

AVMT 1025 - Aircraft Applied Sciences II (2.93/2.73/4)

Provides students with the fundamentals of aircraft drawings, weight and balance, and fluid lines and fittings.

Pre-requisites: All Required

Program Admission

Co-requisites: None

AVMT 1030 - Aircraft Electricity and Electronics (3.33/3.33/5)

Basic Electricity and Electronics provides a study of the relationships of voltage, current, and resistance in aircraft electrical systems, and the use of meters. Alternators; generators; starters; motors; charging systems; basic AC and DC systems; and semiconductor, solid state, and integrated circuit fundamentals are introduced. Topics include: basic electricity; determine the relationship of voltage, current, and resistance in electrical circuits; read and interpret electrical circuit diagrams; measure voltage, current, resistance, and continuity; calculate and measure electrical power; calculate and measure capacitance and inductance; inspect and service batteries; and solid state devices applications.

Pre-requisites: None

Co-requisites: All Required

AVMT 1000 - Aviation Mathematics

AVMT 1210 - Aviation Physics (2/0/2)

Provides students with an introduction to the theory and application of physics to aerospace vehicles and their subsystems. Topics include: temperature and heat; pressure, temperature, and volume of air mass; basic aerodynamics and theory of flight; physical factors affecting engine output; relationship of pressure, area, and force; origin of sound; principles of simple machines; and centrifugal and centripetal force.

Pre-requisites: None

Co-requisites: All Required
AVMT 1000 - Aviation Mathematics

AVMT 2010 - Aircraft Airframe Structures (1.33/2/2)

This course presents a survey of aircraft airframe structures used in aircraft. Topics include: wood structures, aircraft covering, and aircraft finishes.

Pre-requisites: All Required

Program Admission

Co-requisites: None

AVMT 2020 - Airframe Sheet Metal and Non-Metallic Structures (3.33/4.67/5)

Provides a study of metal and non-metallic tube and riveted sheet monocoque or semi-monocoque. Topics include: sheet metal structures introduction; install conventional rivets; install special rivets and fasteners; sheet metal form, lay out, and bend; inspect and repair sheet metal structures; identify non-metallic structures; inspect bonded structures; fiberglass structures; plastic structures; composite and honeycomb structures; inspect, check, service, and repair windows, doors, and interior furnishings; and laminated structures.

Pre-requisites: All Required

Program Admission

Co-requisites: None

AVMT 2030 - Airframe Welding (.67/2/1)

Provides an introduction to welding skills and tasks used on airframes. Topics include: welding principles; soldering, brazing, gas-welding, and arc-welding steel; welding aluminum and stainless steel; fabricating tubular structures; soldering stainless steel; and welding titanium and magnesium.

Pre-requisites: All Required

Program Admission

Co-requisites: None

AVMT 2040 - Airframe Assembly and Rigging (1.33/2/2)

This course provides a study of aircraft assembly and rigging configurations. Topics include: use assembly and rigging hand tools and equipment; rig fixed wing aircraft; rig rotary wing aircraft; check alignment of structures; assemble aircraft components, including flight control surfaces; balance, rig, and inspect movable primary and secondary control surfaces; and jack aircraft.

Pre-requisites: All Required

Program Admission

Co-requisites: None

AVMT 2050 - Airframe Inspection (2/4.67/4)

This course provides instruction for performing airframe inspections with emphasis on developing the skills related to conformity and air worthiness evaluations. Topics include: perform airframe conformity inspection, and perform airframe air worthiness inspection.

Pre-requisites: None

Co-requisites: All Required

AVMT 1010 - Aircraft Maintenance Regulations

AVMT 1020 - Aircraft Applied Sciences I

AVMT 2010 - Aircraft Airframe Structures

AVMT 1025 - Aircraft Applied Sciences II

AVMT 2060 - Aircraft Hydraulic and Pneumatic Systems

(1.33/2/2)

This course provides a study of the principles of generation, distribution, and management of hydraulic and pneumatic power throughout the aircraft. Topics include: identify hydraulic fluids; repair hydraulic and pneumatic power system components; inspect, check, service, troubleshoot, and repair hydraulic and pneumatic power systems; hydraulic and pneumatic position and warning systems; and inspect, check, troubleshoot, service, and repair aircraft position and warning systems.

Pre-requisites: All Required

Program Admission

Co-requisites: None

AVMT 2070 - Aircraft Landing Gear Systems

(2/3.33/3)

This course provides a study of aircraft landing gear systems with emphasis on inspection and maintenance procedures of hydraulic and pneumatic power throughout the aircraft structure. Topics include: inspect, check, service, and repair landing gear retraction systems and shock struts; inspect, check, service, and repair brakes, wheels, and tires; and inspect, check, service, and repair steering systems.

Pre-requisites: All Required

Program Admission

Co-requisites: None

AVMT 2080 - Aircraft Environmental Control Systems

(2.33/3/3)

This course provides a study of aircraft environmental control systems. Topics include: inspect, check, troubleshoot, service, and repair cabin atmosphere control systems; inspect, check, troubleshoot, service, and repair ice and rain control systems; and inspect, check, troubleshoot, service, and repair fire protection systems.

Pre-requisites: All Required

Program Admission

Co-requisites: None

AVMT 2085 - Aircraft Fuel and Instrument Systems

(2.66/2/3)

This course provides a study of airframe fuel and instrument systems. Topics include: inspect, check, troubleshoot, service and repair aircraft fuel systems; and inspect, check, troubleshoot, service and repair aircraft instrument systems.

Pre-requisites: All Required

Program Admission

Co-requisites: None

AVMT 2090 - Aircraft Electrical Systems

(3/3.67/4)

This course provides a study of aircraft electrical systems. Topics include: install, check, and service airframe electrical wiring, controls, switches, indicators, and protective devices; inspect, check, troubleshoot, service, and repair alternating and direct current electrical systems; repair and inspect aircraft electrical system components, crimp and splice wiring to manufacturer's specifications, and repair pins and sockets of aircraft connectors; and inspect,

check, and troubleshoot constant speed and integrated speed drive generators.

Pre-requisites: None

Co-requisites: All Required

AVMT 1030 - Aircraft Electricity and Electronics

AVMT 2095 - Aircraft Communication and Navigation Systems (1.67/1.67/2)

This course provides a study of aircraft communication and navigation systems. Topics include: inspect, check, and troubleshoot autopilot servos and approach coupling systems; inspect, check, and service aircraft electronic communication and navigation systems including VHF passenger address interphones and static discharge devices, aircraft VOR, ILS LORAN, radar beacon transponders, flight management computers, and GPWS; and inspect and repair antenna and electronic equipment installations.

Pre-requisites: None

Co-requisites: All Required

AVMT 1030 - Aircraft Electricity and Electronics

AVMT 2210 - Reciprocating Engine Powerplants I (3.33/0/3)

This course provides a study of piston engine theory and maintenance including air and water cooled aircraft engines. Topics include: aircraft reciprocating engine theory, and inspect and repair radial engines.

Pre-requisites: All Required

Program Admission

Co-requisites: None

AVMT 2220 - Reciprocating Engine Powerplants II (2/8/5)

This course continues a study of piston engine theory and maintenance including air and water cooled aircraft engines. Topics include: overhaul a reciprocating engine; inspect, check, service, and repair reciprocating engines and engine installations; and install, troubleshoot, and remove reciprocating engines.

Pre-requisites: None

Co-requisites: All Required

AVMT 2210 - Reciprocating Engine Powerplants I

AVMT 2230 - Gas Turbine Powerplants I (3.33/0/3)

This course provides a study of the fundamentals and evolution of the jet engine and jet propulsion. Topics include: aircraft gas turbine engine theory, and inspect and troubleshoot unducted fan systems and components.

Pre-requisites: All Required

Program Admission

Co-requisites: None

AVMT 2240 - Gas Turbine Powerplants II (1.6/5.06/3)

This course continues a study of the fundamentals and evolution of the jet engine and jet propulsion. Topics include: overhaul a turbine engine; install, troubleshoot, and remove turbine engines; and inspect, check, service, and repair turbine engines and turbine engine installations.

Pre-requisites: None

Co-requisites: All Required
AVMT 2230 - Gas Turbine Powerplants I

AVMT 2250 - Aircraft Engine Inspection (3.67/1.33/1)

This course provides students with the knowledge and skills to perform aircraft engine inspections. Topics include: perform an aircraft power plant conformity and air worthiness inspection.

Pre-requisites: None

Co-requisites: All Required

AVMT 1010 - Aircraft Maintenance Regulations

AVMT 2260 - Aircraft Engine Fuel and Fuel Metering Systems (3.33/4.67/5)

This course provides a study of aircraft engine fuel and fuel metering systems. Topics include: repair engine fuel system components; inspect, check, service, troubleshoot, and repair engine fuel systems; troubleshoot and adjust turbine engine fuel metering systems and electronic engine fuel controls; inspect check, service, troubleshoot, and repair reciprocating and turbine engine fuel metering systems; overhaul carburetors; repair engine fuel metering system components; and inspect, check, and service water injection systems.

Pre-requisites: All Required

Program Admission

Co-requisites: None

AVMT 2270 - Powerplant Instruments, Fire Protection and Electrical Systems (2.4/2.6/3)

This course provides a study of powerplant instruments, fire protection and electrical systems. Topics include: troubleshoot, service, and repair electrical and mechanical fluid rate-of-flow indicating systems; inspect, check, service, troubleshoot, and repair electrical and mechanical engine temperature, pressure, and r.p.m. indicating systems; inspect, check, service, troubleshoot, and repair engine fire detection and extinguishing systems; install, check, and service engine electrical wiring, controls, switches, indicators, and protective devices; and repair engine electrical system components.

Pre-requisites: All Required

AVMT 1030 - Aircraft Electricity and Electronics

Co-requisites: None

AVMT 2275 - Powerplant Ignition and Starting Systems (2.87/2.13/4)

This course provides a study of powerplant ignition and starting systems. Topics include: overhaul magneto and ignition harness; inspect, service, troubleshoot, and repair reciprocating and turbine engine ignition systems and components; inspect, service, troubleshoot, and repair turbine electrical starting systems; and inspect, service, and troubleshoot turbine engine pneumatic starting systems.

Pre-requisites: All Required

AVMT 1030 - Aircraft Electricity and Electronics

Co-requisites: None

AVMT 2280 - Aircraft Powerplant Accessory Systems (2/1.67/3)

This course provides a study of aircraft powerplant accessory systems. Topics include: inspect and maintain aircraft engine lubrication systems; inspect and maintain aircraft engine induction systems; inspect and maintain aircraft engine cooling systems; and inspect and

maintain aircraft engine exhaust systems.

Pre-requisites: All Required

AVMT 2210 - Reciprocating Engine Powerplants I

AVMT 2230 - Gas Turbine Powerplants I

Co-requisites: None

AVMT 2285 - Aircraft Propeller Systems

(1.87/4.47/3)

This course provides a study of aircraft propeller systems. Topics include: propeller theory and fundamentals; inspect and maintain propellers; and install, troubleshoot, and remove propellers.

Pre-requisites: All Required

AVMT 2210 - Reciprocating Engine Powerplants I

Co-requisites: None

BARB 1000 - Introduction to Barber/Styling Implements

(2/2/3)

Introduction to Barber/Styling Implements is designed to give an overview of the barbering profession. Students are also taught the fundamentals of each barber/styling implement. Emphasis will be placed on the maintenance and care of each implement. Topics include: Barbering history, personality development, professional barbering ethics, and professional barbering image, safety, and reception and telephone techniques, nomenclature, types and sizes, proper use and care, and maintenance.

Pre-requisites: All Required

Provisional Admission

Co-requisites: None

BARB 1010 - Science: Sterilization, Sanitation, and Bacteriology

(3/0/3)

Introduces fundamental theories and practices of bacteriology, sterilization, sanitation, safety, and the welfare of the barber/stylist and patron. Topics include: sterilization, sanitation, safety, bacteriology, and Hazardous Duty Standards Act compliance.

Pre-requisites: All Required

BARB 1000 - Introduction to Barber/Styling Implements

Co-requisites: All Required

ENGL 1010 - Fundamentals of English I

BARB 1000 - Introduction to Barber/Styling Implements

BARB 1020 - Introduction to Haircutting and Shampooing

(3/4/5)

Introduces the theory and skills necessary to apply basic haircutting techniques. Safe use of haircutting implements will be stressed. Also introduces the fundamental theory and skills required to shampoo hair. Laboratory training includes shampooing a live model. Topics include: preparation of patron, haircutting terminology, safety and sanitation, implements, and basic haircutting techniques, shampoo chemistry, patron preparation, and shampoo procedures.

Pre-requisites: All Required

BARB 1000 - Introduction to Barber/Styling Implements

BARB 1010 - Science: Sterilization, Sanitation, and Bacteriology

Co-requisites: All Required

EMPL 1000 - Interpersonal Relations and Professional Development

BARB 1000 - Introduction to Barber/Styling Implements

BARB 1010 - Science: Sterilization, Sanitation, and Bacteriology

BARB 1030 - Haircutting/Basic Styling (1/3/3)

Continues the theory and application of haircutting techniques and introduces hairstyling. Topics include: introduction to styling, client consultation, head and hair analysis, style cutting techniques, and implements for style cutting and tapering techniques

Pre-requisites: All Required

BARB 1020 - Introduction to Haircutting and Shampooing

Co-requisites: All Required

BARB 1020 - Introduction to Haircutting and Shampooing

BARB 1040 - Shaving (1/3/2)

Introduces the theory and skills necessary to prepare and shave a patron. Simulated shaving procedures will precede practice on live models. Topics include: patron preparation, beard preparation, shaving techniques, once-over shave techniques, and safety precautions.

Pre-requisites: All Required

BARB 1020 - Introduction to Haircutting and Shampooing

Co-requisites: All Required

BARB 1020 - Introduction to Haircutting and Shampooing

BARB 1050 - Science: Anatomy and Physiology (3/0/3)

Develops knowledge of the function and care of the scalp, skin, and hair. Emphasis is placed on the function, health, and growth of these areas. Topics include: cells, skeletal system, muscular system, nervous system, circulatory system, and related systems.

Pre-requisites: All Required

BARB 1010 - Science: Sterilization, Sanitation, and Bacteriology

Co-requisites: None

BARB 1060 - Introduction to Color Theory/Color Application (2/3/3)

Introduces the fundamental theory of color, predispositions tests, color selection, and color application. Presents the application of temporary, semi-permanent, and permanent hair coloring products. Topics include: basic color concepts, skin reactions, the color wheel, color selection and application, mustache and beards, coloring products, safety precautions and tests, mixing procedures, color selection and application.

Pre-requisites: All Required

Program Admission

Co-requisites: All Required

MATH 1012 - Foundations of Mathematics

BARB 1070 - Chemical Restructuring of Hair (3/6/5)

Introduces the chemistry and chemical reactions of permanent wave solutions and relaxers. Provide instructions in the applications of permanent waves and hair relaxers. Precautions and special problems involved in applying permanent waves and relaxers will be emphasized. Application of perms and relaxers on live models is included. Topics include: permanent wave techniques, safety procedures, chemical relaxer techniques, and permanent wave and chemical relaxer, application procedures on manikins, timed permanent wave, timed relaxer applications, safety precautions, and Hazardous Duty Standard Act.

Pre-requisites: All Required

BARB 1050 - Science: Anatomy and Physiology

Co-requisites: All Required

MATH 1012 - Foundations of Mathematics

BARB 1080 - Advanced Haircutting/Styling (1/12/5)

Continues the theory and application of haircutting and styling techniques. Topics include: elevation and design cutting, introduction to hairpieces, blow-dry styling, and thermal waving and curling, advanced haircutting and styling; use of clippers, shears, and razor; hair chemical texturizing/styling; permanent waving/styling; shaving techniques; and beard trimming.

Pre-requisites: All Required

BARB 1030 - Haircutting/Basic Styling

BARB 1040 - Shaving

BARB 1070 - Chemical Restructuring of Hair

Co-requisites: None

BARB 1090 - Structures of Skin, Scalp, Hair and Facial Treatments (1/4/3)

Introduces the theory, procedures, and products used in the care and treatment of the skin, scalp, and hair. Provides instruction on the theory and application of techniques in the treatment of the skin, scalp, and hair; and introduces the theory and skills required in massaging the face, preparing the patron for facial treatment, and giving facial treatments for various skin conditions. Benefits of facial treatments and massage will be emphasized.

Emphasis will be placed on work with live models. Topics include: treatment theory, basic corrective hair and scalp treatments, plain facial, products and supplies, disease and disorders, implements, products and supplies, diseases and disorders, corrective hair and scalp treatments, facial procedures and manipulations, and safety precautions, theory of massage, preparation of patron for massage, massage procedures, facial treatment, types of facials, and facial treatment benefits.

Pre-requisites: All Required

BARB 1050 - Science: Anatomy and Physiology

Co-requisites: None

BARB 1100 - Barber/Styling Practicum and Internship (0/3/3)

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 or in a combination of a laboratory setting and an approved internship facility. Topics include: haircutting/styling, hairstyling texturizing, shaving, beard trimming, thermal waving, hairpiece fitting and styling, safety precautions, and licensure preparation.

Pre-requisites: All Required

BARB 1080 - Advanced Haircutting/Styling

Co-requisites: All Required

BARB 1080 - Advanced Haircutting/Styling

BARB 1110 - Shop Management/Ownership (2/3/3)

Emphasizes the steps involved in opening and operating a privately owned cosmetology salon or barber/styling shop. Topics include: planning a salon/shop, business management, retailing, public relations, sales skills, client retention, and entrepreneurship.

Pre-requisites: All Required

BARB 1080 - Advanced Haircutting/Styling

Co-requisites: All Required

BARB 1080 - Advanced Haircutting/Styling

BIOL 2113 - Anatomy and Physiology I

(3/0/3)

Introduces the anatomy and physiology of the human body. Emphasis is placed on the development of a systemic perspective of anatomical structures and physiological processes. Topics include body organization, cell structure and functions, tissue classifications, integumentary system, skeletal system, muscular system, and nervous and sensory systems.

Pre-requisites

Regular Admission

Co-requisites: All Required

ENGL 1101 - Composition and Rhetoric

BIOL 2113L - Anatomy and Physiology Lab I

BIOL 2113L - Anatomy and Physiology Lab I

(0/3/1)

Selected laboratory exercises paralleling the topics in BIOL 2113. The laboratory exercises for this course include body organization, cell structure and functions, tissue classifications, integumentary system, skeletal system, muscular system, and nervous sensory systems.

Pre-requisites

Regular Admission

Co-requisites: All Required

BIOL 2113 - Anatomy and Physiology I

ENGL 1101 - Composition and Rhetoric

BIOL 2114 - Anatomy and Physiology II

(3/0/3)

Continues the study of the anatomy and physiology of the human body. Topics include the endocrine system, cardiovascular system, blood and lymphatic system, immune system, respiratory system, digestive system, urinary system, and reproductive system.

Pre-requisites: All Required

BIOL 2113 - Anatomy and Physiology I

BIOL 2113L - Anatomy and Physiology Lab I

Co-requisites: All Required

BIOL 2114L - Anatomy and Physiology Lab II

BIOL 2114L - Anatomy and Physiology Lab II

(0/3/1)

Selected laboratory exercises paralleling the topics in BIOL 2114. The laboratory exercises for this course include the endocrine system, cardiovascular system, blood and lymphatic system, immune system, respiratory system, digestive system, urinary system, and reproductive system.

Pre-requisites: All Required

BIOL 2113 - Anatomy and Physiology I

BIOL 2113L - Anatomy and Physiology Lab I

Co-requisites: All Required

BIOL 2114 - Anatomy and Physiology II

BIOL 2117 – Introductory Microbiology

(3/0/3)

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: All Required

BIOL 2113 - Anatomy and Physiology I

BIOL 2113L - Anatomy and Physiology Lab I

or

BIOL 1111 – Biology I

BIOL 111L – Biology I Lab

Co-requisites: All Required

BIOL 2117L – Introductory Microbiology Lab

BIOL 2117L – Introductory Microbiology Lab

(0/3/1)

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: All Required

BIOL 2113 - Anatomy and Physiology I

BIOL 2113L - Anatomy and Physiology Lab I

or

BIOL 1111 – Biology I

BIOL 111L – Biology I Lab

Co-requisites: All Required

BIOL 2117 – Introductory Microbiology

BMET 1231 - Medical Equipment Function and Operation I

(4)

This course introduces the study of electromechanical systems currently in use throughout the health care field with an emphasis on typical biomedical instrumentation. Topics include monitors, ECG machines, intensive care units, coronary care units, operating room equipment, and telemetry systems.

Pre-requisites: All Required

ALHS 1010 - Introduction to Anatomy and Physiology

Co-requisites: None

BMET 2242 - Medical Equipment Function and Operation II

(4)

Continues the study of electromechanical systems currently in use throughout the health care field. Topics include: life support equipment, respiratory instrumentation, measuring brain parameters, medical ultrasound, electrosurgery units, and hemodialysis machines.

Pre-requisites: All Required

BMET 1231 - Medical Equipment Function and Operation I

Co-requisites: None

BMET 2343 - Internship Medical Systems

(4)

Introduces the student to an on-site learning experience at an operating biomedical equipment section of a health care facility. Supervision of the intern is shared by the working environment supervisor and the faculty advisor. Internist performance is evaluated at weekly seminars. Topics include: problem solving, use of proper interpersonal skills, interpreting work authorizations, identifying logistical support requirements, servicing biomedical

instruments, evaluating operating cost, and professional development.

Pre-requisites: All Required

BMET 1231 - Medical Equipment Function and Operation I

Co-requisites: None

BUSN 1100 - Introduction to Keyboarding (1/4/3)

This course introduces the touch system of keyboarding placing emphasis on correct techniques. Topics include: computer hardware, computer software, file management, learning the alphabetic keyboard, the numeric keyboard and keypad, building speed and accuracy, and proofreading. Students attain a minimum of 25 GWAM (gross words a minute) on 3-minute timings with no more than 3 errors.

Pre-requisites: None

Co-requisites: None

BUSN 1180 - Computer Graphics and Design (1/4/3)

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: All Required

COMP 1000 - Introduction to Computers

Co-requisites: None

BUSN 1190 - Digital Technologies in Business (1/2/2)

Provides an overview of digital technology used for conducting business. Students will learn the application of business activities using various digital platforms.

Pre-requisites: All Required

COMP 1000 - Introduction to Computers

Co-requisites: None

BUSN 1200 - Machine Transcription (1/2/2)

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: All Required

ENGL 1010 - Fundamentals of English I

COMP 1000 - Introduction to Computers

BUSN 1440 - Document Production

Co-requisites: None

BUSN 1210 - Electronic Calculators (1/2/2)

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

Co-requisites: None

BUSN 1220 - Telephone Training (1/2/2)

Familiarizes the student with the proper use of current telephone technology to include

equipment, techniques, and attributes.

Pre-requisites: None

Co-requisites: None

BUSN 1230 - Legal Terminology (3/0/3)

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: All Required

Provisional Admission

Co-requisites: None

BUSN 1240 - Office Procedures (2/2/3)

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: All Required

COMP 1000 - Introduction to Computers

Co-requisites: None

BUSN 1250 - Records Management (2/2/3)

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

Co-requisites: None

BUSN 1300 - Introduction to Business (3/0/3)

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: All Required

Program Admission

Co-requisites: None

BUSN 1310 - Introduction to Business Culture (3/0/3)

Provides skills and attitudes necessary to function effectively both professionally and interpersonally in the workplace. Topics include: health and wellness; exercise; stress, time, and money management; work ethics; wardrobe on the job; workplace communications; and business entertainment, travel, and international culture.

Pre-requisites: All Required

Program Admission

Co-requisites: None

BUSN 1320 - Business Interaction Skills

(3/0/3)

This course equips participants with the tools to communicate and interact more effectively in person, in writing and on the telephone with both internal and external customers. Participants also learn how to work in teams to create a collaborative environment for accomplishing goals. This course consist of the following: language of business, communication skills, working with information, business writing, team and collaborative skills, and resolving interpersonal conflict.

Pre-requisites: None

Co-requisites: None

BUSN 1330 - Personal Effectiveness

(3/0/3)

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

Co-requisites: None

BUSN 1340 - Customer Service Effectiveness

(2/2/3)

This course emphasizes the importance of customer service throughout all businesses. Topics include: customer service challenges and problem solving; strategies for successful customer service; effective communication and dealing with difficult customers; empowerment, motivation, and leadership; customer retention and satisfaction measurement; and excellence in customer service.

Pre-requisites: None

Co-requisites: None

BUSN 1400 - Word Processing Applications

(2/4/4)

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

Co-requisites: None

BUSN 1410 - Spreadsheet Concepts and Applications

(2/4/4)

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: All Required

COMP 1000 - Introduction to Computers

Co-requisites: None

BUSN 1420 - Database Applications

(2/6/4)

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: All Required

COMP 1000 - Introduction to Computers

Co-requisites: None

BUSN 1430 - Desktop Publishing and Presentation Applications

(2/4/4)

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: All Required

COMP 1000 - Introduction to Computers

Co-requisites: None

BUSN 1440 - Document Production

(1/6/4)

Reinforces the touch system of keyboarding placing emphasis on correct techniques with adequate speed and accuracy and producing properly formatted business documents. Topics include: reinforcing correct keyboarding technique, building speed and accuracy, formatting business documents, language arts, proofreading, and work area management.

Pre-requisites

BUSN 1100 or the ability to key 25 gross words a minute on 3-minute timings with no more than 3 errors.

Co-requisites: All Required

COMP 1000 - Introduction to Computers

BUSN 2160 - Electronic Mail Applications

(1/2/2)

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: All Required

Program Admission

COMP 1000 - Introduction to Computers

Co-requisites: None

BUSN 2170 - Web Page Design

(1/2/2)

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, Hyper link Creation, Test, and Repair, Integration, Web Site

Navigation, and Web Site Management.

Pre-requisites: All Required

Program Admission

COMP 1000 - Introduction to Computers

Co-requisites: None

BUSN 2180 - Speed and Accuracy Keying (0/2/1)

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 or the ability to key 25 GWAM (gross words a minute) on 3-minute timings with no more than 3 errors.

Co-requisites: None

BUSN 2190 - Business Document Proofreading and Editing (1/4/3)

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

Co-requisites: All Required

BUSN 1440 - Document Production

BUSN 2200 - Office Accounting (3/2/4)

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: All Required

Program Admission

Co-requisites: None

BUSN 2210 - Applied Office Procedures (1/4/3)

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: All Required

BUSN 1240 - Office Procedures

BUSN 1400 - Word Processing Applications

BUSN 1410 - Spreadsheet Concepts and Applications

BUSN 1440 - Document Production

Co-requisites

BUSN 2200 or ACCT 1101ACCT 1100 - Financial Accounting I

BUSN 2190 - Business Document Proofreading and Editing

BUSN 2220 - Legal Administrative Procedures (1/4/3)

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: All Required

BUSN 1230 - Legal Terminology

Co-requisites: All Required

BUSN 1440 - Document Production

BUSN 2230 - Office Management (3/0/3)

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: All Required

BUSN 1240 - Office Procedures

Co-requisites: None

BUSN 2240 - Business Administrative Assistant Internship I (0/4/4)

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 semester of program. With advisor approval, may take concurrently with last semester courses.

Co-requisites: None

BUSN 2250 - Business Administrative Assistant Internship II (0/6/6)

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 semester of program. With advisor approval, may take concurrently with last semester courses.

Co-requisites: None

BUSN 2300 - Medical Terminology (2/0/2)

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: All Required

Program Admission

Co-requisites: None

BUSN 2310 - Anatomy and Terminology for the Medical Administrative Assistant (3/0/3)

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: All Required

Program Admission

Co-requisites: None

BUSN 2320 - Medical Document Processing/Transcription (1/6/4)

Provides experience in medical machine transcription working with the most frequently used medical reports. Topics include: equipment and supplies maintenance and usage, work area management, spelling, definitions, punctuation, processing/transcription speed and accuracy, resource utilization, and pronunciation.

Pre-requisites

BUSN 2300 or ALHS 1090 and ALHS 1010 or ALHS 1011 or BUSN 2310ENGL 1010 -

Fundamentals of English I

BUSN 1440 - Document Production

Co-requisites: None

BUSN 2330 - Adv Medical Document Processing/Transcription (1/6/4)

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: All Required

BUSN 2320 - Medical Document Processing/Transcription

Co-requisites: None

BUSN 2340 - Medical Administrative Procedures (2/4/4)

Emphasizes essential skills required for the medical office. Introduces the knowledge and skills of procedures for billing purposes. Introduces the basic concept of medical administrative assisting and its relationship to the other health fields. Emphasizes medical ethics, legal aspects of medicine, and the medical administrative assistant's role as an agent of the physician. Provides the student with knowledge and the essentials of professional behavior. Topics include: introduction to medical administrative assisting, medical law, ethics, patient relations/human relations, physician-patient-assistant relationship, medical office in litigation, medical records management, scheduling appointments, pegboard or computerized accounting, health insurance, transcription of medical documents, and billing/collection.

Pre-requisites

BUSN 2300 or ALHS 1090 and BUSN 2310 or ALHS 1010 or ALHS 1011 COMP 1000 -
Introduction to Computers

BUSN 1440 - Document Production

Co-requisites: None

BUSN 2350 - Computerized Medical Office Skills (1/2/2)

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 2310COMP 1000 -

Introduction to Computers

BUSN 1440 - Document Production

Co-requisites: None

BUSN 2360 - Acute Care Medical Transcription

(2/4/4)

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 2300BUSN 2320 -

Medical Document Processing/Transcription

ENGL 1010 - Fundamentals of English I

BUSN 1440 - Document Production

Co-requisites: None

BUSN 2370 - Medical Office Billing/Coding/Insurance

(2/2/3)

Provides an introduction to medical coding skills and applications of international coding standards for billing of health care services. Provides the knowledge and skills to apply coding of diagnostic statements and procedures for billing purposes. Provides an introduction to medical coding as it relates to health insurance. Topics include: International classification of diseases, code book formats; coding techniques; formats of the ICD and CPT manuals; health insurance; billing, reimbursement, and collections; and managed care.

Pre-requisites

BUSN 2300 or ALHS 1090 and BUSN 2310 or ALHS 1010 or ALHS 1011Co-requisites:

None

BUSN 2380 - Medical Administrative Assistant Internship I

(0/4/4)

Provides student work experience in a medical office environment. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Administrative Technology program faculty and/or persons designated to coordinate work experience arrangements.

Pre-requisites

Must be in last semester of program. With advisor approval, may take concurrently with last semester courses. Co-requisites: None

BUSN 2390 - Medical Administrative Assistant Internship II

(0/6/6)

Provides student work experience in a medical office environment. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Administrative Technology program faculty and/or persons designated to coordinate work experience arrangements

Pre-requisites

Must be in last semester of program. With advisor approval, may take concurrently with last semester courses.

Co-requisites: None

CHEM 1211 - Chemistry I (3/0/3)

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: One Required

MATH 1111 - College Algebra

MATH 1101 - Mathematical Modeling

Co-requisites: All Required

CHEM 1211L - Chemistry Lab I

CHEM 1211L - Chemistry Lab I (0/3/1)

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: One Required

MATH 1111 - College Algebra

MATH 1101 - Mathematical Modeling

Co-requisites: All Required

CHEM 1211 - Chemistry I

CIST 1001 - Computer Concepts (2/4/4)

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

Co-requisites: None

CIST 1122 - Hardware Installation and Maintenance (2/5/4)

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: All Required

Program Admission

Co-requisites: None

CIST 1130 - Operating Systems Concepts (1/4/3)

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

Co-requisites: None

CIST 1180 - Advanced Topics in Operating Systems (1/4/3)

Provides an in-depth study of operating system functions, utilities, and commands across multiple platforms. Topics include: Command Line interface (CLI), file systems and directory structures, boot sequence, temp files, swap files, page files, memory dumps, registry, .ini files, system configuration files, and the recycle bin.

Pre-requisites: All Required

CIST 1130 - Operating Systems Concepts

Co-requisites: None

CIST 1220 - Structured Query Language (SQL) (2/5/4)

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: All Required

COMP 1000 - Introduction to Computers

CIST 1001 - Computer Concepts

Co-requisites: None

CIST 1305 - Program Design and Development (3/0/3)

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

Co-requisites: None

CIST 1401 - Computer Networking Fundamentals (2/4/4)

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: All Required

Program Admission

Co-requisites: None

CIST 1510 - Web Development I

(2/2/3)

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: One Required

CIST 1305 - Program Design and Development

Co-requisites: None

CIST 1601 - Information Security Fundamentals

(2/2/3)

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

Co-requisites: None

CIST 2122 - A+ Preparation

(1/4/3)

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: One Required

CIST 1122 - Hardware Installation and Maintenance

Co-requisites: None

CIST 2341 - C# Programming I

(2/5/4)

This course is designed to teach the basic concepts and methods of object-oriented design and C#.Net programming. Use practical problems to illustrate C#.Net application building techniques and concepts. Develop an understanding of C#.Net vocabulary. Create an understanding of where C#.Net fits in the application development landscape. Create an understanding of the C#.Net Development Environment, Visual Studio and how to develop, debug, and run C#.Net applications using the Visual Studio. Continue to develop student's programming logic skills. Topics include: C#.NET Language History, C#.NET Variable Definitions, C#.NET Control Structures, C#.NET Functions, C#.NET Classes, C#.NET Objects, and C#.NET Graphics.

Pre-requisites: One Required
CIST 1305 - Program Design and Development
Co-requisites: None

CIST 2411 - Microsoft Client (2/4/4)

Provides the ability to implement, administrator, and troubleshoot Windows Professional Client as a desktop operating system in any network environment.

Pre-requisites: All Required
Program Admission
Co-requisites: None

CIST 2412 - Microsoft Server Directory Services (2/4/4)

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: All Required
Program Admission
Co-requisites: None

CIST 2413 - Microsoft Server Infrastructure (2/4/4)

Provides students with knowledge and skills necessary to install, configure, manage, support and administer Microsoft Directory Services.

Pre-requisites: All Required
Program Admission
Co-requisites: None

CIST 2414 - Microsoft Server Administrator (2/4/4)

Provides students with knowledge and skills necessary to install, configure, manage, support and administer a Microsoft network infrastructure.

Pre-requisites: All Required
Program Admission
Co-requisites: None

CIST 2431 - UNIX/Linux Introduction (2/4/4)

This course introduces the UNIX/Linux operating system skills necessary to perform entry-level user functions. Topics include: history of UNIX/Linux, login and logout, the user environment, user password change, the file system, hierarchy tree, editors, file system commands as they relate to navigating the file system tree, UNIX/Linux manual help pages, using the UNIX/Linux graphical desktop, and command options. In addition, the student must be able to perform directory and file displaying, creation, deletion, redirection, copying, moving, linking files, wildcards, determining present working directory and changing directory locations.

Pre-requisites: All Required
Program Admission
Co-requisites: None

CIST 2432 - UNIX/Linux Server

(2/4/4)

This course covers UNIX/Linux operating system administration skills necessary to perform administrative functions. Topics include: installing UNIX/Linux, configuring and building a custom kernel, adding and removing software packages, managing run levels, managing users and groups, implementing security permissions, introduction to shell programming, managing and fixing the file system, managing memory and swap space, managing and scheduling jobs, managing system logs, understanding the boot process, system configuration files, file backup and restore, file compression, fault tolerance, and printing.

Pre-requisites: All Required

Program Admission

Co-requisites: None

CIST 2433 - UNIX/Linux Advanced Server

(2/4/4)

This course covers UNIX/Linux operating system advanced administration skills necessary to perform advanced administrative functions. Topics include: understanding UNIX/Linux networking, managing network printing, configuring and troubleshooting TCP/IP on UNIX/Linux, configuring DHCP, DNS, a Web server, an FTP server, an E-mail server, and understanding NIS (yp) and NFS. Also, includes the following: understanding advanced security issues such as firewalls and NAT, using network commands, use of graphical system such as X Windows, sharing files and printers, and advanced shell programming.

Pre-requisites: All Required

CIST 2432 - UNIX/Linux Server

Co-requisites: None

CIST 2434 - UNIX/Linux Scripting

(2/4/4)

Course covers UNIX/Linux shell programming techniques necessary for UNIX/Linux System Administrators to understand and create shell script programs in a UNIX/Linux environment. Topics include: shell variables, running shell script program, conditional processing, looping structures, arithmetic operators, logical operators such as AND, OR, and NOT, positional parameters and process variables, redirection, piping and standard error, use of backslash, quotes and back quotes.

Pre-requisites: All Required

CIST 2431 - UNIX/Linux Introduction

Co-requisites: None

CIST 2441 - Cisco Networking for Home and Small Businesses

(2/4/4)

This course teaches students the skills needed to obtain entry-level home network installer jobs. It also helps students develop some of the skills needed to become network technicians, computer technicians, cable installers, and help desk technicians. It provides a hands-on introduction to networking and the Internet using tools and hardware commonly found in home and small business environments. Instructors are encouraged to facilitate field trips and outside-the-classroom learning experiences. Labs include PC installation, Internet connectivity, wireless connectivity, and file and print sharing.

Pre-requisites: All Required

Program Admission

Co-requisites: None

CIST 2442 - Cisco Working at a Small-to-Medium Business or ISP

(2/4/4)

This course prepares students for jobs as network technicians and helps them develop additional skills required for computer technicians and help desk technicians. It provides a basic overview of routing and remote access, addressing, and security. It also familiarizes students with servers that provide email services, web space, and authenticated access. Students learn about the soft skills required for help desk and customer service positions, and the final chapter helps them prepare for the CCENT certification exam. Network monitoring and basic troubleshooting skills are taught in context.

Pre-requisites: All Required

CIST 2441 - Cisco Networking for Home and Small Businesses

Co-requisites: None

CIST 2443 - Cisco Routing and Switching (2/4/4)

The students will be familiarized with the equipment applications and protocols installed in enterprise networks, with a focus on switched networks, IP Telephony requirements, and security. It also introduces advanced routing protocols such as Enhanced Interior Gateway Routing Protocol (EIGRP) and Open Shortest Path First (OSPF) Protocol.

Pre-requisites: All Required

CIST 2441 - Cisco Networking for Home and Small Businesses

Co-requisites: None

CIST 2444 - Cisco Designing and Supporting Computer Networks (2/4/4)

This course introduces students to network design processes using two examples; a large stadium enterprise network and a medium-sized film company network. Students follow a standard design process to expand and upgrade each network, which includes requirements gathering, proof-of-concept, and project management. Lifecycle services, including upgrades, competitive analyses, and system integration, are presented in the context of pre-sale support. In addition to the Packet Tracer and lab exercises found in the previous courses, there are many pen-and-paper and role laying exercises that students complete while developing their network upgrade proposals.

Pre-requisites: All Required

CIST 2442 - Cisco Working at a Small-to-Medium Business or ISP

CIST 2443 - Cisco Routing and Switching

Co-requisites: None

CIST 2451 - Cisco Network Fundamentals (2/4/4)

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: All Required

Program Admission

Co-requisites: None

CIST 2452 - Cisco Routing Protocols and Concepts (2/4/4)

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: All Required

CIST 2451 - Cisco Network Fundamentals

Co-requisites: None

CIST 2453 - Cisco LAN Switching and Wireless

(2/4/4)

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: All Required

CIST 2451 - Cisco Network Fundamentals

Co-requisites: None

CIST 2454 - Cisco Accessing the WAN

(2/4/4)

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: All Required

CIST 2452 - Cisco Routing Protocols and Concepts

CIST 2453 - Cisco LAN Switching and Wireless

Co-requisites: None

CIST 2921 - IT Analysis, Design, and Project Management

(2/5/4)

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: All Required

CIST 1305 - Program Design and Development

Co-requisites: None

CIST 2991 – CIST Internship I

(0/9/3)

Provides the instructor and student a 3 credit hour opportunity to develop special learning environments. Instruction is delivered through occupational work experiences, practicums, advanced projects, industry sponsored workshops, seminars, or specialized and/or innovative learning arrangements. To attain additional internship credit hours, the student can take CIST2992 (4 credit hours) and/or CIST2993 (5 credit hours).

Pre-requisites: None

Co-requisites: None

COLL 1000 – College Success and Survival Skills

(2/0/2)

This course is designed to provide tools to assist students to acquire skills necessary to achieve academic and professional success in their chosen occupational/technical program of

study. Topics include: Getting off to a Good Start, Learning and Personality Styles, Time and Money Management, Study and Test Taking Skills, Stress Management and Wellness, Communication Skills, and Career Exploration. This course is required for all Developmental and math learning support students but can be taken by other students needing a credit level elective.

Pre-requisites: None

COLL 1001 – College Survival Skills

(1/0/1)*

The Study Skills Seminar course is designed to assist students in acquiring study and success skills. The study skills component includes time management, reading textbooks, note taking, and test taking skills. Success skills focus on classroom strategies and available support services. This course is required for all Learning Support Students but can be taken by other students needing a refresher.

Pre-requisites:

Developmental or Provisional Admission

*Q2S version replaced 201214

COMP 1000 - Introduction to Computers

(1/4/3)

Introduces the fundamental concepts, terminology, and operations necessary to use computers. Emphasis is placed on basic functions and familiarity with computer use. Topics include an introduction to computer terminology, the Windows environment, Internet and email, word processing software, spreadsheet software, database software, and presentation software.

Pre-requisites

Provisional Admission

Co-requisites

Provisional Admission

COSM 1000 - Introduction to Cosmetology Theory

(4/0/4)

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: All Required

Program Admission

Co-requisites: None

COSM 1010 - Chemical Texture Services

(1/5/3)

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: All Required

COSM 1000 - Introduction to Cosmetology Theory

COSM 1020 - Hair Care and Treatment (1/2/2)

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: All Required

COSM 1000 - Introduction to Cosmetology Theory

COSM 1030 - Haircutting (1/6/3)

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: All Required

COSM 1000 - Introduction to Cosmetology Theory

COSM 1040 - Styling (1/5/3)

Introduces the fundamental theory and skills required to create shapings, pin curls, fingerwaves, roller placement, blow dry styling, thermal curling, thermal pressing, thermal waving, artificial hair and augmentation, and comb-outs. Laboratory training includes styling training on manikin. Topics include: braiding/intertwining hair, styling principles, pin curls, roller placement, fingerwaves, skip waves, ridge curls, blow dry styling, thermal curling, thermal pressing, thermal waving, artificial hair and augmentation, comb-outs, and safety precautions.

Pre-requisites: None

Co-requisites: All Required

COSM 1000 - Introduction to Cosmetology Theory

COSM 1050 - Hair Color (1/5/3)

Introduces the theory and application of temporary, semipermanent, demipermanent-deposit only, and permanent hair coloring, hair lightening, and color removal products and application. Topics include: principles of color theory, hair structure, color, tone, classifications of color, hair lightening, color removal, application procedures, safety precautions, client consultation, product knowledge, haircolor challenges, corrective solutions, and special effects.

Pre-requisites: None

Co-requisites: All Required

COSM 1000 - Introduction to Cosmetology Theory

COSM 1060 - Fundamentals of Skin Care (1/6/3)

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: All Required

COSM 1000 - Introduction to Cosmetology Theory

COSM 1070 - Nail Care and Advanced Techniques

(1/6/3)

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: All Required

COSM 1000 - Introduction to Cosmetology Theory

COSM 1080 - Cosmetology Practicum I

(1/9/4)

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: All Required

COSM 1000 - Introduction to Cosmetology Theory

COSM 1010 - Chemical Texture Services

COSM 1020 - Hair Care and Treatment

COSM 1030 - Haircutting

COSM 1040 - Styling

COSM 1050 - Hair Color

COSM 1060 - Fundamentals of Skin Care

COSM 1070 - Nail Care and Advanced Techniques

Co-requisites: None

COSM 1090 - Cosmetology Practicum II

(1/9/4)

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: All Required

COSM 1080 - Cosmetology Practicum I

COSM 1100 - Cosmetology Practicum III

(1/9/4)

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; haircolor and lightening; skin, scalp, and hair treatment; haircutting; styling; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

Pre-requisites: None

Co-requisites: All Required

COSM 1090 - Cosmetology Practicum II

COSM 1110 - Cosmetology Practicum IV (1/9/4)

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: All Required

COSM 1100 - Cosmetology Practicum III

COSM 1120 - Salon Management (3/0/3)

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: All Required

COSM 1000 - Introduction to Cosmetology Theory

COSM 2000 - Instructional Theory and Documentation (2/4/4)

Introduces the fundamental theory and practices of the cosmetology instructor profession. Emphasis will be placed on fostering and providing educational training in the field of Cosmetology. Topics include: state and local laws, rules and regulations, professional image, effective communication, theory of instruction, Hazardous Duty Standards Act Compliance, career opportunities, documentation for attendance, grades, student service and theory hours, basic record keeping, and effective use of an advisory committee.

Pre-requisites: All Required

Program Admission

Co-requisites: None

COSM 2010 - Salon Management (1/5/3)

Emphasizes the steps involved in the operation of a cosmetology program. Topics include: entry-level skills, communication skills, inventory, networking, and portfolio design.

Pre-requisites: None

Co-requisites: All Required

COSM 2000 - Instructional Theory and Documentation

COSM 2020 - Principles of Teaching

(1/5/3)

Provides knowledge and application on the principles of teaching. Topics include: educator to learner relationships, communication skills, emotional influences, needs of today's learner, destructive versus constructive tactics, learner motivation, and cultivating positive relationships.

Pre-requisites: None

Co-requisites: All Required

COSM 2000 - Instructional Theory and Documentation

COSM 2030 - Lesson Plans

(1/5/3)

Emphasizes the steps involved in the development of a lesson plan. Topics include: development of curriculum, instructional outcomes, components of a lesson plan, using visual aids, print materials and audio visuals in a lesson plan.

Pre-requisites: None

Co-requisites: All Required

COSM 2000 - Instructional Theory and Documentation

COSM 2040 - Classroom Management

(1/5/3)

Emphasis will be placed on classroom management, professionalism in the classroom and dynamic clinic teaching. Topics include: classroom management, managing learner behavior, managing difficult learners, classroom arrangements, clinic environment, and academic advising and counseling.

Pre-requisites: None

Co-requisites: All Required

COSM 2000 - Instructional Theory and Documentation

COSM 2050 - Instruction and Evaluation

(0/6/2)

Identify the characteristics of the different learner types, teaching methods, and measuring student learning outcomes. Topics include: challenges for all learner styles, lecturing, preparing for a lecture method of teaching, testing, academic policy, rubrics, special learner needs, multiple-category grading system.

Pre-requisites: None

Co-requisites: All Required

COSM 2000 - Instructional Theory and Documentation

COSM 2060 - Practicum I

(0/9/3)

Provides experience necessary for professional development and completion of requirements for Instructor training state licensure. Emphasis will be placed on the trainees display of professional conduct, positive attitude, and evaluation of learners in a classroom/lab setting. The requirements for this course may be met in a classroom/laboratory setting. Topics include monitoring and evaluating in the following areas: theory/online testing; permanent waving and relaxers; hair color and bleaching; skin, scalp, and hair treatments; haircutting; dispensary; styling; manicure/pedicure/advanced nail techniques; dispensary; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance.

Pre-requisites: All Required

COSM 2000 - Instructional Theory and Documentation

COSM 2010 - Salon Management
COSM 2020 - Principles of Teaching
COSM 2030 - Lesson Plans
COSM 2040 - Classroom Management
COSM 2050 - Instruction and Evaluation
Co-requisites: None

COSM 2070 - Practicum II (0/9/3)

Provides experience necessary for professional development and completion of requirements for instructor training state licensure requirements. Emphasis will be placed on the trainees display of professional conduct, positive attitude, and evaluation of learners in a lab setting. The requirements for this course may be met in a classroom/laboratory setting. Topics include monitoring and evaluating in the following areas: permanent waving and relaxers; hair color and lightening; skin, scalp, and hair treatments; haircutting; dispensary; styling; manicure/pedicure/advanced nail techniques; dispensary; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance.

Pre-requisites: None

Co-requisites: All Required

COSM 2060 - Practicum I

CRJU 1010 - Introduction to Criminal Justice (3/0/3)

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: One Required

Provisional Admission

Co-requisites: None

CRJU 1021 - Private Security (3/0/3)

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: One Required

Program Admission

Co-requisites: None

CRJU 1030 - Corrections (3/0/3)

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: One Required

Program Admission

Co-requisites: None

CRJU 1040 - Principles of Law Enforcement (3/0/3)

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: One Required

Program Admission

Co-requisites: None

CRJU 1043 - Probation and Parole (3/0/3)

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: All Required

Program Admission

Co-requisites: None

CRJU 1050 - Police Patrol Operations (3/0/3)

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: One Required

Program Admission

Co-requisites: None

CRJU 1052 - Criminal Justice Administration (3/0/3)

This course explores the managerial aspects of effective and efficient police administration. Emphasis is directed towards increasing organizational skills and overcoming interdepartmental and inter-agency non-communication. Topics include: environmental management, human resources, and organizational concerns.

Pre-requisites: One Required

Program Admission

Co-requisites: None

CRJU 1054 - Police Officer Survival (1.5/1.5/3)

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

Co-requisites: None

CRJU 1056 - Police Traffic Control and Investigation (1.5/1.5/3)

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: All Required

Program Admission

Co-requisites: None

CRJU 1062 - Methods of Criminal Investigation (3/0/3)

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: All Required

Program Admission

Co-requisites: None

CRJU 1063 - Crime Scene Processing (1/4/3)

This course presents students with practical exercises dealing with investigating crime scenes and gathering various forms of physical evidence. Emphasis is placed on crime scene assessment, search, fingerprinting, and evidence collection. Topics include: crime scene management, evidence characteristics, identification, documentation and collection as well as techniques for developing and lifting latent fingerprints.

Pre-requisites: One Required

Program Admission

Co-requisites: None

CRJU 1065 - Community-Oriented Policing (3/0/3)

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: One Required

Program Admission

Co-requisites: None

CRJU 1068 - Criminal Law for Criminal Justice (3/0/3)

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: One Required

Program Admission

Co-requisites: None

CRJU 1072 - Introduction to Forensic Science

(3/0/3)

The origin, history and role of forensic science in the investigative process. Philosophical, rational and practical framework that supports a case investigation will be outlined. The unifying principles of forensic science, the rooting of forensic science in the pure sciences, and the unique ways in which a forensic scientist must think will also be discussed. The special areas of forensic science will be explored.

Pre-requisites: One Required

Program Admission

Co-requisites: None

CRJU 1074 - Applications in Introductory Forensics

(1/4/3)

This course complements CRJU 1072: Introduction to Forensics, focusing particularly on the practical application of forensic science in law enforcement including the following: crime scene investigation; interview and interrogation techniques; as well as case preparation and courtroom testimony.

Pre-requisites: None

Co-requisites: None

CRJU 1075 - Report Writing

(3/0/3)

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: One Required

Program Admission

Co-requisites: None

CRJU 1400 - Ethics and Cultural Perspectives for Criminal Justice

(3/0/3)

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: One Required

Program Admission
Co-requisites: None

CRJU 2020 - Constitutional Law for Criminal Justice (3/0/3)

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: One Required
Program Admission
Co-requisites: None

CRJU 2050 - Criminal Procedure (3/0/3)

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: One Required
Program Admission
Co-requisites: None

CRJU 2060 - Criminology (3/0/3)

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: One Required
Program Admission
Co-requisites: None

CRJU 2070 - Juvenile Justice (3/0/3)

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: One Required
Program Admission
Co-requisites: None

CRJU 2090 - Criminal Justice Practicum (0/9/3)

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: All Required
Program Admission
Co-requisites: None

CRJU 2100 - Criminal Justice Externship

(0/9/3)

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: All Required

Program Admission

Co-requisites: None

CRJU 2110 - Homeland Security

(3/0/3)

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: All Required

Program Admission

Co-requisites: None

CRJU 2201 - Criminal Courts

3/0/3)

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: One Required

Program Admission

Co-requisites: None

CSSP 1010 - Central Sterile Supply Processing Technician

(3/4/5)

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. Students completing this course will be eligible to apply to take the International Association of Healthcare Central Service Materiel Management (IAHCSCMM) certification exam.

Pre-requisites: All Required

Program Admission

Co-requisites: None

CTDL 1010 - Fundamentals of Commercial Driving

(3/3/3)

Fundamentals of Commercial Driving introduces 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

Co-requisites: None

CTDL 1020 - Combination Vehicle Basic Operation and Range Work (1/2.33/3)

This course familiarizes students with truck instruments and controls and performing basic maneuvers required to drive safely in a controlled environment and on the Driving Range. Each student must receive 12 hours behind the wheel (BTW) instructional time in range operations such as operating a tractor trailer through clearance maneuvers, backing, turning, parallel parking and coupling/uncoupling.

Pre-requisites: None

Co-requisites: All Required

CTDL 1010 - Fundamentals of Commercial Driving

CTDL 1030 - Combination Vehicle Advanced Operations (1.33/7/4)

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: All Required

CTDL 1020 - Combination Vehicle Basic Operation and Range Work

CTDL 1040 - Commercial Driving Internship (0/12/4)

Commercial Driving Internship provides the opportunity for an individual to complete his/her training with a company. The internship takes the place of CTDL-1030, Advanced Operations. Working closely with the school a company provides the advanced training which focuses on developing students' driving skills. Each student must receive at least twelve (12) hours behind-the-wheel (BTW) instructional time on the street/road. In addition the student must have a minimum program total of forty-four (44) hours BTW instructional time in any combination (with CTDL 1020) or range and street/road driving. Note: State law requires that whenever a vehicle is operated on public roads an instructor must be present in the truck while the student is driving.

Pre-requisites: None

Co-requisites: All Required

CTDL 1020 - Combination Vehicle Basic Operation and Range Work

CUUL 1000 - Fundamentals of Culinary Arts (3/2/4)

Provides an overview of the professionalism in culinary arts, culinary career opportunities, Chef history, pride, and esprit d corp. Introduces principles and practices necessary to food, supply, and equipment selection, procurement, receiving, storage, and distribution. Topics include: cuisine, food service organizations, career opportunities, food service styles, basic culinary management techniques, professionalism, culinary work ethics, quality factors, food tests, pricing procedures, cost determination and control, selection, procurement, receiving, storage, and distribution. Laboratory demonstration and student experimentation parallel class work.

Pre-requisites: None

Co-requisites: All Required

MATH 1012 - Foundations of Mathematics

CUUL 1120 - Principles of Cooking

(2/5/4)

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

Pre-requisites: All Required

CUUL 1110 - Culinary Safety and Sanitation

Co-requisites: All Required

CUUL 1110 - Culinary Safety and Sanitation

DENA 1010 - Basic Human Biology

(1/0/1)

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: All Required

Program Admission

Co-requisites: None

DENA 1030 - Preventive Dentistry

(1/2/2)

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: All Required

DENA 1080 - Dental Biology

DENA 1340 - Dental Assisting I: General Chairside

Co-requisites: All Required

DENA 1080 - Dental Biology

DENA 1340 - Dental Assisting I: General Chairside

DENA 1050 - Microbiology and Infection Control

(1/2/2)

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: All Required

Program Admission

Co-requisites: None

DENA 1070 - Oral Pathology and Therapeutics

(2/0/2)

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: All Required

DENA 1010 - Basic Human Biology

DENA 1080 - Dental Biology

Co-requisites: None

DENA 1080 - Dental Biology

(5/0/5)

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: All Required

Program Admission

Co-requisites: None

DENA 1090 - Dental Assisting National Board Examination Preparation

(2/0/2)

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: All Required

Program Instructor Approval

Co-requisites: None

DENA 1340 - Dental Assisting I: General Chairside

(3/6/6)

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: All Required

Program Admission

DENA 1050 - Microbiology and Infection Control

DENA 1080 - Dental Biology

Co-requisites: All Required

DENA 1050 - Microbiology and Infection Control

DENA 1080 - Dental Biology

DENA 1350 - Dental Assisting II: Dental Specialties and EFDA Skills

(4/6/7)

Focuses on chairside assisting with dental specialty procedures. Topics include: prosthodontic procedures (fixed and removable); orthodontics; pediatric dentistry; periodontic procedures; oral and maxillofacial surgery procedures; 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 all required clinical skills to receive EFDA certification.

Pre-requisites: All Required

DENA 1340 - Dental Assisting I: General Chairside

Co-requisites: None

DENA 1390 - Dental Radiology (3/2//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: All Required

DENA 1080 - Dental Biology

Co-requisites: None

DENA 1400 - Dental Practice Management (2/2/3)

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: All Required

COMP 1000 - Introduction to Computers

DENA 1340 - Dental Assisting I: General Chairside

Co-requisites: None

DENA 1460 - Dental Practicum I (0/1/1)

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: All Required

DENA 1050 - Microbiology and Infection Control

DENA 1340 - Dental Assisting I: General Chairside

DENA 1350 - Dental Assisting II: Dental Specialties and EFDA Skills

DENA 1390 - Dental Radiology

Co-requisites: All Required

DENA 1340 - Dental Assisting I: General Chairside

DENA 1350 - Dental Assisting II: Dental Specialties and EFDA Skills

DENA 1390 - Dental Radiology

DENA 1470 - Dental Practicum II (0/1/1)

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: All Required

DENA 1460 - Dental Practicum I

Co-requisites: All Required

DENA 1460 - Dental Practicum I

DENA 1480 - Dental Practicum III (0/15/5)

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: All Required

DENA 1460 - Dental Practicum I

DENA 1470 - Dental Practicum II

Co-requisites: All Required

DENA 1460 - Dental Practicum I

DENA 1470 - Dental Practicum II

DFTG 1015 - Practical Geometry and Trigonometry for Drafting Technology (3/0/3)

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: All Required

MATH 1013 - Algebraic Concepts

Co-requisites: None

DFTG 1101 - CAD Fundamentals (2/4/4)

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: All Required

Provisional Admission

Co-requisites: All Required

COMP 1000 - Introduction to Computers

DFTG 1103 - Technical Drawing I (2/4/4)

Technical Drawing I provides multiview and pictorial sketching, orthographic drawing and fundamental dimensioning methods necessary to develop 2D and 3D views that completely describe machine parts for manufacture using intermediate CAD software techniques.

Pre-requisites: All Required

DFTG 1101 - CAD Fundamentals

Co-requisites: None

DFTG 1105 - 3D Mechanical Modeling (2/4/4)

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: All Required

DFTG 1103 - Technical Drawing I

Co-requisites: None

DFTG 1107 - Technical Drawing II (1.33/3.33/3)

Technical Drawing II continues dimensioning skill development and introduces tools for precision measurement and sectional views.

Pre-requisites: All Required

DFTG 1103 - Technical Drawing I
Co-requisites: All Required
DFTG 1105 - 3D Mechanical Modeling

DFTG 1109 - Technical Drawing III (2/4/4)
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: All Required
DFTG 1105 - 3D Mechanical Modeling
Co-requisites: None

DFTG 1111 - Technical Drawing IV (2/4/4)
This course covers the basics of identifying fastening techniques, interpreting technical data, and creating 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: All Required
DFTG 1103 - Technical Drawing I
Co-requisites: None

DFTG 1113 - Technical Drawing V (2/4/4)
Technical Drawing V provides knowledge and skills necessary to create working drawings for the manufacture of machine parts. Topics include: detail drawings, orthographic assembly drawings, pictorial assembly drawings, and utilization of technical reference source.
Pre-requisites: All Required
DFTG 1111 - Technical Drawing IV
Co-requisites: None

DFTG 1125 - Architectural Fundamentals (2/4/4)
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
Co-requisites: None

DFTG 1127 - Architectural 3D Modeling (2/4/4)
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
Co-requisites: None

DFTG 1129 - Residential Drawing I (2/4/4)
Introduces the essential skills necessary for assessing the expected materials, labor

requirements and costs for given structures or products also students will be introduced 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: All Required

DFTG 1125 - Architectural Fundamentals

Co-requisites: None

DFTG 1131 - Residential Drawing II

(2/4/4)

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: All Required

DFTG 1129 - Residential Drawing I

Co-requisites: None

DFTG 1133 - Commercial Drawing I

(2/4/4)

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: All Required

DFTG 1125 - Architectural Fundamentals

Co-requisites: None

DFTG 2010 - Engineering Graphics

(1.33/5.33/4)

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

Co-requisites: None

DFTG 2020 - Visualization and Graphics

(1.07/5.8/3)

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

Co-requisites: None

DFTG 2030 - Advanced 3D Modeling Architectural

(1/6/4)

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: All Required
DFTG 1127 - Architectural 3D Modeling
Co-requisites: None

DFTG 2040 - Advanced 3D Modeling Mechanical (1/6/4)

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: All Required
DFTG 1105 - 3D Mechanical Modeling
Co-requisites: None

DFTG 2110 - Blueprint Reading for Technical Drawing I (.67/2.67/2)

Introduces the fundamental principles and practices associated with interpreting technical drawings. Topics include: interpretation of blueprints and sketching.

Pre-requisites: All Required
Provisional Admission
Co-requisites: None

DFTG 2120 - Print Reading for Architecture (1/4/3)

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
Co-requisites: None

DFTG 2130 - Manual Drafting Fundamentals (.8/2.4/2)

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
Co-requisites: None

DFTG 2210 - Blueprint Reading for Technical Drawing II (.67/2.67/2)

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: All Required
DFTG 2110 - Blueprint Reading for Technical Drawing I
Co-requisites: None

DFTG 2300 - Drafting Technology Practicum/Internship (0/9/3)

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
Co-requisites: None

DFTG 2400 - Drafting Technology Practicum/Internship 4 (0/12/4)

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

Co-requisites: None

DFTG 2500 - Drafting Technology Exit Review (0/9/3)

Emphasis is placed on students' production of portfolio-quality pieces. Focuses on the preparation for entry into the job market.

Pre-requisites: None

Co-requisites: None

DFTG 2600 - Drafting Technology Practicum/Internship 6 (0/18/6)

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

Co-requisites: None

DHYG 1000 - Tooth Anatomy and Root Morphology (1/2/2)

Provides the student with a thorough knowledge of external and internal morphological characteristics of human primary and secondary dentition. Also introduces the student to various tooth identification systems, classifications of occlusion and dental anomalies. Topics include: oral cavity anatomy, dental terminology, external and internal tooth anatomy, tooth nomenclature and numbering systems, individual tooth and root morphology, occlusion and dental anomalies.

Pre-requisites: All Required

Program Admission

Co-requisites: None

DHYG 1010 - Oral Embryology and Histology (1/0/1)

Focuses on the study of cells and tissues of the human body with emphasis on those tissues that compose the head, neck, and oral cavity. Topics include: cellular structure and organelles; histology of epithelium; histology of connective tissue; histology of muscle tissue; histology of nerve tissue; histology of oral mucosa and orofacial structures; embryological development of the head and neck; tooth development; and development of tooth supporting structures.

Pre-requisites: All Required

Program Admission

Co-requisites: None

DHYG 1020 - Head and Neck Anatomy (2/0/2)

Focuses on anatomy of the head and neck. Emphasis is placed on those structures directly affected by the practice of dentistry. Topics include: terminology; anatomic landmarks; osteology of the skull; temporomandibular joint; muscles of mastication; muscles of facial expression; nervous system; blood supply of the head and neck; lymphatic system and immunology; endocrine and exocrine glands of the head and neck; nasal and paranasal sinuses; fascial spaces and the spread of dental infections; and anatomy concerning local

anesthesia.

Pre-requisites: All Required

Program Admission

Co-requisites: None

DHYG 1030 - Dental Materials

(1/2/2)

Focuses on the nature, qualities, composition and manipulation of materials used in dentistry. The primary goal of this course is to enhance the student's ability to make clinical judgments regarding the use and care of dental materials based on how these materials react in the oral environment. Topics include: dental materials standards, dental materials properties, impression materials, gypsum products, mouthguards and whitening systems, dental bases, liners and cements, temporary restorations, classifications for restorative dentistry, direct restorative materials, indirect restorative materials, polishing procedures for dental restorations, removable dental prostheses, sealants, and implants.

Pre-requisites: All Required

Program Admission

Co-requisites: None

DHYG 1040 - Preclinical Dental Hygiene Lecture

(2/0/2)

Provides fundamental skills to be utilized in the delivery of optimum patient care by the dental hygienist. Topics include: patient assessment, instrumentation, charting, occlusion, caries, emergencies, ethics and professionalism, asepsis, and patient and clinician positioning.

Pre-requisites: All Required

Program Admission

Co-requisites: All Required

DHYG 1050 - Preclinical Dental Hygiene Lab

DHYG 1050 - Preclinical Dental Hygiene Lab

(0/6/2)

Provides fundamental skills to be utilized in the delivery of optimum patient care by the dental hygienist. Topics include: asepsis, ethics and professionalism, emergencies, patient assessment, patient and clinician positioning, instrumentation, charting, occlusion and caries.

Pre-requisites: All Required

Program Admission

Co-requisites: All Required

DHYG 1040 - Preclinical Dental Hygiene Lecture

DHYG 1070 - Radiology Lecture

(2/0/2)

Emphasizes the application of radiology principles in the study of the teeth and their surrounding structures. Topics include: radiation physics principles; radiation biology; radiation safety; radiographic quality assurance; imaging theory; radiographic interpretation; radiographic need; legal issues of dental radiography; and digital radiography techniques and principles.

Pre-requisites: All Required

Program Admission

DHYG 1020 - Head and Neck Anatomy

Co-requisites: All Required

DHYG 1020 - Head and Neck Anatomy

DHYG 1090 - Radiology Lab (0/1/1)

Emphasizes the application of radiology principles in the study of the teeth and their surrounding structures. Topics include: radiation safety, radiographic quality assurance, imaging theory, radiographic interpretation, radiographic need, and digital radiography principles and techniques.

Pre-requisites: All Required

Program Admission

DHYG 1020 - Head and Neck Anatomy

Co-requisites: All Required

DHYG 1020 - Head and Neck Anatomy

DHYG 1110 - Clinical Dental Hygiene I Lecture (1/0/1)

Continues the development of knowledge in patient care. Topics include: prevention, instrumentation, patient management, dental appliances, and treatment planning.

Pre-requisites: All Required

DHYG 1040 - Preclinical Dental Hygiene Lecture

Co-requisites: All Required

DHYG 1111 - Clinical Dental Hygiene I Lab

DHYG 1111 - Clinical Dental Hygiene I Lab (0/3/3)

Continues the development of knowledge in patient care. Topics include: prevention, instrumentation, patient management, dental appliances, treatment planning, and applied techniques.

Pre-requisites: All Required

DHYG 1050 - Preclinical Dental Hygiene Lab

Co-requisites: All Required

DHYG 1110 - Clinical Dental Hygiene I Lecture

DHYG 1130 - Microbiology and Infection Control in the Dental Profession (2/2/3)

Provides students with a foundation in basic microbiology, with emphasis on microbial form and function. Topics include: introduction to microorganisms; microbial physiology, metabolism and genetics; control of microorganisms; infection and host response; and microbial, viral, and parasitic diseases of human organ systems.

Pre-requisites: All Required

Program Admission

Co-requisites: None

DHYG 1206 - Pharmacology and Pain Control (3/0/3)

Introduces principles of basic pharmacology as they pertain to the practice of dentistry and dental hygiene. Emphasizes actions and reactions of medications commonly used in the dental office or taken by dental patients. Topics include: pharmaceutical referencing; legal and ethical considerations; drug effects; contraindications; drug related emergencies; dental related anesthesia; and pain control.

Pre-requisites: All Required

Program Admission

Co-requisites: None

DHYG 2010 - Clinical Dental Hygiene II Lecture (2/0/2)

Continues the development of student knowledge in treating patients and preventing oral disease. Topics include: instrument sharpening; patient assessment; antimicrobial use; pulp vitality testing; treatment of hypersensitivity; whitening; implant care; tobacco cessation; pit and fissure sealants, scaling, debridement and root planing; ultrasonics and air polishing and dietary analysis.

Pre-requisites: All Required

DHYG 1070 - Radiology Lecture

DHYG 1110 - Clinical Dental Hygiene I Lecture

Co-requisites: All Required

DHYG 2020 - Clinical Dental Hygiene II Lab

DHYG 2020 - Clinical Dental Hygiene II Lab

(0/2/2)

Continues the development of student knowledge in treating patients and preventing oral disease. Topics include: instrument sharpening; patient assessment; antimicrobial use; pulp vitality testing; treatment of hypersensitivity; whitening; implant care; tobacco cessation; pit and fissure sealants; scaling, debridement and root planing; ultrasonics and air polishing; dietary analysis, and applied techniques.

Pre-requisites: All Required

DHYG 1070 - Radiology Lecture

DHYG 1090 - Radiology Lab

DHYG 1111 - Clinical Dental Hygiene I Lab

Co-requisites: All Required

DHYG 2010 - Clinical Dental Hygiene II Lecture

DHYG 2050 - Oral Pathology

(3/0/3)

Introduces pathology as a specialty of dentistry and includes the etiology, pathogenesis and recognition of various pathological conditions. Emphasis is placed on oral and paraoral pathology and systemic conditions affecting the head and neck. Topics include: terminology and biopsy procedures; inflammation, repair, and regeneration; soft tissue and dental anomalies; pathogenesis of caries and pulpal pathology; cysts and tumors of the head and neck; systemic conditions that affect the oral structures; infectious diseases; diseases of the salivary glands; diseases of bone; blood dyscrasias; vesiculo-erosive and autoimmune diseases; and genetic diseases and syndromes of the head and neck.

Pre-requisites: All Required

DHYG 1010 - Oral Embryology and Histology

DHYG 1020 - Head and Neck Anatomy

Co-requisites: None

DHYG 2070 - Community Dental Health

(3/0/3)

Provides students with a broad understanding of the healthcare system and an objective view of the significant social, political, psychological and economic forces directing the system. Prepares students to promote oral health and prevent oral disease in a community, by meeting specific dental health needs of community groups. Topics include: epidemiology; community dental care assessment; community dental care provision; preventive counseling for groups; group oral health education; terminology; dental care systems; biostatistics; and concepts of dental research.

Pre-requisites: All Required

DHYG 1110 - Clinical Dental Hygiene I Lecture

Co-requisites: None

DHYG 2080 - Clinical Dental Hygiene III Lecture (2/0/2)

Continues the development of student knowledge necessary for treatment and prevention of oral diseases. Topics include: treatment of patients with special needs.

Pre-requisites: All Required

DHYG 2010 - Clinical Dental Hygiene II Lecture

Co-requisites: All Required

DHYG 2090 - Clinical Dental Hygiene III Lab

DHYG 2090 - Clinical Dental Hygiene III Lab (0/12/4)

Continues the development of student skills necessary for treatment and prevention of oral disease. Topics include: special needs patients and applied techniques.

Pre-requisites: All Required

DHYG 2020 - Clinical Dental Hygiene II Lab

Co-requisites: All Required

DHYG 2080 - Clinical Dental Hygiene III Lecture

DHYG 2110 - Biochemistry and Nutrition Fundamentals for the Dental Hygienist (3/0/3)

Provides a basic introduction to organic chemistry and biochemistry. Familiarizes students with the role of nutrition in the human body with an emphasis on the dental hygienist's role as a nutritional educator. Topics include: molecular structure, carbohydrates, proteins, nutrition and digestion, bioenergetics, nutritional aspects, nutritional disorders, and diet assessment.

Pre-requisites: None

Co-requisites: None

DHYG 2130 - Clinical Dental Hygiene IV Lecture (1/0/1)

Focuses on the dental hygiene field and presents the fundamental concepts and principles necessary for successful participation in the dental profession. Topics include: employability skills; State of Georgia Dental Practice Act; office management; expanded duties; legal aspects; ethics; dental hygiene practice settings; and dentistry and dental hygiene regulation.

Pre-requisites: All Required

DHYG 2080 - Clinical Dental Hygiene III Lecture

Co-requisites: All Required

DHYG 2140 - Clinical Dental Hygiene IV Lab

DHYG 2140 - Clinical Dental Hygiene IV Lab (0/4/4)

Continues the development of student skills necessary for treatment and prevention of oral disease. Topics include: applied techniques and time management.

Pre-requisites: All Required

DHYG 2090 - Clinical Dental Hygiene III Lab

Co-requisites: All Required

DHYG 2130 - Clinical Dental Hygiene IV Lecture

DHYG 2200 - Periodontology (3/0/3)

Provides fundamental information on periodontal anatomy, pathogenesis of the periodontal diseases, and an introduction to modern rational periodontal therapy, including preventive,

non-surgical, and surgical methods. Topics include: tissues of the periodontium; periodontal pathology; periodontal diseases; assessment and treatment planning; periodontal disease therapy; and periodontal emergencies.

Pre-requisites: All Required

DHYG 1010 - Oral Embryology and Histology

Co-requisites: None

DRFT 2000 - Public Works Infrastructure (3/0/3)

This course introduces the student to the methods of maintaining the most common public works infrastructures. Emphasis will be placed on the different aspects of roadway maintenance, utility maintenance, and fleet management.

Pre-requisites: None

Co-requisites: None

DRFT 2005 - Plan Reading (3/0/3)

This course introduces the reading and interpretation of construction drawings. Topics include: roadway plans, right of way, plan notations and symbols, and Georgia standards and specifications.

Pre-requisites: None

Co-requisites: None

DRFT 2010 - Construction Materials (3/2/4)

This course covers the fundamental construction materials and their engineering properties. Material properties such as aggregates, asphalt, Portland cement concrete, steel and masonry are covered. Topics include: material properties, materials testing, and material selection and use.

Pre-requisites: All Required

MATH 1013 - Algebraic Concepts

Co-requisites: None

DRFT 2020 - Construction Materials and Cost Estimating (3/0/3)

This course introduces the student to roadway and bridge construction materials and to cost estimation methods for a roadway project or project components. Topics include: initial construction, pavement construction, bridge construction, and cost estimating.

Pre-requisites: All Required

DRFT 2000 - Public Works Infrastructure

Co-requisites: None

DRFT 2030 - Project Management (3/0/3)

This course introduces the student to the basic concepts and procedures used in managing a highway construction project. Emphasis will be placed on administering the contract and ensuring that construction is completed according to the contract. Topics include: contract administration, specifications, documentation, and project management.

Pre-requisites: All Required

DRFT 2000 - Public Works Infrastructure

Co-requisites: All Required

DRFT 2040 - Highway Design

DRFT 2040 - Highway Design (3/0/3)

This course provides students with a basic understanding of design and construction of roadway and highway systems. Major topics include: geometric design, drainage design and computation, storm water management, and erosion control.

Pre-requisites: All Required

DRFT 2000 - Public Works Infrastructure

Co-requisites: None

DRFT 2050 - Surveying I (.67/1.33/2)

Introduces fundamental plane surveying concepts, instruments, and techniques. Topics include: linear measurements; instrument use; and angles, bearings, and directions.

Pre-requisites: All Required

MATH 1015 - Geometry and Trigonometry

Co-requisites: None

DRFT 2060 - Route Location and Design (2.67/4.67/5)

Provides the fundamentals of proper highway design. Students have opportunities to participate in actual field stakeout, measurement, and solution of design problems given specific parameters. Topics include: land transportation systems; ground and aerial route survey methods; circular, compound, reverse, and parabolic curves and spirals; highway design safety and limitations; intersections and interchanges; plot and field stakeout; and topographic planning.

Pre-requisites: All Required

DRFT 2050 - Surveying I

Co-requisites: All Required

MATH 1015 - Geometry and Trigonometry

DRFT 2070 - Civil Tech Internship (0/9/3)

Provides student work experience in the occupational environment. Topics include: application of Civil Technology knowledge and skills, appropriate employability skills, problem solving, adaptability to job setting, progressive productivity, and acceptable job performance.

Pre-requisites: All Required

DRFT 2000 - Public Works Infrastructure

DRFT 2010 - Construction Materials

DRFT 2020 - Construction Materials and Cost Estimating

DRFT 2040 - Highway Design

DRFT 2050 - Surveying I

DRFT 2005 - Plan Reading

Co-requisites: All Required

DRFT 2030 - Project Management

DRFT 2060 - Route Location and Design

ECCE 1101 - Introduction to Early Childhood Care and Education (3/0/3)

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: All Required

Provisional Admission

Co-requisites: None

ECCE 1103 - Child Growth and Development (3/0/3)

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: All Required

Provisional Admission

Co-requisites: None

ECCE 1105 - Health, Safety and Nutrition (2/2/3)

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: All Required

Provisional Admission

Co-requisites: None

ECCE 1112 - Curriculum and Assessment (2/2/3)

Provides student with an understanding of developmentally effective approaches to teaching, learning, observing, documenting and assessment strategies that promote positive development for young children. The course will enable the student to establish a learning environment appropriate for young children and to identify the goals, benefits, and uses of assessment in the development of curriculum for young children. Topics include observing, documenting, and assessing; learning environments; development of curriculum plans and materials; curriculum approaches; and instructional media.

Pre-requisites: All Required

ECCE 1103 - Child Growth and Development

Co-requisites: All Required

ECCE 1103 - Child Growth and Development

ECCE 1113 - Creative Activities for Children (2/2/3)

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: All Required

Provisional Admission

Co-requisites: None

ECCE 1121 - Early Childhood Care and Education Practicum

(1/6/3)

Provides the student with the opportunity to gain a supervised experience in a practicum placement site allowing demonstration of techniques obtained from course work. Practicum topics include promoting child development and learning; building family and community relationships; observing, documenting, and assessing to support young children and families; teaching and learning; becoming a professional; and guidance techniques and classroom management.

Pre-requisites: All Required

ECCE 1105 - Health, Safety and Nutrition

Co-requisites: All Required

ECCE 1105 - Health, Safety and Nutrition

ECCE 2115 - Language and Literacy

(2/2/3)

Develops knowledge, skills, and abilities in supporting young children's literacy acquisition and development, birth through age twelve. Topics include developmental continuum of reading and writing, literacy acquisition birth to five years of age, literacy acquisition in kindergarten, literacy acquisition in early grades, and literacy acquisition in children who are culturally and linguistically diverse.

Pre-requisites: All Required

ECCE 1103 - Child Growth and Development

Co-requisites: All Required

ECCE 1103 - Child Growth and Development

ECCE 2116 - Math and Science

(2/2/3)

Presents the process of introducing math and science concepts to young children. Includes planning and implementation of developmentally appropriate activities and development of math and science materials, media and methods. Topics include inquiry approach to learning; cognitive stages and developmental processes in developing math and science concepts with children birth to five; cognitive stages and developmental processes in developing math and science concepts with children in kindergarten and primary grades; planning math and science activities; and development of math and science materials, media and methods.

Pre-requisites: All Required

ECCE 1103 - Child Growth and Development

Co-requisites: All Required

ECCE 1103 - Child Growth and Development

ECCE 2201 - Exceptionalities

(3/0/3)

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: All Required

ECCE 1103 - Child Growth and Development

Co-requisites: None

ECCE 2202 - Social Issues and Family Involvement

(3/0/3)

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: All Required

Provisional Admission

Co-requisites: None

ECCE 2203 - Guidance and Classroom Management

(3/0/3)

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-requisites: All Required

ECCE 1103 - Child Growth and Development

Co-requisites: All Required

ECCE 1103 - Child Growth and Development

ECCE 2240 - Early Childhood Care and Education Internship

(0/36/12)

Provides the student with the opportunity to gain a supervised experience in an actual or simulated work site allowing demonstration of techniques obtained from course work. Practicum topics include promoting child development and learning; building family and community relationships; observing, documenting, and assessing to support young children and families; teaching and learning; becoming a professional; and guidance techniques and classroom management.

Pre-requisites: All Required

ECCE 1105 - Health, Safety and Nutrition

ECCE 1101 - Introduction to Early Childhood Care and Education

ECCE 1103 - Child Growth and Development

Co-requisites: All Required

ECCE 1105 - Health, Safety and Nutrition

ECCE 2310 - Paraprofessional Methods and Materials

(3/0/3)

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-requisites: All Required

ECCE 1103 - Child Growth and Development

Co-requisites: All Required
ECCE 1103 - Child Growth and Development

ECCE 2312 - Paraprofessional Roles and Practices (3/0/3)

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-requisites: All Required
Program Admission
ECCE 1103 - Child Growth and Development
Co-requisites: All Required
ECCE 1103 - Child Growth and Development

ECCE 2320 - Program Administration and Facility Management (3/0/3)

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: All Required
Provisional Admission
Co-requisites: None

ECCE 2322 - Personnel Management (3/0/3)

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: All Required
Provisional Admission
Co-requisites: None

ECCE 2330 - Infant/Toddler Development (3/0/3)

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 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: All Required

Provisional Admission

Co-requisites: None

ECCE 2332 - Infant/Toddler Group Care and Curriculum (3/0/3)

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: All Required

Provisional Admission

Co-requisites: None

ECCE 2340 - Family Child Care Program Management (3/0/3)

Provides the guidelines, responsibilities, and appropriate practices needed for successful management of a Family Child Care Home. Provides guidelines and responsibilities for administrative business practices associated with the successful establishment and administration of a Family Child Care Home. Topics include business plans, budgeting, taxes, marketing, record keeping, and professional qualifications.

Pre-requisites: All Required

Provisional Admission

ECCE 1103 - Child Growth and Development

Co-requisites: None

ECCE 2342 - Family Child Care Business Management (3/0/3)

Provides guidelines and responsibilities for professional business practices associated with the successful establishment and administration of a Family Child Care Home. Topics include: business plans; budgeting; taxes; marketing, record keeping and professional qualifications.

Pre-requisites: All Required

Provisional Admission

Co-requisites: None

ECCE 2350 - Early Adolescent Development (3/0/3)

Introduces the student to the physical, social, emotional, and intellectual development of the early adolescent (12-15 years of age). Provides learning experiences related to the principles of human growth, development, and maturation, and theories of learning and behavior. Topics include developmental characteristics, guidance techniques, and developmentally appropriate practice.

Pre-requisites: All Required

Program Admission

Co-requisites: None

ECCE 2352 - Designing Programs and Environments for School Age Children and Youth (2/2/3)

Provides the student with information about preparing appropriate environments and planning and implementing activities for school age children and youth. This class includes 30 hours of lab, during which the student will be observed implementing the concepts learned in class. Topics include space design, varied choices and program activities to promote interest in: athletic/physical development, community involvement, cultural arts literacy, math, science and technology, and positive social relationships.

Pre-requisites: All Required

Program Admission

Co-requisites: None

ECCE 2360 - Classroom Strategies for Exceptional Children (3/0/3)

Prepares child care providers and paraprofessionals with knowledge and skills in the areas of working effectively with children with a disability; working with families as partners; examining the laws and regulations; exploring resources, service providers, and agencies that may assist the child and his/her family; examining the adaptations and modifications to facilities and environments; reviewing the referral process; implementing inclusion; modifying instruction to accommodate the child with special needs; and investigating ways to document and chart observations.

Pre-requisites: All Required

ECCE 2201 - Exceptionalities

Co-requisites: None

ECCE 2362 - Exploring Your Role in the Exceptional Environment (2/3/3)

Prepares child care providers and paraprofessionals with knowledge and skills for screening and assessing purposes; and explores resources, service providers, and agencies that may assist the child and families in educational or natural settings. Examines adaptations, accommodations, and modifications to environments; reviews the referral process; implements inclusion and modifies instruction to accommodate the child with special needs.

Pre-requisites: All Required

ECCE 2201 - Exceptionalities

Co-requisites: None

ECON 1101 - Principles of Economics (3/0/3)

Provides a description and analysis of economic operations in contemporary society. Emphasis is placed on developing an understanding of economic concepts and policies as they apply to everyday life. Topics include basic economic principles; economic forces and indicators; capital and labor; price, competition, and monopoly; money and banking; government expenditures, federal and local; fluctuations in production, employment, and income; and United States economy in perspective

Pre-requisites

Regular Admission

Co-requisites: None

ECON 2105 - Macroeconomics (3/0/3)

Provides a description and analysis of macroeconomic principles and policies. Topics include basic economic principles, macroeconomic concepts, equilibrium in the goods and money markets, macroeconomic equilibrium and the impact of fiscal and monetary policies.

Pre-requisites

Regular Admission

Co-requisites: None

ELCR 1005 - Soldering Technology (0/2/1)

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: All Required

Provisional Admission

Co-requisites: None

ELCR 1010 - Direct Current Circuits (4/2/5)

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: All Required

MATH 1111 - College Algebra

MATH 1013 - Algebraic Concepts

Co-requisites: None

ELCR 1020 - Alternating Current Circuits (5/4/7)

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: All Required

ELCR 1010 - Direct Current Circuits

Co-requisites: None

ELCR 1030 - Solid State Devices (4/2/5)

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: All Required

ELCR 1020 - Alternating Current Circuits

Co-requisites: None

ELCR 1040 - Digital and Microprocessor Fundamentals (3/4/5)

This course is designed to provide sufficient coverage of digital electronics and microprocessor fundamentals. Digital fundamentals will introduce basic topics such as binary topics such as binary arithmetic, logic gates and truth tables, Boolean algebra and minimization techniques, logic families, and digital test equipment. Upon completion of the foundational digital requirements, a more advanced study of digital devices and circuits will include such topics as flip-flops, counters, multiplexers and de-multiplexers, encoding and

decoding, displays, and analog to digital and digital to analog conversions. Students will also explore the basic architecture and hardware concepts of the microprocessor.

Pre-requisites: All Required

ELCR 1020 - Alternating Current Circuits

Co-requisites: All Required

ELCR 1030 - Solid State Devices

ELCR 1060 - Linear Integrated Circuits

(2/2/3)

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: All Required

ELCR 1030 - Solid State Devices

Co-requisites: None

ELCR 2110 - Process Control

(2/3/3)

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: All Required

ELCR 1030 - Solid State Devices

Co-requisites: None

ELCR 2120 - Motor Controls

(2/3/3)

Introduces the application of motor controls in the industrial environment. Topics include: AC/DC motors, AC/DC drives, MCC and contractors, NEC and NEMA standards, ladder diagrams, and power sources.

Pre-requisites: All Required

ELCR 1030 - Solid State Devices

Co-requisites: None

ELCR 2130 - Programmable Controllers

(2/3/3)

Provides the basic skills and techniques used in industrial application of programmable controls. Topics include: controller hardware, programming, PC applications, and troubleshooting.

Pre-requisites: All Required

ELCR 1030 - Solid State Devices

Co-requisites: None

ELCR 2140 - Mechanical Devices

(1/2/2)

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: All Required

Program Admission

Co-requisites: None

ELCR 2150 - Fluid Power

(1/2/2)

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: All Required

Program Admission

Co-requisites: None

ELCR 2160 - Advanced Microprocessors and Robotics (2/2/3)

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: All Required

ELCR 2130 - Programmable Controllers

ELCR 2140 - Mechanical Devices

ELCR 2150 - Fluid Power

Co-requisites: None

ELCR 2170 - Computer Hardware (3/4/5)

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: All Required

Program Admission

Co-requisites: None

ELCR 2190 - Networking I (2/2/3)

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: All Required

Program Admission

Co-requisites: None

ELCR 2210 - Advanced Circuit Analysis (3/4/5)

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 demultiplexing, basic telemetry concepts, and noise bandwidth considerations.

Pre-requisites: All Required

ELCR 1040 - Digital and Microprocessor Fundamentals

Co-requisites: None

ELCR 2220 - Advanced Modulation Techniques (2/2/3)

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: All Required

ELCR 2210 - Advanced Circuit Analysis

ELCR 2230 - Antenna and Transmission Lines (2/2/3)

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: All Required

ELCR 2220 - Advanced Modulation Techniques

ELCR 2240 - Microwave Communications and Radar (3/0/3)

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: All Required

ELCR 2230 - Antenna and Transmission Lines

Co-requisites: None

ELCR 2250 - Optical Communications Techniques (2/2/3)

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: All Required

ELCR 2240 - Microwave Communications and Radar

ELCR 2590 - Fiber Optic Systems (2/2/3)

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: All Required

ELCR 1040 - Digital and Microprocessor Fundamentals

Co-requisites: None

ELCR 2600 - Telecommunication and Data Cabling (2/2/3)

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: None

Co-requisites: None

ELCR 2620 - Telecommunications Systems Installation, Programming, and Data Transmission (3/3/4)

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: None

Co-requisites: All Required

ELCR 2600 - Telecommunication and Data Cabling

ELCR 2650 - Home Automation Systems (3/4/5)

Provides the student with a basic knowledge of all the major home automation technologies and develops the necessary skills to install and configure these technologies so that they function as a unified system.

Pre-requisites: None

Co-requisites: None

ELCR 2660 - Security System Installation and Testing (3/3/4)

This course is designed to give students a working knowledge of basic security system applications and theory. Students will be able to identify system components and their uses and apply that knowledge to system design. The course utilizes hands-on training in system installation, programming, testing and troubleshooting to assess the preparedness of the student in the security system installation and service industry.

Pre-requisites: None

Co-requisites: None

ELCR 2680 - Access Control and CCTV Installation (1/3/2)

The Access Control and CCTV Installation course is designed to give students a working knowledge of /access control and CCTV systems applications and theory. Students will be able to identify the system components of the respective systems. The access control segment of the course utilizes hands-on training in component identification and installation including, but is not limited to processors, key pads, card swipes, biometric devices, and security devices related to the control of the pathways. The CCTV segment of the course utilizes hands-on training in component identification and installation including, but is not limited to cabling, power supplies, video cameras, VCRs, storage devices, and monitors.

Pre-requisites: None

Co-requisites: None

ELCR 2690 - Prep for Low Voltage Licensure (3/0/3)

This course is designed to give students a working knowledge of responsibilities of the low voltage contractor in the State of Georgia. The materials are specifically targeted at obtaining a low voltage license and are delivered in a lecture environment. Students will utilize the reference materials allowed at the time of testing and are expected to locate the specific information in a timely manner. Some knowledge of telecommunications and/or other low voltage systems standards and installation practices is required.

Pre-requisites: None

Co-requisites: None

EMPL 1000 - Interpersonal Relations and Professional Development (2/0/2)

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: All Required

Provisional Admission

Co-requisites: None

ENGL 1010 - Fundamentals of English I (3/0/3)

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.

Co-requisites: None

ENGL 1012 - Fundamentals of English II (3/0/3)

Provides knowledge and application of written and oral communications found in the workplace. Topics include writing fundamentals and speaking fundamentals.

Pre-requisites: All Required

ENGL 1010 - Fundamentals of English I

Co-requisites: None

ENGL 1101 - Composition and Rhetoric (3/0/3)

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

Co-requisites: None

ENGL 1102 - Literature and Composition (3/0/3)

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 C or better.

Co-requisites: None

ENGL 1105 - Technical Communications (3/0/3)

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.

Co-requisites: None

ENGL 2130 - American Literature (3/0/3)

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.

Co-requisites: None

FOSC 1206 - Introduction to Forensic Science (3/0/3)

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: One Required

Program Admission

Co-requisites: None

FOSC 2010 - Crime Scene Investigation I (2/4/6)

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: One Required

FOSC 1206 - Introduction to Forensic Science

Co-requisites: None

FOSC 2011 - Crime Scene Investigation II (2/4/6)

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: One Required

Program Admission

FOSC 2010 - Crime Scene Investigation I

Co-requisites: None

FOSC 2012 - Forensic Trace Evidence (2/2/3)

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: One Required

Program Admission

FOSC 1206 - Introduction to Forensic Science

Co-requisites: None

FOSC 2014 - Documentation and Report Preparation (2/4/4)

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

Either ENGL 1010 or ENGL 1101 and FOSC 1206. ENGL 1010 - Fundamentals of English I

ENGL 1101 - Composition and Rhetoric

FOSC 1206 - Introduction to Forensic Science

Co-requisites: None

FOSC 2033 - Death Investigation (3/0/3)

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 to assist 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: One Required

FOSC 1206 - Introduction to Forensic Science

Co-requisites: None

FOSC 2035 - Forensic Photography (2/4/4)

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: One Required

Program Admission

FOSC 1206 - Introduction to Forensic Science

Co-requisites: None

FOSC 2037 - Victimology

(3/0/3)

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: One Required

Program Admission

Co-requisites: None

FOSC 2039 - Computer Forensics

(3/4/5)

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: All Required

COMP 1000 - Introduction to Computers

Co-requisites: None

FOSC 2040 - Forensic Firearms and Toolmark Identification

(2/2/3)

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: None

Co-requisites: None

FOSC 2041 - Latent Print Examination

(3/2/4)

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 w/ a C or better

Program Admission

Co-requisites: None

FOSC 2150 - Case Preparation and Courtroom Testimony

(2/4/4)

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: One Required

Program Admission

FOSC 1206 - Introduction to Forensic Science

Co-requisites: All Required

FOSC 2010 - Crime Scene Investigation I

HIST 1111 - World History I

(3/0/3)

Emphasizes the study of intellectual, cultural, scientific, political, and social contributions of the civilizations of the world and the evolution of these civilizations during the period from the prehistoric era to early modern times. Topics include the Prehistoric Era the Ancient Near East, Ancient India, Ancient China, Ancient Rome, Ancient Africa, Islam, the Americas, Japan, Ancient Greece, the Middle Ages, and the Renaissance.

Pre-requisites

Appropriate Degree Level Writing (English) and Reading Placement Test Scores

Co-requisites: None

HIST 1112 - World History II

(3/0/3)

Emphasizes the study of the intellectual, cultural, scientific, political, and social contributions of the civilizations of the world and the evolution of these civilizations during the period from early modern times to the present. Topics include transitions to the Modern World, scientific revolution and the Enlightenment, political modernization, economic modernization, imperialism, and the Twentieth Century.

Pre-requisites

Appropriate Degree Level Writing (English) and Reading Placement Test Scores

Co-requisites: None

HIST 2111 - U.S. History I

(3/0/3)

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

Co-requisites: None

HIST 2112 - U.S. History II

(3/0/3)

Emphasizes the study of the social, cultural, and political history of the United States from 1865 to the beginning of the twenty-first century and will equip the student to better understand the problems and challenges of the contemporary world in relation to events and

trends in modern American history. The course also provides an overview of the history of Georgia and the development of its constitution. Topics include the Reconstruction Period; the great West, the new South, and the rise of the debtor; the Gilded Age; the progressive movement; the emergence of the U. S. in world affairs; the Roaring Twenties; the Great Depression; World War II; the Cold War and the 1950's; the 1960's and 1970's; and America since 1980.

Pre-requisites

Appropriate Degree Level Writing (English) and Reading Placement Test Scores

Co-requisites: None

HUMN 1101 - Introduction to Humanities

(3/0/3)

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.

Co-requisites

ENGL 1101 - Composition and Rhetoric with C or better.

IDSY 1011 - Industrial Computer Applications

(1.33/4/3)

This course provides a foundation in industrial computers and computer systems with a focus in linking computers to the plant floor process. Topics include: hardware, software, boot sequence, configuration, troubleshooting, and communications platforms.

Pre-requisites: All Required

IDFC 1011 - Direct Current I

Co-requisites: None

IDSY 1020 - Print Reading and Problem Solving

(3/0/3)

This course introduces practical problem solving techniques as practiced in an industrial setting. Topics include: analytical problem solving, troubleshooting techniques, reading blueprints and technical diagrams, schematics and symbols, specifications and tolerances. The course emphasizes how the machine or mechanical system works, reading and engineering specifications and applying a systematic approach to solving the problem.

Pre-requisites: All Required

Program Admission

Co-requisites: None

IDSY 1100 - Basic Circuit Analysis

(3/6/5)

This course introduces direct current concepts and applications, alternating current theory and application of varying sine wave voltages and current, and the physical characteristics and applications of solid state devices. Topics include, but are not limited to, electrical laws and principles, magnetism, series, parallel, and simple combination circuits, inductance and capacitance, diodes and amplifiers, and semiconductor fundamentals.

Pre-requisites: None

Co-requisites: All Required

MATH 1013 - Algebraic Concepts

IDSY 1110 - Industrial Motor Controls I

(3/6/5)

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: None

Co-requisites: None

IDSY 1120 - Basic Industrial PLC's

(3/2/6)

This course introduces the operational theory, systems terminology, PLC installation, and programming procedures for Programmable Logic Controllers. Emphasis is placed on PLC programming, connections, installation, and start-up procedures. Other topics include timers and counters, relay logic instructions, and hardware and software applications.

Pre-requisites: None

Co-requisites: All Required

IDSY 1110 - Industrial Motor Controls I

IDSY 1130 - Industrial Wiring

(2/6/4)

Teaches the fundamental concepts of industrial wiring with an emphasis on installation procedures. Topics include: grounding, raceways, three-phase systems, transformers (three-phase and single-phase), wire sizing, overcurrent protection, NEC requirements, industrial lighting systems, and switches, receptacles, and cord connectors.

Pre-requisites: None

Co-requisites: All Required

IDSY 1100 - Basic Circuit Analysis

IDSY 1150 - DC and AC Motors

(2/2/3)

Introduces the fundamental theories and applications of single-phase and three-phase motors. Topics include: motor theory and operating principles, motor terminology, motor identification, NEMA standards, AC motors, DC motors, scheduled preventive maintenance, and troubleshooting and failure analysis.

Pre-requisites: All Required

IDFC 1011 - Direct Current I

IDFC 1012 - Alternating Current I

Co-requisites: None

IDSY 1160 - Mechanical Laws and Principles

(3/3/4)

Introduces the student to fundamental laws and principles of mechanics. Topics include: Mechanical Principles of Simple Machines; Force, Torque, Velocity, Acceleration, and Inertia; Rotational Motion; Work, Power, and Energy; Matter; Gases; Fluid Power; and Heat. The course emphasizes understanding terminology and using related problem solving skills in everyday physical applications of mechanical technology. Competencies are reinforced with practical hands on lab exercises.

Pre-requisites: None

Co-requisites: None

IDSY 1170 - Industrial Mechanics

(3/8/6)

This course introduces and emphasizes the basic skill necessary for mechanical maintenance personnel. Instruction is also provided in the basic physics concepts applicable to the mechanics of industrial production equipment, and the application of mechanical principles with additional emphasis on power transmission and specific mechanical components.

Pre-requisites: None

Co-requisites: None

IDSY 1180 - Magnetic Starters and Braking (1/4/3)

Provides instruction in wiring motor control circuits. Emphasis is placed on designing and installing magnetic starters in across-the-line, reversing, jogging circuits, and motor braking. Topics include: control transformers, full voltage starters, reversing circuits, jogging circuits, and braking.

Pre-requisites: None

Co-requisites: All Required

IDSY 1150 - DC and AC Motors

IDSY 1190 - Fluid Power and Piping Systems (3/8/6)

This course provides instruction in the fundamentals of safely operating hydraulic, pneumatic, and pump and piping systems. Theory and practical application concepts are discussed. Topics include hydraulic system principles and components, pneumatic system principles and components, and the installation, maintenance, and troubleshooting of pump and piping systems.

Pre-requisites: None

Co-requisites: None

IDSY 1210 - Industrial Motor Controls II (3/6/5)

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: None

Co-requisites: All Required

IDSY 1110 - Industrial Motor Controls I

IDSY 1220 - Intermediate Industrial PLC's (3/2/6)

This course provides for hands on development of operational skills in the maintenance and troubleshooting of industrial control systems and automated equipment. Topics include data manipulation, math instructions, introduction to HMI, analog control, and troubleshooting discrete IO devices.

Pre-requisites: None

Co-requisites: All Required

IDSY 1120 - Basic Industrial PLC'

IDSY 1230 - Industrial Instrumentation (2/2/6)

Provides instruction in the principles and practices of instrumentation for industrial process control systems with an emphasis on industrial maintenance techniques for production equipment. Topics include: instrument tags; process documentation; basic control theory; sensing pressure, flow, level, and temperature; instrument calibration; and loop tuning.

Pre-requisites: None

Co-requisites: None

IDSY 1240 - Maintenance for Reliability

(2/4.67/4)

Applies advanced instrumentation in conjunction with principles of mechanical physics, vibration and particulate analysis, thermography, and advanced reliability concepts relative to precision/predictive maintenance of industrial equipment.

Pre-requisites: All Required

IDSY 1170 - Industrial Mechanics

Co-requisites: None

IDSY 1260 - Machine Tool for Industrial Repairs

(2/4.67/4)

Provides Industrial Mechanics the basic machine shop skills to perform common mechanical repairs such as: repair of scored pump shafts, motor shafts, conveyor shafts or valve stems; repair or fabrication of support brackets; fabrication of simple shaped (cylindrical or rectangular) parts; making or repairing keyseats and keys.

Pre-requisites: None

Co-requisites: None

LETA 1010 - Health & Life Safety for Basic Law Enforcement

(1/2/2)

Introduces students of the Basic Law Enforcement Academy to emergency care or first aid, cardiopulmonary resuscitation, universal precautions, interpersonal communications, as well as concepts related to mental health, mental retardation and substance abuse. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.

Pre-requisites: One Required

Program Admission

Co-requisites: None

LETA 1012 - Ethics and Liability for Basic Law Enforcement

(2/0/2)

This course for students of the Basic Law Enforcement Academy examines the ethical issues and areas of liability confronted by law enforcement personnel. Included in this course are the following topics: ethics and professionalism, peace officer liability. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.

Pre-requisites: One Required

LETA 1032 - Introduction to Criminal Justice for Basic Law Enforcement

Co-requisites: None

LETA 1014 - Firearms Training for Basic Law Enforcement

(2/5/4)

This course provides the student of the Basic Law Enforcement Academy with an understanding of terminology, legal requirements, liability, safety considerations, tactics, procedures, firearms nomenclature, fundamentals of marksmanship, fundamental simulation in the use of deadly force and the opportunity to demonstrate proficiency in marksmanship. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.

Pre-requisites: All Required

LETA 1010 - Health & Life Safety for Basic Law Enforcement

LETA 1012 - Ethics and Liability for Basic Law Enforcement

LETA 1018 - Defensive Tactics for Basic Law Enforcement

LETA 1024 - Criminal Law for Criminal Justice for Basic Law Enforcement

LETA 1026 - Criminal Procedure for Basic Law Enforcement

LETA 1032 - Introduction to Criminal Justice for Basic Law Enforcement

Co-requisites: None

LETA 1016 - Emergency Vehicle Operations for Basic Law Enforcement (2/5/4)

This course provides the student of the Basic Law Enforcement Academy with an understanding of appropriate driving actions, terminology, local responsibility, specific statutes, and safety considerations as well as demonstrate proficiency in the operation of an emergency vehicle. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.

Pre-requisites: All Required

LETA 1010 - Health & Life Safety for Basic Law Enforcement

LETA 1024 - Criminal Law for Criminal Justice for Basic Law Enforcement

LETA 1026 - Criminal Procedure for Basic Law Enforcement

LETA 1030 - Principles of Law Enforcement for Basic Law Enforcement

LETA 1032 - Introduction to Criminal Justice for Basic Law Enforcement

Co-requisites: None

LETA 1018 - Defensive Tactics for Basic Law Enforcement (1/3/2)

This course provides students of the Basic Law Enforcement Academy with an understanding of terminology, human anatomy, legal requirements, liability, safety, tactics, and demonstrate proper procedures for specific techniques to search, control and restrain a person. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.

Pre-requisites: All Required

LETA 1010 - Health & Life Safety for Basic Law Enforcement

LETA 1024 - Criminal Law for Criminal Justice for Basic Law Enforcement

LETA 1026 - Criminal Procedure for Basic Law Enforcement

LETA 1032 - Introduction to Criminal Justice for Basic Law Enforcement

Co-requisites: None

MAST 1010 - Legal and Ethical Concerns in the Medical Office (2/0/2)

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: One Required

Program Admission

Co-requisites: None

MAST 1030 - Pharmacology in the Medical Office (4/0/4)

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: One Required
Program Admission
MATH 1012 - Foundations of Mathematics
Co-requisites: None

MAST 1060 - Medical Office Procedures (3/2/4)

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: One Required
Program Admission
Co-requisites: None

MAST 1080 - Medical Assisting Skills I (1/8/4)

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: One Required
Program Admission

ALHS 1011 - Anatomy and Physiology
ALHS 1090 - Medical Terminology for Allied Health Sciences
Co-requisites: None

MAST 1090 - Medical Assisting Skills II (1/8/4)

Further student knowledge of the more complex activities in a physician's office. Topics include: collection/examination of specimens and CLIA regulations/risk management; urinalysis; venipuncture; hematology and chemistry evaluations; 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: All Required
Program Admission

ALHS 1011 - Anatomy and Physiology
ALHS 1090 - Medical Terminology for Allied Health Sciences
Co-requisites: None

MAST 1100 - Medical Insurance Management (1/3/2)

Emphasizes essential skills required for the medical practice. Topics include: managed care, reimbursement, and coding.

Pre-requisites: All Required
Program Admission

BUSN 1100 - Introduction to Keyboarding
ENGL 1010 - Fundamentals of English I
COMP 1000 - Introduction to Computers
ALHS 1011 - Anatomy and Physiology

ALHS 1090 - Medical Terminology for Allied Health Sciences

Co-requisites: None

MAST 1110 - Administrative Practice Management

(1/5/3)

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: All Required

BUSN 1100 - Introduction to Keyboarding

ENGL 1010 - Fundamentals of English I

COMP 1000 - Introduction to Computers

ALHS 1011 - Anatomy and Physiology

ALHS 1090 - Medical Terminology for Allied Health Sciences

Co-requisites: None

MAST 1120 - Human Pathological Conditions in the Medical Office

(3/0/3)

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: All Required

Program Admission

Co-requisites: None

MAST 1170 - Medical Assisting Externship

(0/18/6)

Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical office job setting. This clinical practicum allows the student to become involved in a work setting at a professional level of technical application and requires concentration, practice, and follow-through. Topics include: application of classroom knowledge and skills and functioning in the work environment.

Pre-requisites: All Required

Program Admission

Co-requisites: None

MAST 1180 - Medical Assisting Seminar

(3/0/3)

Seminar focuses on job preparation and maintenance skills and review for the certification examination. Topics include: letters of application, resumes, completing a job application, job interviews, follow-up letter/call, letters of resignation and review of program competencies for employment and certification.

Pre-requisites: All Required

Program Admission

Co-requisites: None

MATH 1011 - Business Math

(3/0/3)

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.

Co-requisites: None

MATH 1012 - Foundations of Mathematics (3/0/3)

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.

Co-requisites: None

MATH 1013 - Algebraic Concepts (3/0/3)

Emphasizes concepts and operations which are applied to the study of algebra. Topics include basic mathematical concepts, basic algebraic concepts, and intermediate algebraic concepts.

Pre-requisites

MATH 0098 - Elementary Algebra OR Appropriate algebra placement test score.

Co-requisites: None

MATH 1015 - Geometry and Trigonometry (3/0/3)

Emphasizes basic geometric and trigonometric concepts. Topics include measurement conversion, geometric terminology and measurements, and trigonometric terminology and functions.

Pre-requisites

MATH 1013 - Algebraic Concepts with a C or better.

Co-requisites: None

MATH 1017 - Trigonometry (3/0/3)

Emphasizes trigonometric concepts, logarithms, and exponential functions. Topics include trigonometric concepts, logarithms and exponentials.

Pre-requisites

MATH 1013 - Algebraic Concepts with a C or better.

Co-requisites: None

MATH 1100 - Quantitative Skills and Reasoning (3/0/3)

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.

Co-requisites: None

MATH 1101 - Mathematical Modeling (3/0/3)

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.

Co-requisites: None

MATH 1111 - College Algebra

(3/0/3)

Emphasizes techniques of problem solving using algebraic concepts. Topics include fundamental concepts of algebra, equations and inequalities, functions and graphs, and systems of equations; optional topics include sequences, series, and probability or analytic geometry.

Pre-requisites

Appropriate Degree Level Math Placement Test Score AND Appropriate Degree Reading Placement Test Score

Co-requisites: None

MATH 1112 - College Trigonometry

(3/0/3)

Emphasizes techniques of problem solving using trigonometric concepts. Topics include trigonometric functions, properties of trigonometric functions, vectors and triangles, inverse of trigonometric functions and graphing of trigonometric functions, logarithmic and exponential functions, and complex numbers.

Pre-requisites

Regular Admission and MATH 1111 with C or better

Co-requisites: None

MATH 1113 - Precalculus

(3/0/3)

Prepares students for calculus. The topics discussed include an intensive study of polynomial, rational, exponential, logarithmic, and trigonometric functions and their graphs. Applications include simple maximum and minimum problems, exponential growth and decay.

Pre-requisites

Regular Admission and MATH 1111 with C or better

Co-requisites: None

MCHT 1011 - Introduction to Machine Tool

(2/4/4)

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: All Required

Provisional Admission

Co-requisites: None

MCHT 1012 - Blueprint for Machine Tool

(2/2/3)

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, tolerancing, and assembly drawings.

Pre-requisites: All Required

Provisional Admission

Co-requisites: None

MCHT 1013 - Machine Tool Math

(2/3/3)

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: All Required

Provisional Admission

MATH 1012 - Foundations of Mathematics

Co-requisites: None

MCHT 1015 - Surface Grinder Operations

(1/2/2)

Provides instruction in the setup, operations, maintenance, and assembly operations of surface grinders. Topics include: surface grinders and surface grinder maintenance, surface grinder setup, surface grinder operations, and safety.

Pre-requisites: All Required

Provisional Admission

Co-requisites: None

MCHT 1017 - Characteristics of Metals/Heat Treatment I

(2/2/3)

Introduces the properties of various metals, production methods, and identification of ferrous and non-ferrous metals. Topics include: heat treatment safety, metallurgy principles and heat treatment of metals.

Pre-requisites: All Required

Provisional Admission

Co-requisites: None

MCHT 1030 - Applied Measurement

(3/0/3)

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: All Required

MCHT 1013 - Machine Tool Math

MCHT 1011 - Introduction to Machine Tool

MCHT 1119 - Lathe Operations I

(2/5/4)

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: All Required

Provisional Admission

Co-requisites: None

MCHT 1120 - Mill Operations I

(2/5/4)

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: All Required

Provisional Admission

Co-requisites: None

MCHT 1219 - Lathe Operations II

(2/5/4)

Provides further instruction for students to develop skill in the use of lathes. Topics include: lathes, lathe setup, lathe operations, and safety.

Pre-requisites: All Required

Provisional Admission

MCHT 1119 - Lathe Operations I

Co-requisites: None

MCHT 1220 - Mill Operations II

(2/5/4)

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: All Required

MCHT 1120 - Mill Operations I

Co-requisites: None

MGMT 1100 - Principles of Management

(3/0/3)

Develops skills and behaviors necessary for successful supervision of people and their job responsibilities. Emphasis will be placed on real life concepts, personal skill development, applied knowledge and managing human resources. Course content is intended to help managers and supervisors deal with a dramatically changing workplace being affected by technology changes, a more competitive and global market place, corporate restructuring and the changing nature of work and the workforce. Topics include: Understanding the Managers Job and Work Environment; Building an Effective Organizational Culture; Leading, Directing, and the Application of Authority; Planning, Decision-Making, and Problem-Solving; Human Resource Management, Administrative Management, Organizing, and Controlling.

Pre-requisites: All Required

Provisional Admission

Co-requisites: None

MGMT 1105 - Organizational Behavior

(3/0/3)

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: All Required

Provisional Admission

Co-requisites: None

MGMT 1110 - Employment Law

(3/0/3)

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), Workers Compensation, Unemployment Compensation, and National Labor Relations Act.

Pre-requisites: All Required

Provisional Admission

Co-requisites: None

MGMT 1125 - Business Ethics

(3/0/3)

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: All Required

Provisional Admission

Co-requisites: None

MGMT 2125 - Performance Management

(3/0/3)

Develops an understanding of how fostering the 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: All Required

Provisional Admission

Co-requisites: None

MGMT 2215 - Team Project

(3/0/3)

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: All Required
Program Admission
Co-requisites: None

MKTG 1130 - Business Regulations and Compliance (3/0/3)

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
Co-requisites: None

MUSC 1101 - Music Appreciation (3/0/3)

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
Co-requisites
ENGL 1101 - Composition and Rhetoric

NAST 1100 - Nurse Aide Fundamentals (4/5/6)

Introduces student to the role and responsibilities of the Nurse Aide. Emphasis is placed on understanding and developing critical thinking skills, as well as demonstrating knowledge of the location and function of human body systems and common disease processes; responding to and reporting changes in a residents /patients condition, nutrition, vital signs; nutrition and diet therapy; disease processes; vital signs; observing, reporting and documenting changes in a residents condition; emergency concerns; ethics and legal issues and governmental agencies that influence the care of the elderly in long term care settings; mental health and psychosocial well-being of the elderly; use and care of mechanical devices and equipment; communication and interpersonal skills and skills competency based on federal guidelines. Specific topics include: roles and responsibilities of the Nurse Aide; communication and interpersonal skills; topography, structure, and function of the body systems; injury prevention and emergency preparedness; residents rights; basic patient care skills; personal care skills; and restorative care.

Pre-requisites: All Required
Program Admission
Co-requisites: None

PARA 1100 - Introduction to Law and Ethics (3/0/3)

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: All Required

Provisional Admission

Co-requisites: None

PARA 1105 - Legal Research and Legal Writing I

(3/0/3)

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: All Required

ENGL 1101 - Composition and Rhetoric

PARA 1100 - Introduction to Law and Ethics

Co-requisites: None

PARA 1110 - Legal Research and Legal Writing II

(3/0/3)

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: All Required

ENGL 1101 - Composition and Rhetoric

PARA 1100 - Introduction to Law and Ethics

PARA 1105 - Legal Research and Legal Writing I

Co-requisites: None

PARA 1115 - Family Law

(3/0/3)

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: All Required

Program Admission

Co-requisites: All Required

PARA 1100 - Introduction to Law and Ethics

PARA 1120 – Real Estate Law

(3/0/3)

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: All Required

Program Admission

Co-requisites: All Required
PARA 1100 - Introduction to Law and Ethics

PARA 1125 - Criminal Law and Criminal Procedure (3/0/3)

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: All Required
Program Admission

Co-requisites: All Required
PARA 1100 - Introduction to Law and Ethics

PARA 1130 - Civil Litigation (3/0/3)

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: All Required
Program Admission

PARA 1100 - Introduction to Law and Ethics
Co-requisites: None

PARA 1135 - Wills, Trusts, Probate, and Administration (3/0/3)

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: All Required
Program Admission

Co-requisites: All Required
PARA 1100 - Introduction to Law and Ethics

PARA 1140 - Tort Law (3/0/3)

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: All Required
Program Admission

Co-requisites: All Required
PARA 1100 - Introduction to Law and Ethics

PARA 1145 - Law Office Management (3/0/3)

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: All Required
Program Admission
Co-requisites: All Required
PARA 1100 - Introduction to Law and Ethics

PARA 1150 - Contracts, Commercial Law and Business Organizations (3/0/3)

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: All Required
Program Admission
PARA 1100 - Introduction to Law and Ethics
Co-requisites: None

PARA 1200 - Bankruptcy/Debtor-Creditor Relations (3/0/3)

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.
Co-requisites: None

PARA 1205 - Constitutional Law (3/0/3)

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: All Required
PARA 1100 - Introduction to Law and Ethics
Co-requisites: None

PARA 1210 - Legal and Policy Issues in Healthcare (3/0/3)

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: All Required
PARA 1100 - Introduction to Law and Ethics

Co-requisites: None

PARA 1215 - Administrative Law (3/0/3)

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, rule making, 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: All Required

Program Admission

PARA 1100 - Introduction to Law and Ethics

Co-requisites: None

PARA 2205 - Advanced Legal Research and Writing (3/0/3)

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: All Required

ENGL 1102 - Literature and Composition

Co-requisites: None

PARA 2210 - Paralegal Internship I (0/18/6)

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 semester of program. With advisor approval, may take concurrently with last semester courses.

Co-requisites: None

PARA 2215 - Paralegal Internship II (0/18/6)

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 semester of program. With advisor approval, may take concurrently with last semester courses.

Co-requisites: None

PLBG 1000 - Introduction to Plumbing (3/0/3)

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: All Required

Provisional Admission

Co-requisites: None

PLBG 1160 - Plumbing Drawings (1/3/3)

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: All Required

PLBG 1000 - Introduction to Plumbing

PLBG 1210 - Pipes, Valves, and Fittings (2/2/3)

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: All Required

PLBG 1000 - Introduction to Plumbing

PLBG 1220 - Drainage Systems (2/2/3)

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: All Required

PLBG 1000 - Introduction to Plumbing

PLBG 1240 - Water Supply Systems (2/2/3)

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: All Required

PLBG 1160 - Plumbing Drawings

PLBG 1260 - Plumbing Fixtures and Appliances (1/3/3)

This course introduces the identification, theory, application and installation of residential plumbing fixtures, trim and appliances.

Pre-requisites: None

Co-requisites: All Required

PLBG 1000 - Introduction to Plumbing

PLBG 1280 - Gas Piping, Venting, and Appliances (1/3/3)

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: All Required

PLBG 1000 - Introduction to Plumbing

PNSG 1020 - Pharmacology for Clinical Calculations (1/3/2)

Uses basic mathematical concepts and includes basic drug administration. Emphasizes critical thinking skills. Topics include: systems of measurement, calculating drug problems, resource materials usage, basic pharmacology, administering medications in a simulated clinical environment, principles of IV therapy techniques, and client education.

Pre-requisites: One Required

Program Admission

Co-requisites: None

PNSG 1030 - Clinical Nutrition (2/0/2)

A study of the nutritional needs of the individual. Topics include: nutrients, standard and modified diets, enteral and parenteral nutrition, nutrition throughout the lifespan, and client education.

Pre-requisites: One Required

Program Admission

Co-requisites: None

PNSG 1100 - Nursing Fundamentals (4/9/7)

An introduction to the nursing process. Topics include: nursing as a profession; ethics and law; client care which is defined as using the nursing process, using critical thinking, and providing client education and includes principles and skills of nursing practice, documentation, and an introduction to physical assessment; customer/client relationships; geriatrics and standard precautions.

Pre-requisites: All Required

Program Admission

ENGL 1010 - Fundamentals of English I

ALHS 1011 - Anatomy and Physiology

PSYC 1010 - Basic Psychology

MATH 1012 - Foundations of Mathematics

ALHS 1090 - Medical Terminology for Allied Health Sciences

ALHS 1040 - Introduction to Health Care

Co-requisites: None

PNSG 1120 - Medical Surgical Nursing I (7/0/7)

Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client

care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; pathological disorders and deviations from the normal state of health in the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; client care, treatment, pharmacology, and nutritional aspects related to the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; and standard precautions related to the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems.

Pre-requisites: All Required

PNSG 1020 - Pharmacology for Clinical Calculations

PNSG 1030 - Clinical Nutrition

PNSG 1100 - Nursing Fundamentals

Co-requisites: None

PNSG 1122 - Medical Surgical Nursing Practicum I

(0/6/6)

Focuses on the clinical patient care aspects of health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; pathological disorders and deviations from the normal state of health in the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; client care, treatment, pharmacology, medication administration, and diet therapy related to the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; and standard precautions.

Pre-requisites: All Required

PNSG 1020 - Pharmacology for Clinical Calculations

PNSG 1030 - Clinical Nutrition

PNSG 1100 - Nursing Fundamentals

Co-requisites: One Required

PNSG 1120 - Medical Surgical Nursing I

PNSG 1130 - Medical Surgical Nursing II

(7/0/7)

Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, pathological disorders and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance; and prevention of illness; care of the individual as a whole; and deviations from the normal state of health in the musculoskeletal, neurological, integumentary, and sensory systems, mental health, and oncology; client care, treatment, pharmacology; and diet therapy related to the musculoskeletal, neurological, integumentary, and sensory systems, mental health, and oncology; and standard precautions.

Pre-requisites: One Required

PNSG 1120 - Medical Surgical Nursing I

Co-requisites: None

PNSG 1132 - Medical Surgical Nursing Practicum II

(0/6/6)

Focuses on the clinical patient care aspects of health management and maintenance and the prevention of illness, care of the individual as a whole, pathological disorders and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance; and prevention of illness; care of the individual as a whole; and deviations from the normal state of health in the musculoskeletal, neurological, integumentary, and sensory systems, mental health, and oncology; client care, treatment, pharmacology; and diet therapy related to the musculoskeletal, neurological, integumentary, and sensory systems, mental health, and oncology; and standard precautions.

Pre-requisites: All Required

PNSG 1120 - Medical Surgical Nursing I

PNSG 1122 - Medical Surgical Nursing Practicum I

Co-requisites: One Required

PNSG 1030 - Clinical Nutrition

PNSG 2120 - Pediatric Nursing

(4/0/4)

Focuses on health management and maintenance and the prevention of illness, care of the child as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance and prevention of illness, care of the child as a whole, and deviations from the normal state of health in the pediatric client; client care, treatments, pharmacology, and diet therapy of the pediatric client; growth and development; and standard precautions.

Pre-requisites: All Required

PNSG 1020 - Pharmacology for Clinical Calculations

PNSG 1030 - Clinical Nutrition

PNSG 1100 - Nursing Fundamentals

Co-requisites: None

PNSG 2122 - Pediatric Nursing Practicum

(0/1/1)

Focuses on the clinical patient care aspects of health management and maintenance and the prevention of illness, care of the family as a whole, care of the child as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance and prevention of illness, care of the child as a whole, and deviations from the normal state of health in the pediatric client; client care, treatment, pharmacology, medication administration, and diet therapy of the pediatric client; growth and development; and standard precautions.

Pre-requisites: All Required

PNSG 1020 - Pharmacology for Clinical Calculations

PNSG 1030 - Clinical Nutrition

PNSG 1100 - Nursing Fundamentals

Co-requisites: One Required

PNSG 2120 - Pediatric Nursing

PNSG 2130 - Obstetric Nursing

(4/0/4)

Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client

care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the reproductive system, pathological and nonpathological concerns in obstetric clients, and the newborn; client care, treatments, pharmacology, and diet therapy related to the reproductive system, obstetric clients, and the newborn; and standard precautions.

Pre-requisites: All Required

PNSG 1020 - Pharmacology for Clinical Calculations

PNSG 1030 - Clinical Nutrition

PNSG 1100 - Nursing Fundamentals

Co-requisites: None

PNSG 2132 - Obstetric Nursing Practicum (0/2/2)

Focuses on clinical patient care aspects health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance and prevention of illness; care of the individual as a whole; and deviations from the normal state of health in the reproductive system, pathological and nonpathological concerns in obstetric clients, and the newborn; client care, treatment, pharmacology, medication administration, and diet therapy related to the reproductive system, obstetric clients, and the newborn; and standard precautions.

Pre-requisites: All Required

PNSG 1020 - Pharmacology for Clinical Calculations

PNSG 1030 - Clinical Nutrition

PNSG 1100 - Nursing Fundamentals

Co-requisites: One Required

PNSG 2130 - Obstetric Nursing

PNSG 2150 - Nursing Leadership (1/0/1)

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: All Required

PNSG 1020 - Pharmacology for Clinical Calculations

PNSG 1030 - Clinical Nutrition

PNSG 1100 - Nursing Fundamentals

Co-requisites: None

PNSG 2152 - Nursing Leadership Practicum (0/2/2)

Builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market, focusing on practical applications. Topics include: application of the nursing process, critical thinking, supervisory skills, client education methods, and group dynamics.

Pre-requisites: All Required

PNSG 1020 - Pharmacology for Clinical Calculations

PNSG 1030 - Clinical Nutrition

PNSG 1100 - Nursing Fundamentals

Co-requisites: One Required

PNSG 2150 - Nursing Leadership

POLS 1101 - American Government

(3/0/3)

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

Co-requisites: None

PSYC 1010 - Basic Psychology

(3/0/3)

Presents basic concepts within the field of psychology and their application to everyday human behavior, thinking, and emotion. Emphasis is placed on students understanding basic psychological principles and their application within the context of family, work and social interactions. Topics include an overview of psychology as a science, the nervous and sensory systems, learning and memory, motivation and emotion, intelligence, lifespan development, personality, psychological disorders and their treatment, stress and health, and social relations.

Pre-requisites: All Required

Provisional Admission

Co-requisites: None

PSYC 1101 - Introductory Psychology

(3/0/3)

Introduces the major fields of contemporary psychology. Emphasis is on fundamental principles of psychology as a science. Topics include research design, the organization and operation of the nervous system, sensation and perception, learning and memory, motivation and emotion, thinking and intelligence, lifespan development, personality, psychopathology and interventions, stress and health, and social psychology.

Pre-requisites

Appropriate Degree Level Writing (English) and Reading Placement Test Scores

Co-requisites: None

PSYC 2103 - Human Development

(3/0/3)

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: All Required

PSYC 1101 - Introductory Psychology

Co-requisites: None

RADT 1010 - Introduction to Radiology

(3/2/4)

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: All Required

Program Admission

Co-requisites: All Required

RADT 1030 - Radiographic Procedures I

RADT 1320 - Clinical Radiography I

RADT 1030 - Radiographic Procedures I

(2/3/3)

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

Prerequisites for diploma students are Program Admission, ALHS 1011. Prerequisites for degree students are Program Admission, BIOL 2114, and BIOL 2114L. RADT 1010 must be taken as either a Prerequisite or Corequisite. Program Admission

BIOL 2114 - Anatomy and Physiology II

ALHS 1011 - Anatomy and Physiology

RADT 1010 - Introduction to Radiology

BIOL 2114L - Anatomy and Physiology Lab II

Co-requisites: All Required

RADT 1010 - Introduction to Radiology

RADT 1060 - Radiographic Procedures II

(2/3/3)

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: All Required

RADT 1010 - Introduction to Radiology

RADT 1030 - Radiographic Procedures I

Co-requisites: All Required

RADT 1330 - Clinical Radiography II

RADT 1070 - Principles of Imaging I

(5/2/6)

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

Prerequisites for diploma students are Program Admission and MATH 1013. Prerequisites for degree students are Program Admission and MATH 1111. Program Admission

MATH 1111 - College Algebra

MATH 1013 - Algebraic Concepts

Co-requisites: None

RADT 1160 - Principles of Imaging II

(5/2/6)

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: All Required

RADT 1070 - Principles of Imaging I

Co-requisites: None

RADT 1200 - Principles of Radiation Biology and Protection

(3/0/3)

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: One Required

Program Admission

Co-requisites: None

RADT 1320 - Clinical Radiography I

(0/12/4)

Introduces students to the hospital clinical setting and provides an opportunity for students to participate in or observe radiographic procedures. Topics include: orientation to hospital areas and procedures; orientation to mobile/surgery; orientation to radiography and fluoroscopy;

participation in and/or observation of procedures related to body cavities, the shoulder girdle, and upper extremities. Activities of students are under direct supervision.

Pre-requisites: All Required

RADT 1030 - Radiographic Procedures I

Co-requisites: All Required

RADT 1030 - Radiographic Procedures I

RADT 1330 - Clinical Radiography II

(0/7/7)

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: All Required

RADT 1010 - Introduction to Radiology

RADT 1030 - Radiographic Procedures I

RADT 1320 - Clinical Radiography I

Co-requisites: All Required

RADT 1060 - Radiographic Procedures II

RADT 2090 - Radiographic Procedures III

(1/3/2)

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: All Required

RADT 1060 - Radiographic Procedures II

Co-requisites: All Required

RADT 1330 - Clinical Radiography II

RADT 2340 - Clinical Radiography III

RADT 2190 - Radiographic Pathology

(2/0/2)

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

Prerequisites for degree students are Program Admission, BIOL 2114 and BIOL 2114L.

Prerequisites for diploma students are Program Admission and ALHS 1011. Program

Admission

BIOL 2114 - Anatomy and Physiology II

ALHS 1011 - Anatomy and Physiology

BIOL 2114L - Anatomy and Physiology Lab II

Co-requisites: None

RADT 2260 - Radiologic Technology Review

(3/0/3)

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: All Required

RADT 2090 - Radiographic Procedures III

RADT 1200 - Principles of Radiation Biology and Protection

RADT 1160 - Principles of Imaging II

RADT 2350 - Clinical Radiography IV

Co-requisites: All Required

RADT 2360 - Clinical Radiography V

RADT 2340 - Clinical Radiography III

(0/6/6)

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: All Required

RADT 1330 - Clinical Radiography II

Co-requisites: None

RADT 2350 - Clinical Radiography IV

(0/21/7)

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: All Required

RADT 1010 - Introduction to Radiology

RADT 2090 - Radiographic Procedures III

RADT 2340 - Clinical Radiography III

Co-requisites: None

RADT 2360 - Clinical Radiography V

(0/27/9)

Provides students with continued hospital setting work experience. Students demonstrate increased proficiency levels in skills introduced in all of the radiographic procedures courses and practiced in previous clinical radiography courses. Topics include: patient care; behavioral and social competency; advanced radiographic anatomy; equipment utilization; exposure techniques; sterile techniques; integration of procedures and/or observation of angiographic, interventional, minor special procedures; integration of procedures and/or observation of special equipment use; integration of procedures and/or observation of routine and special radiographic procedures; and final completion of all required clinical competencies. Execution of radiographic procedures will be conducted under direct and indirect supervision.

Pre-requisites: All Required

RADT 2350 - Clinical Radiography IV

Co-requisites: All Required

RADT 2260 - Radiologic Technology Review

SOCI 1101 - Introduction to Sociology

(3/0/3)

Explores the sociological analysis of society, its culture, and structure. Sociology is presented as a science with emphasis placed on its methodology and theoretical foundations. Topics include basic sociological concepts, socialization, social interaction and culture, social groups and institutions, deviance and social control, social stratification, social change, and marriage and family.

Pre-requisites

Appropriate Degree Level Writing (English) and Reading Placement Test Scores

Co-requisites: None

SPCH 1101 - Public Speaking

(3/0/3)

Introduces the student to the fundamentals of oral communication. Topics include selection and organization of materials, preparation and delivery of individual and group presentations, analysis of ideas presented by others, and professionalism.

Pre-requisites

Regular Admission OR ENGL 0098 - English III

Co-requisites: None

SURG 1010 - Introduction to Surgical Technology

(4/6/6)

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: One Required

Program Admission

Co-requisites: None

SURG 1020 - Principles of Surgical Technology

(4/3/5)

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: One Required

Program Admission

Co-requisites: None

SURG 1080 - Surgical Microbiology

(2/0/2)

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: One Required

Program Admission

Co-requisites: None

SURG 1100 - Surgical Pharmacology

(1/2/2)

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: One Required

Program Admission

Co-requisites: None

SURG 1120 - Surgical Technology Clinical I

(0/3/3)

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, orthopedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgical procedures. Utilization of minutes allotted to specialty areas are at the discretion of the program.

Pre-requisites: One Required

Program Admission

Co-requisites: None

SURG 1130 - Surgical Technology Clinical II

(0/9/3)

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, orthopedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgical procedures. Utilization of minutes allotted to specialty areas are at the discretion of the program.

Pre-requisites: One Required

Program Admission

Co-requisites: None

SURG 2030 - Surgical Procedures I

(4/0/4)

Introduces the core general procedures, including the following: incisions; wound closure; operative pathology; and common complications as applied to general and specialty surgery. Topics include: introduction to surgical procedures; general surgery and special techniques; obstetrical and gynecological surgery; gastrointestinal surgery; genitourinary surgery; otorhinolaryngologic surgery; and orthopedic surgery. ((There are surgical procedures that are similar as far as procedural steps, instrumentation, supplies, patient position, etc. This is referred to as the "Co-Related Procedures Concept." The purpose of using the Co-Related Procedures Concept is to provide the instructor additional time to teach surgical procedures as well as avoid repetition.))

Pre-requisites: All Required

SURG 1010 - Introduction to Surgical Technology

SURG 1020 - Principles of Surgical Technology

Co-requisites: None

SURG 2040 - Surgical Procedures II

(4/0/4)

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: One Required

SURG 2030 - Surgical Procedures I

Co-requisites: None

SURG 2120 - Surgical Technology Clinical III

(0/9/3)

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, orthopedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgical procedures. Utilization of minutes allotted to specialty areas are at the discretion of the program.

Pre-requisites: One Required

SURG 1130 - Surgical Technology Clinical II

Co-requisites: None

SURG 2130 - Surgical Technology Clinical IV

(0/9/3)

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a

sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, orthopedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgical procedures. Utilization of minutes allotted to specialty areas are at the discretion of the program.

Pre-requisites: One Required

SURG 1130 - Surgical Technology Clinical II

Co-requisites: None

SURG 2140 - Surgical Technology Clinical V

(0/9/3)

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, orthopedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgical procedures. Utilization of minutes allotted to specialty areas are at the discretion of the program.

Pre-requisites: One Required

SURG 2130 - Surgical Technology Clinical IV

Co-requisites: None

SURG 2150 - Surgical Technology Clinical VI

(0/9/3)

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, orthopedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgical procedures. Utilization of minutes allotted to specialty areas are at the discretion of the program.

Pre-requisites: One Required

SURG 2130 - Surgical Technology Clinical IV

Co-requisites: None

SURG 2240 - Seminar in Surgical Technology

(2/0/2)

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: One Required

Program Admission

Co-requisites: None

WELD 1000 - Introduction to Welding Technology (2.5/1.5/3)

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: All Required

Provisional Admission

Co-requisites: None

WELD 1010 - Oxyfuel Cutting (2/3/3)

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: All Required

WELD 1000 - Introduction to Welding Technology

WELD 1020 - Oxyacetylene Welding (1/2/2)

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

Co-requisites: None

WELD 1030 - Blueprint Reading for Welding Technology (2/3/3)

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: All Required

WELD 1000 - Introduction to Welding Technology

WELD 1040 - Flat Shielded Metal Arc Welding (2/4.67/4)

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: All Required

WELD 1000 - Introduction to Welding Technology

WELD 1050 - Horizontal Shielded Metal Arc Welding (2/4.67/4)

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: All Required

WELD 1040 - Flat Shielded Metal Arc Welding

WELD 1060 - Vertical Shielded Metal Arc Welding (2/4.67/4)

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: All Required

WELD 1040 - Flat Shielded Metal Arc Welding

WELD 1050 - Horizontal Shielded Metal Arc Welding

WELD 1070 - Overhead Shielded Metal Arc Welding (1/4.67/4)

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: All Required

WELD 1060 - Vertical Shielded Metal Arc Welding

WELD 1090 - Gas Metal Arc Welding (2/4.67/4)

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: All Required

WELD 1000 - Introduction to Welding Technology

WELD 1110 - Gas Tungsten Arc Welding (2/4.67/4)

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: All Required

WELD 1000 - Introduction to Welding Technology

WELD 1120 - Preparation for Industrial Qualification (1/5/3)

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: All Required

WELD 1040 - Flat Shielded Metal Arc Welding

WELD 1070 - Overhead Shielded Metal Arc Welding

WELD 1090 - Gas Metal Arc Welding

WELD 1110 - Gas Tungsten Arc Welding

Co-requisites: None

WELD 1150 - Advanced Gas Tungsten Arc Welding (1/1.93/3)

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: All Required

WELD 1000 - Introduction to Welding Technology

Co-requisites: None

WELD 1151 - Fabrication Processes (2/2/3)

Presents practices common in the welding and metal fabrication industry. Topics include: metal fabrication safety and health practices and metal fabrication procedures.

Pre-requisites: All Required

WELD 1030 - Blueprint Reading for Welding Technology

Co-requisites: None

WELD 1152 - Pipe Welding (1/3/3)

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: One Required

Program Admission

Co-requisites: None

WELD 1153 - Flux Cored Arc Welding (2/4.67/4)

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: All Required

WELD 1000 - Introduction to Welding Technology

Co-requisites: None

WELD 1154 - Plasma Cutting

(2/3/3)

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: All Required

WELD 1000 - Introduction to Welding Technology

Co-requisites: None

WELD 1156 - Ornamental Iron Works

(1/5/3)

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: All Required

WELD 1010 - Oxyfuel Cutting

WELD 1030 - Blueprint Reading for Welding Technology

WELD 1040 - Flat Shielded Metal Arc Welding

WELD 1090 - Gas Metal Arc Welding

Co-requisites: None

WELD 1330 - Metal Welding and Cutting Techniques

(1/3/2)

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: All Required

Provisional Admission

Co-requisites: None

WELD 1500 - Welding and Joining Technology Practicum/Internship

(0/9/3)

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 hands on situations 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: None

Co-requisites: None

ADMINISTRATIVE STAFF

- President Dr. Ivan H. Allen**
- Vice President for Academic AffairsDr. Amy Holloway**
- Vice President for Administrative Services..... Michelle H. Siniard**
- Vice President for Adult Education.....Brenda Brown**
- Vice President for Economic Development &.....Jeffrey T. Scruggs
Institutional Support**
- Vice President for Student Affairs.....Craig B. Jackson**
- Dean of Aerospace and Design, Industrial Jim Lane
Technology, and Public and Personal Services**
- Dean of Allied Health, Business and..... Julia Nell Shaw
Information Technology and General Education**
- Director, Accounting Alaina Bennett**
- Director, AdmissionsDann Webb**
- Director, Career Services Pat Ivey**
- Director, Child Development Center.....Michelle Cutler-Ervin**
- Director, College AdvancementCheryl Stelk**
- Director, Curriculum Development..... Cathy Johnson**
- Director, Financial AidSteve Greene**
- Director, Hawkinsville Work Force Charles Stone
Development Center**
- Director, Human Resources..... Carol Jones**
- Director, Technology and Planning..... Brian Snelgrove**
- Director, Library ServicesDr. Dumont C. Bunn**
- Director, Public Relations and MarketingJanet Kelly**
- Director, Student Support Services Dr. Bruce Foster**

Manager, College BookstoreJudy Colson
Manager, Evening Operations.....Steve Norris
Registrar.....Sonja Jenkins

INSTRUCTIONAL STAFF

FULL-TIME FACULTY

Barfield, John Thomas – Program Chair, Commercial Truck Driving; Commercial Driver’s License

Belflower, Shannon – Machine Tool Technology Diploma, Middle Georgia Technical College; AS, Business Administration, Middle Georgia College; BS, Information Technology, Macon State College

Bell, Andrew – Aviation Maintenance Technology

Bloodworth, Wendy – Dental Hygiene; BS, Information Technology, American InterContinental University; AS, Science, Macon State College; AAS, Dental Hygiene, Middle Georgia Technical College

Boone, Michele C. – Program Chair, Business Administrative Technology; BS, Business Administration, Tuskegee University; MBA, Knowledge and Learning Management, Walden University

Bragg, Terry L. - Aircraft Structural Technology; Diploma, Airframe Repair Technician, Chanute Technical Training Center

Brown, Bobby – Criminal Justice; Juris Doctor, Law, Cleveland State University; MPA, Public Administration, Albany State University; BA, History, Albany State University

Bruner, Jana – Program Chair, Paralegal Studies; Juris Doctor, Mercer University; BA – Computer Based Info Systems, Georgia College & State University

Clarrington, Morris – Allied Health; DC, Chiropractic, Sherman College of Straight Chiropractic; BS, Biology, Savannah State University

Cook, Lonnie – Program Chair, Air Conditioning Technology; Diploma, Air Conditioning Technology, Middle Georgia Technical College

Cox, Lorna – Division Chair, Allied Health; Program Chair, Surgical Technology; Certified Surgical Technologist; AAT, Health, Middle Georgia Technical College

Durham, Shannon – Division Chair, General Education; BA, Psychology, University of Georgia; MBA, American InterContinental University

Early, Marcus A. – M.Ed, Instructional Technology, American InterContinental University; BA, General Studies, Carson-Newman College

Early, Shawna – Computer Information Systems; BS Computer Information Systems, Fort Valley State University; MS, Management Information Systems, American Intercontinental University

Everidge, Felicia – Computer Information Systems; BBA, Management Information Systems, University of Georgia; MS, Computer Science, Georgia Southwestern State University; Cisco Certified Networking Associate; Cisco Certified Academy Instructor

Fannon, Judy – Program Chair, Medical Assisting; Registered Medical Assistant, AMT; Certified Phlebotomy Technician, Health Tech of Georgia,

Floyd, Julie – General Education; BS, English, Indiana State University; MA, Secondary Education, University of Evansville

Gerard, Robert – Aviation Maintenance Technology; AAS, Georgia Military College; FAA Airframe & Power plant Certificate

Grove, Evelyn – Clinical Coordinator, Radiologic Technology; BS, Workforce Education and Development, Southern Illinois University

Halbert, Vicky – Business Administrative Technology; BS, Business Administration, Lincoln University; MBA, Albany State University

Hardy, Ken – Program Chair, Automotive Technology

Hernandez, Esiquio – General Education; BS, Mathematics, Texas A & M University at Corpus Christi; MS, Curriculum and Instruction w/Math emphasis, Texas A & M University at Corpus Christi

Hoffman, Jeffrey C. – Program Chair, Electronics; BS, Technical Trade and Industrial Education, Valdosta State University; M.Ed., Vocational Education, Valdosta State University; Ed. S. Higher Education, University of Georgia

Hoover, Cathy – Early Childhood Care and Education; BS, Early Childhood Education, Mercer University; M.Ed., Middle Grades Education, Georgia College and State University; Ed. S., Early Childhood Education, Troy University

Icard, Kelly – Accounting; BBA, Professional Accounting, Mercer University; M. Acc., Georgia College and State University

Jansen, Barbara – Director, Dental Programs; BS, Biology, Virginia Polytechnic Institute and State University; DDS, University of North Carolina

Kuhn, Carol – Business Administrative Technology; BS, Business Education, University of Minnesota; MA, Business Administration, Webster University

La Vallee, Rebecca – General Education; BA, Psychology, Mercer University; MS, Psychology, Walden University

Leland, Hugh – Electronics Technology; BS – Electrical Engineering, Florida International University

Lester, Sam – Business Administrative Technology, BS, Georgia Southwestern State University; M.Ed, University of Georgia

Lewis, Linda – Cosmetology; Diploma, Macon Beauty School; Master Cosmetologist; Master Cosmetology Instructor

Lockhart, Steve – Commercial Truck Driving

Lodge, Chris – General Education; ESL Certificate, International House, London; Certificate in Journalism, Langara College, Vancouver; BA, English, Simon Fraser University Vancouver, Canada

Martin, Jolie – Program Chair, Cosmetology; Master Cosmetologist; Master Cosmetology Instructor; Diploma, Middle Georgia Technical College; Associate of Business Management, Ashworth College

Meyer, Daniel – Barbering; Licensed Master Barber, State of Georgia.

Miller, Carrie – Program Chair, Drafting Technology; AA, Florida Community College, Jacksonville, Florida

Moehlenkamp, Dee - Practical Nursing; RN, Bryan Memorial Hospital, Lincoln, Nebraska

Nelson, Danny – Welding Technology; BS, Trade/Industrial Education, Georgia Southern University

Newby, Ben – Industrial Systems Technology; AAS Middle Georgia College; Diploma, South Georgia Technical College

Odea, Paul – AirCraft Structural Technology; AAS, Personal Administration and AAS, Airframe Repair, Community College of the Air Force

Olen, James – Aviation Maintenance Technology; BS – Business Management/Quality Assurance, University of LaVerne – California, AAS – General Electronic Technology, Community College of the Air Force, Certificate – Aviation Maintenance Technician, Middle Georgia Technical College

Paez, Tony – Electronics Technology; BS Workforce Education, Southern Illinois University, Carbondale

Paradis, Linda – General Education; EdS – Secondary Education, Valdosta State University, MED – Counseling and Guidance, Valdosta State University, BSEd. – Math, Georgia Southern College, AS – Math, Middle Georgia College

Rumney, Cynthia – Distance Education Coordinator; AA, Political Science, Macon State College; BBA, Computer Information Systems, Mercer University; MBA, Auburn University; Microsoft Certified Systems Engineer

Rynders, Randall -Division Chair, Industrial Technology; Program Chair, Aircraft Structural Technology; MS, Aeronautical Science, Embry Riddle Aeronautical University; BS Professional Aeronautics, Embry Riddle Aeronautical University; AAS, Community College of the Air Force; FAA Airframe & Power plant Mechanics License

Sacks, Bruce – Aircraft Structural Technology; AS, Aircraft Maintenance Technology, National Aviation Academy; BS, Behavioral Science, Penn State University; MA, Education, Pepperdine University; Licensed Aircraft and Power plant Mechanic; Licensed private pilot

Sartain, Anne D. – Program Chair, Practical Nursing; AS Nursing, Macon State College; BS, Recreation, Georgia Southern University

Schmidt, Brian – Electronics; Diploma, Electronics Technology, Middle Georgia Technical College; AAT, Electronics Technology, Central Georgia Technical College; Aerospace Management, Community College of the Air Force

Schneck-Scott, Andria – General Education; MS Biology, Georgia Southern University; MS Physical Oceanography, Naval Postgraduate School; BS Biology, Seton Hall University

Shelley, Antonio – Program Chair, Industrial Systems Technology; Diploma, Industrial Maintenance Technology, South Georgia Technical College; Diploma, Industrial Electrical Technology, South Georgia Technical College,; AAS, Industrial Systems Technology, Albany Technical College

Small, Tarrell – Cosmetology; AA, Macon State College; Diploma, Cosmetology,

Savannah Technical College; Master Cosmetologist; Instructor License, Pivot Point Trained, Dudley Cosmetology University; BS, Public Service and Human Service, Macon State College

Smith, Dwayne – Commercial Truck Driving

Smith, Linda – Early Childhood; BS, Early Childhood Education, Fort Valley State University; MS, Early Childhood Education, Fort Valley State University

Sorenson, Kelly – General Education; BA, English, Samford University; MA, Secondary Education

Starks, Steve – General Education; BA, University of Oregon; MA, Brigham Young University

Tanner, Janet L. – Practical Nursing; AS, Nursing, Middle Georgia College

Taylor, Alesia – Computer Information Systems; BBA, Management Information Systems, BS, Business Education, University of Georgia; MS, Computer Science, Georgia Southwestern State University

Torres, Danielle – Nurse Aide; AS Nursing, St. Johns River Community College

Towles, Leon – Program Chair, Barbering; Licensed Master Barber, State of Georgia; BBA, Marketing, Georgia College and State University

Waldon, Shane – Division Chair, Aviation Maintenance Technology; AAS, Georgia Military College; BS, Professional Aeronautics, Embry-Riddle Aeronautical University FAA Certified Mechanic with Airframe and Power plant ratings; FAA Private Pilot

Walker, Susan – Program Chair, Criminal Justice; AA, Andrew College; BA, Behavioral Science, Tennessee Wesleyan College; MSCJ, Tiffin University

Walton, Monécia D. – Practical Nursing; AS, Nursing, Macon State College; BS, Medical Records Administration, Emory University

Warren, Larry – Welding and Joining; Diploma, Welding, Middle Georgia Technical College

Whiddon, Lynn – Division Chair, Business and Information Technology; Program Chair, Accounting; BA, Finance, Georgia Southwestern State University; MBA, Finance, Touro University International

Willis, Bridgette – Program Chair, Computer Information Systems; BBA, Georgia Southern University; MISM, Information Systems Tools, Keller Graduate School of Management, DeVry University

Wimsatt, Fredia – Practical Nursing; Associate of Nursing Science, Macon State College; NCC Inpatient Obstetrics Certification; BS, Nursing, University of Phoenix

Wolfork, Carol – Business Administrative Technology; MBA, Albany State University; BBA Management, Fort Valley State University