2017-2018
COLLEGE
CATALOG

2017 - 2018
COLLEGE CATALOG

GEORGIA PIEDMONT
TECHNICAL COLLEGE

A Unit of the Technical College System of Georgia
Equal Opportunity Institution

Jabari Simama, Ph.D.
President

www.gptc.edu

TDD: (404) 297-7769

Georgia Piedmont Technical College is accredited by the Southern Association of Colleges and Schools, Commission on Colleges to award Associate of Applied Science degrees, diplomas and technical certificates of credit. Contact the Southern Association of Colleges and Schools, Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Georgia Piedmont Technical College. (www.sacscoc.org) The Southern Association of Colleges and Schools, Commission on Colleges should be contacted only if there is evidence that appears to support Georgia Piedmont Technical College's significant non-compliance with Commission requirements or standards. Inquiries related to normal and ongoing College operations such as admission requirements, financial aid, programs, etc., should be addressed directly to Georgia Piedmont Technical College and not to the Commission on Colleges.

Catalog Amended: September 13, 2018

All information in this document is subject to change.

Table of Contents

Welcome to Georgia Piedmont Technical College

Congratulations on your decision to expand your education at Georgia Piedmont Technical College. Our faculty and staff are eager to support you in making the most of the opportunities that are available to you at the college.

Georgia Piedmont is the home of renowned programs that educate students to live in today's world—a world where digital technology intersects with traditional industrial fields in new and exciting ways.

Whether you are enrolled in the college's industry-leading air conditioning technologies program, a member of the new class of cadets in the nationally-accredited law enforcement academy or a student in any of the 40+ additional programs of study that Georgia Piedmont offers, you will find challenging and stimulating coursework that will prepare you for a dynamic career today and well into the future.

Being a student at Georgia Piedmont requires dedication and commitment. You must be disciplined and focused in completing your studies. This student handbook will keep you informed about your rights and responsibilities as a student. It can serve as your guide to stay organized and on track in your classes, as well as to learn about the abundant student activities available to you on campus.

You have taken an important step toward a fulfilling future by enrolling at Georgia Piedmont. All of us at the college are here to support you in making the most of your time here.

Sincerely,

Jabari Simama, Ph.D. President
Georgia Piedmont Technical College

ACADEMIC CALENDAR

FALL SEMESTER 2017

July 6, 2017	Application Closing Date
Aug 19-20	Late Registration/Drop/Add
Aug 19	Classes Begin (Weekend)
Aug 21	Classes Begin (M/W)
Aug 22	Classes Begin (T/Th)
Sept 4	Holiday/Labor Day
Nov 22-25	Holidays/Thanksgiving
Dec 3	Classes End (Weekend)
Dec 7	Classes End (M/W)
Dec 8	Classes End (T/Th)
Dec 9	Final Exam (Weekend)
Dec 12	Final Exam (T/Th)
Dec 13	Final Exam (M/W)
Dec 14-Jan 1	Semester Break

SUMMER SEMESTER 2018

Apr 19, 2018	Application Closing Date
May 12-15	Late Registration/Drop/Add
May 12	Classes Begin (Weekend)
May 14	Classes Begin (M/W)
May 15	Classes Begin (T/Th)
May 19	Graduation
May 26-28	Holiday/Memorial Day
Jul 26	Classes End (T/Th)
Jul 28	Classes End (Weekend)
Jul 30	Classes End (M/W)
Jul 31	Final Exam (T/Th)
Aug 4	Final Exam (Weekend
Aug 6	Final Exam (M/W)
Aug 6-9	Semester Break

SPRING SEMESTER 2018

Nov 9, 2018	Application Closing Date
Jan 6-9	Late Registration/Drop/Add
Jan 6	Classes Begin (Weekend)
Jan 8	Classes Begin (M/W)
Jan 9	Classes Begin (T/Th)
Jan 15	Holiday/MLK
Apr 2-5	Spring Break
Apr 21	Classes End (Weekend)
Apr 26	Classes End (T/Th)
Apr 30	Classes End (M/W)
May 1	Final Exam (T/Th)
May 2	Final Exam (M/W)
May 5	Final Exam (Weekend)

GEORGIA PIEDMONT TECHNICAL COLLEGE'S
ALMA MATER

ALL HAIL, GEORGIA PIEDMONT

Between the Blue Ridge Mountains
And the Upper Coastal Plain,
There stands our Alma Mater
Georgia Piedmont is thy name.

With love and adoration
We will always sing thy praise,
We lift our hearts – blue, red, and gold
Thy standards we will raise.

Georgia Piedmont Technical College
We will hold forever dear,
The memories we have come to share
That keeps us drawing near.

We'll always be so grateful
For thy strong legacy,
All hail, Georgia Piedmont
Forever, we'll honor thee.

Lyricist Charlotte Dudley 2011

GENERAL INFORMATION

PHILOSOPHY

Technical education is a vital component of the total education of an individual. It is a right of every individual who needs it, desires it, and can benefit from it. A continuous process which extends from childhood through adulthood, it is designed to develop work attitudes, saleable skills, and usable knowledge for employment and business ownership. It includes awareness and exploration of career choices and specialized training. There are vocational implications in all education, but technical education is best characterized by its purposes and methods. One purpose is to provide economic benefit to the learner by preparing him or her for employment or business ownership. Another purpose is to provide economic benefit to the community and the state by increasing productivity. Since individuals spend the larger part of their lives at some form of work, there could be no nobler goal than to provide an opportunity for individuals to develop the knowledge, skills, and attitudes necessary to secure personally satisfying and socially useful careers which lead to personal economic gain and economic benefits to society as a whole.

VISION

Georgia Piedmont Technical College is the preferred, most respected and responsive technical college in the State of Georgia. We are recognized for our student -centered atmosphere of educational excellence and maintain an intellectual environment by encouraging teaching and learning, which inspire the full development of individual goals, abilities, and interests.

We dedicate our resources in creating a culture of shared excellence with our stakeholders by closely aligning our purpose with the economic aspirations of the State. We appreciate the assets of our diverse constituency, add value within the community, and provide solutions for the betterment of our society.

MISSION STATEMENT

Georgia Piedmont Technical College, a unit of the Technical College System of Georgia, promotes a student - centered environment for lifelong learning and development, encompassing academic and technical education for employment in a global community.

Desired learning outcomes for graduates / completers of Georgia Piedmont Technical College programs and / or courses include:

1. Attainment of knowledge and skills for successful employment and/or advancement and promotion
2. Attainment of knowledge and skills for successful pursuit, as appropriate, of advanced degrees and/or education
3. Satisfaction with the content and quality of programs and/or courses

GOALS OF GEORGIA PIEDMONT TECHNICAL COLLEGE

Georgia Piedmont Technical College has adopted four strategic goals which drive our efforts. These goals are to achieve and sustain

- Educational Excellence
- Engagement Excellence
- Management Excellence
- Communication Excellence

CORE COMPETENCIES

Georgia Piedmont Technical College identifies College-level Core Competencies expected of graduates. These Core Competencies are embedded and assessed throughout and within programs of study and courses in the School of Arts and Sciences.

Effective Communication
- Demonstrate an ability to read and listen with comprehension
- Speak and write clearly using Standard English
- Interact cooperatively with others using both verbal and non-verbal means
- Demonstrate information processing through basic computer skills and multimedia

Analytical Competencies
- Organize and Analyze information and/or data into systematic parts
- Identify relationships between concepts and put them in logical and/or sequential order
- Demonstrate an ability to organize, analyze and integrate information from different sources
- Make inference from insufficient data to trigger further investigation
- Draw logical conclusions based on analysis of data and information
- Make connections and logical conclusions in learning across disciplines

Independent Learning
- Use appropriate search strategies and resources to find, evaluate, and use information
- Apply learning in academic, public, and personal situations

Informational Literacy
- Identify and refine information for investigation and query
- Evaluate information from different possible sources on the basis of accuracy, validity, and appropriateness for needs
- Extract relevant information from a source

Learning Resource Center Core Competencies
- Determine the nature and extent of information needed
- Access needed information effectively and efficiently
- Evaluate information and its sources critically and incorporate selected information into a knowledge base and value system
- Use information effectively to accomplish a specific purpose
- Understand the economic, legal, and social issues surrounding the use of information and access and use information ethically and legally

Sociocultural and International Awareness
- Demonstrate an awareness of the relationship of the individual to the biological and physical environment
- Demonstrate an awareness of self as an individual member of a multicultural global community
- Recognize the diversity of the local and global community, including cultural, social, political, and economic differences
- Participate in projects requiring productive interaction with culturally-diverse people, ideas, and values
- Evaluate information and draw conclusions based upon awareness of ethics/work ethics employability criteria

TECHNICAL EDUCATION GUARANTEE

In collaboration with the Technical College System of Georgia and other technical colleges in the state, Georgia Piedmont Technical College has established curriculum standards with direct involvement of business and industry. These standards serve as the industry-validated specifications which allow Georgia's 23 technical colleges to provide a Technical Education Guarantee. The Technical Education Guarantee states that:

> **"If a graduate from a standard program and his/her employer finds that the graduate is deficient in one or more competencies as defined in the standards, the technical college will retrain the employee at no instructional cost to the employee or the employer."**

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

HISTORY OF GEORGIA PIEDMONT TECHNICAL COLLEGE

Georgia Piedmont Technical College was established in 1961 as DeKalb Technical Institute. It was organized initially in cooperation with the Vocational Division of the State Department of Education as a part of the total educational program operated by the DeKalb County Board of Education. DeKalb Technical Institute operated as a division and campus of DeKalb College (now Georgia Perimeter College) from 1972 to 1986, and as the postsecondary unit of DeKalb County School System until June 30, 1996. On July 1, 1996, DeKalb Tech began operating as a unit of the Technical College System of Georgia. In 2000, DeKalb Technical Institute's name was officially changed to DeKalb Technical College. To more accurately and appropriately reflect the College's four-county service region, the name again officially changed in October, 2011 to Georgia Piedmont Technical College. Established to serve a multi-county area east of Atlanta, the College is one of a statewide network of area postsecondary technical colleges.

The College enrolled its first class of 18 students in Electronics Technology in 1961. At that time the College was in temporary quarters while the DeKalb Campus facility was under construction. The facility at 495 North Indian Creek Drive, Clarkston, Georgia, was occupied on October 14, 1963 and consists of four buildings totaling 170,000 square feet of floor space. Construction of the Newton Campus was completed in August 1997 and consists of approximately 68,000 square feet of instructional space on 67 acres in the Covington/Newton County Industrial Park. Programs and services are also offered in numerous other locations throughout the DeKalb, Newton, Rockdale, and Morgan counties, including the Newton Campus Building D & Conference Center in Covington, the Community Education Centers in Doraville, Clarkston and South Campus.

Over 46 different occupations are included in the academic programs of Georgia Piedmont Technical College. They include career programs in Business Information Systems, Health and Professional Services, Industrial Technologies, and Public Safety and Security. Annual enrollment, including credit programs, continuing education, business and industry training, and Adult Education, exceeds 10,000 students.

Georgia Piedmont Technical College provides technical education for citizens in DeKalb, Newton, Rockdale, and Morgan counties. These educational opportunities are offered through certificates, diplomas, and associate degree programs designed to prepare individuals for productive and satisfying careers; technical instruction for employed persons who wish to upgrade their knowledge and skills; technical instruction enabling persons to train in new occupations when their previous technical skills become obsolete; and adult education designed to assist persons in improving basic academic skills and in obtaining a high school equivalency certificate. The academic programs are provided conveniently in many locations.

The faculty members of Georgia Piedmont Technical College are well qualified both in experience and professional training in their specialty fields. There are more than 60 full-time members of the faculty and staff, and adjunct faculty number approximately 120 per semester. Georgia Piedmont Technical College operates year-round, offering programs throughout the three semesters of the calendar.

CAREER PLANNING

The Admissions staff at Georgia Piedmont Technical College is available to assist prospective students in planning an appropriate course of study. Typical questions asked are about academic requirements for various programs, nature of the program, working conditions, job opportunities, salaries, test requirements, class scheduling, and financial aid. Contact the DeKalb Campus Office of Admissions at (404) 297-9522, extension 1602, admissionsclark@gptc.edu or the Newton Campus at (404) 297-9522, extension 3100, admissionscov@gptc.edu for more information.

Career guidance is also offered through the Advising, Career and Retention Services. Individuals may use computerized assessment programs to identify their personal interests, aptitudes, skills, and work-related values and relate them to occupations. Members of the Career Services staff are available to interpret the program results and to assist prospective students in choosing viable programs of study and/or careers to pursue. Contact the Advising, Career and Retention Services, DeKalb Campus (404), 297 9522, extension 1124 or Newton Campus (404)
297-9522, extension 5166 for additional information.

LEARNING SUPPORT

The Learning Support Program serves any prospective student whose basic academic skills are below the minimum levels recommended to enter a credit program at Georgia Piedmont Technical College. Each technical education program has established a description of entry-level reading, language, and math competencies. The major purpose of Learning Support is to provide learning experiences in reading, language, and math that will aid the student in mastering the skills needed for admission into the selected program of study. Assignment to Learning Support is based on the results of standardized tests and the competencies needed for the prospective program of study. After testing is completed, the student shall be advised to complete the appropriate courses.

Georgia Piedmont Technical College implemented a redesigned Learning Support curriculum in Fall 2011. Students who attended the college prior to that term and who are returning to the college will be required to retake the placement exam. Students transferring into Georgia Piedmont Technical College who have not completed a transferable college-level English or Math will be required to take the placement exam. Assistance is available to Learning Support students in the Student Success & Learning Support Center.

STUDENT SUCCESS & LEARNING SUPPORT CENTER

The mission of the Student Success & Learning Support Center is to improve student retention by preventing academic problems from becoming the reason for non-attainment of educational goals. The Student Success Center addresses the academic needs of the traditional and non- traditional student, the academically and economically disadvantaged student, and the student for whom English is a second language.

Open to all registered Georgia Piedmont Technical College students, the Student Success Center offers free academic tutoring services in math, reading and English, based on learning styles and individual student needs. Availability of tutors for specific subjects varies from one semester to the next. The Center is equipped with computerized tutorials which are designed to help students improve skills in math, reading and writing. These tutorials encourage each student to become actively involved in the thinking skills necessary for effective problem-solving.

The Center provides remediation and language assistance to credit students identified as ESL. Tutors are available to assist students in creating an instructional plan to work on language-specific challenges such as grammar, reading, vocabulary, and listening skills.

Throughout the semester, class orientation sessions are conducted with a focus on a variety of topics such as study and test taking skills, stress and time management, building self-esteem, and career decision-making. ACCUPLACER handouts are available to help students prepare for the placement test.
Student Success Center locations:

DeKalb Campus	South DeKalb Campus	Newton Campus
Room D-1	Room 402-C	Room B-216/202
Ext. 1287	Ext. 6016	Ext. 3236/3244

For more information regarding the Student Success Centers, call Kimberley Sloan at 404-297-9522, Ext. 1287.

Student Success Centers are located on the DeKalb Campus in Room D-1, and on the Newton Campus in Room B-216. For more information regarding the DeKalb Campus, call 404-297-9522, extension 1287, and for the Newton Campus, call 404-297-9522, extension 3236.

STEM INITIATIVES

Georgia Piedmont Technical College is committed to producing proficient and efficient employees in STEM and STEM-related careers. GPTC STEM Definition: STEM education is an interdisciplinary approach that is coupled with real world and problem/project based learning.

The goals of the STEM Initiatives Department include the following:
1. Increase enrollment of STEM and STEM-related programs at the college
2. Develop effective marketing strategies to increase program visibility
3. Increase the productivity of STEM program advisory boards
4. Develop and strengthen community and industry relationships
5. Increase opportunities for middle and high school students to be exposed to STEM education via dual and joint enrollment and articulation agreements.
6. Identify and write grants to assist in supporting the college's STEM initiatives and programs

Based on the definition given above the following programs (includes all degrees, diplomas, and technical certificates) have been identified as STEM or STEM-related programs:

- Computer Information Systems
- Electronics Technology
- Electrical and Computer Engineering Technology
- Computer Graphics and Design/Drafting Technology
- Building Automation Systems
- Criminal Justice Technology
- Paramedicine Technology
- Design and Media Production Technology Grant
- Accounting

- Sustainable Technology Certificate
- Motorcycle Service Technology
- Heating, Ventilation, and Air Conditioning Technology
- Automotive Technology
- Clinical Laboratory Technology
- Ophthalmology Technology
- Practical Nursing
- Cybersecurity
- Mechanical Engineering Technology
- Welding and Joining Technology

ACCREDITATION

Georgia Piedmont Technical College is accredited by the Southern Association of Colleges and Schools, Commission on Colleges to award Associate of Applied Science degrees, diplomas and technical certificates of credit. Contact the Southern Association of Colleges and Schools, Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Georgia Piedmont Technical College. (www.sacscoc.org) The Commission should be contacted only if there is evidence that appears to support Georgia Piedmont Technical College's significant non-compliance with Commission requirements or standards.

Inquiries related to normal and ongoing College operations such as admission requirements, financial aid, programs, etc., should be addressed directly to Georgia Piedmont Technical College and not to the Southern Association of Colleges and Schools, Commission on Colleges.

In addition to the institutional accreditation by the Southern Association of Colleges and Schools, Commission on Colleges, the following hold program-specific accreditation:

Air Conditioning Technology Program: Partnership for Air-Conditioning, Heating, Refrigeration Accreditation (PAHRA), www.pahrahvacr.org. This accreditation is supported by these organizations: Air Conditioning, Heating and Refrigeration Institute (AHRI), Air Conditioning Contractors of America (ACCA), American Society of Heating, Refrigeration, North America Technician Excellence (NATE), Council of Air Conditioning and Refrigeration Educators (CARE), Gas Appliance Manufacturers Association (GAMA), Heating Air Conditioning and Refrigeration Distributors International (HARDI), and Plumbing, Heating, Cooling Contractors (PHCC)

Clinical Laboratory Technology Program: National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont IL 60018, (773) -
714-8880, www.naacls.org

Electrical and Computer Engineering Technology Programs: Engineering Technology Accreditation Commission of ABET, www.abet.org.

Law Enforcement Academy: The Commission on Accreditation for Law Enforcement Agencies, Inc., (CALEA®) The Public Safety Training Academy Accreditation purpose is to promote superior public safety training services and recognize professional excellence. 13575 Heathcote Boulevard, Suite 320 Gainesville, Virginia 20155 (703) 352-4225 FAX (703) 890-3126. http://www.calea.org

Medical Assisting Program: Commission on Accreditation of Allied Health Education Programs www.caahep.org, upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 20 N. East Wacker Drive, Suite 1575, Chicago, Illinois 60601-2208, (800)228-2262.

Paralegal Program: American Bar Association Paralegal Education Program Approval
https://www.americanbar.org/groups/paralegals.html

Paramedic Program: Commission on Accreditation of Allied Health Education Programs (CAAHEP) caahep.org

PROFESSIONAL AFFILIATIONS / MEMBERSHIPS

American Association of Community Colleges (AACC): Building a Nation of Learners by Advancing America's Community Colleges.

American Association for Paralegal Educators (AAfPE): National organization that serves the needs of paralegal educators and institutions offering legal assistant educational programs.

American Society for Engineering Education (ASEE): Committed to furthering education in engineering and engineering technology.

Association for Career and Technical Education (ACTE): National education association dedicated to the advancement of education that prepares youth and adults for successful careers.

Association of Title IX Administrators (ATIXA): A professional association for college Title IX administrators dedicated to the advancement of gender equity in schools and colleges.

Institute of Electrical and Electronics Engineers (IEEE): Core purpose is to foster technological innovation and excellence for the benefit of humanity.

Georgia Association of Chiefs of Police: Dedicated to providing police services in the State of Georgia that are aimed at achieving more effective and efficient crime control, reduced fear of crime, improved quality of life, and improved police legitimacy, through a proactive reliance on community resources that seeks to minimize crime-causing conditions.

National Academic Advising Association (NACADA): Promotes and supports quality academic advising in institutions of higher education to enhance the educational development of students.

National Association of Colleges and Employers (NACE): The leading source of information on the employment of the college educated.

National Association for Developmental Education (NADE): Seeks to improve the theory and practice of developmental education at all levels of the educational spectrum, the professional capabilities of developmental educators, and the design of programs to prepare developmental educators.

National Association for Publicly Funded Truck Driving Schools (NAPFTDS): An organization for the promotion of public education for the transportation industry. Through membership, educators can network with other schools across the country to provide the highest quality, most cost-effective, and most up-to-date training available.

National Business Education Association (NBEA): Devoted exclusively to serving individuals and groups engaged in instruction, administration, research, and dissemination of information for and about business.

National Center for Developmental Education (NCDE): Provides instruction, training programs, research, and other services consistent with the purpose of developmental education, and dedicated to serving underprepared and disadvantaged college students.

National Institute for Staff and Organizational Development (NISOD): Dedicated to the professional development of faculty, administrators, and staff; and to the continued improvement of teaching and learning, with the ultimate goal of student success.

National College Testing Association (NCTA): A non-profit organization dedicated to the promotion of professionalism and quality in the administration of testing services and programs, including issues relating to test administration, test development, test scoring and assessment.

Technology Association of Georgia (TAG): A world-class membership organization and an engine for economic development for the state of Georgia. TAG's mission is to educate, promote, influence and unite Georgia's technology community to foster an innovative and connected marketplace that stimulates and enhances Georgia's tech-based economy

ADVISORY COMMITTEES

Technical programs provide education and training that prepare students for the employment needs of business and industry. All courses in the programs offered are planned around the recommendations of program advisory committees. Program advisory committees are composed of persons outside the educational field with specific occupational knowledge and expertise. Program advisory committees are essential to the establishment and maintenance of up-to-date technical education programs. Changes in technology, business, industry, and government have increased the need for effective communication between technical education and the workplace.

A program advisory committee of interested, competent, and concerned persons is the most productive and vital link between Georgia Piedmont Technical College and the community it serves.

STATEMENT OF EQUAL OPPORTUNITY

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

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following person(s) have designated to handle inquiries regarding the nondiscrimination policies:

Title IX Coordinator:

Dr. Debra Gordon, Associate Vice President, Academic Affairs, Georgia Piedmont Technical College, Room A-103B, 495 North Indian Creek Drive, Clarkston, GA 30021, ,(404) 297-9522, ext. 1176 or TitleIXCoordinator@gptc.edu.

ADA/504 Coordinator:

Lisa Peters, Director of Special Services, Georgia Piedmont Technical College, Room A-170, 495 North Indian Creek Drive, Clarkston, GA 30021, , (404) 297-9522, ext. 1154 or ADA504Coordinator@gptc.edu.

The content of this general Catalog does not constitute a contract between Georgia Piedmont Technical College and its students on either a collective or individual basis. It represents Georgia Piedmont Tech's best academic, technical, social,

and financial planning at the time the Catalog was published. Course and curriculum changes, modifications of fees and other charges, plus unforeseen changes in other aspects of Georgia Piedmont Tech's life sometimes occur after the Catalog has been printed but before the changes can be incorporated in a later edition of the same publication. Because of this, Georgia Piedmont Technical College does not assume contractual obligation with students for the contents of this Catalog. Visit Georgia Piedmont Technical College's website for the current version and updates to the Catalog: www.gptc.edu.

GAINFUL EMPLOYMENT DISCLOSURE

For more information about our graduation rates and other important program information, please visit our website at https://www.gptc.edu/gainfulemployment.

STUDENT COMPLIANCE WITH POLICIES AND PROCEDURES

Georgia Piedmont Technical College's regulations will not be waived because a student pleads ignorance of established policies and procedures.

Unfamiliarity with student rights and responsibilities does not excuse students from carrying out their charge as members of the Georgia Piedmont Tech community.

ADMISSION AND GENERAL INFORMATION

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.

Admission to Georgia Piedmont Technical College is not a guarantee of admission to a credit program offering a certificate, diploma, or degree. The admission process encourages students to enter programs where they have a reasonable expectation of success. Admission to specific programs requires that the applicant have adequate educational preparation as measured by satisfactory placement scores on the Scholastic Aptitude Test (SAT), the American College Testing Program (ACT), , the Computer Adaptive Placement Assessment and Support Systems (COMPASS), or the Assessment for Skills for Successful Entrance and Transfer (ASSET) Placement Test, or ACCUPLACER. Additional admission requirements as outlined in this Catalog must also be met

Program required information on placement scores and other requirements unique to each department may be obtained from the office of Admissions. When placement scores and/or evaluation of admissions information indicate that an applicant is not prepared to enter a particular program, the applicant will be offered the appropriate course or courses. This may include referral to other colleges or agencies to meet specific needs.

Graduates of non-accredited or non-state approved schools are handled on a case-by-case basis. An applicant who has received a secondary school certificate of attendance rather than a diploma must successfully complete the General Educational Development (GED) Test to satisfy the high school graduation requirement.

Admission to Georgia Piedmont Technical College is open to:
- High School graduates from regionally accredited or state approved high schools
- Home schooled students meeting appropriate requirements from Technical College System of Georgia (TSCG) and the Georgia Department of Education
- Persons holding a General Educational Development High School Equivalency Certificate (GED)
- Transfer students from colleges, universities, and other postsecondary institutions accredited by agencies recognized by Georgia Piedmont Technical College
- Transient students from other colleges and universities
- MOWR high school students who meet specified admission requirements
- Special Admission or non-degree/diploma seeking students
- Georgia residents 62 years of age or older who qualify under the tuition waiver plan
- Audit students
- Foreign students with an F-1 or M-1 Visa who meet language standards and all admissions requirements of Department of Homeland Security (D.H.S.)
- Out-of-school applicants who are 16 years of age or older

The admissions policies and procedures of the Technical College System of Georgia and Georgia Piedmont 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 policies and procedures governing admissions to Georgia Piedmont Technical College will:
- Be nondiscriminatory for 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);
- Increase the prospective student's opportunities;
- Guide the implementation of all activities related to admission to Georgia Piedmont Technical College and its programs to student financial aid and to the recruitment, placement, and retention of students; and
- Compliment the academic programs of Georgia Piedmont Technical College.

Any individual 16 years of age or older who seeks access to quality instruction designed to develop or improve occupational competencies is eligible for admissions. The College President may waive the "16 years of age" requirement for secondary students who are participating in an articulated program of study.

The entrance requirements and procedures established by Georgia Piedmont Technical College are designed to assist the applicant in making a career decision based on such factors as aptitude, ability, interest, background, assessment results, interviews, and other appropriate evaluation. They follow the guidelines developed by the Technical College System of

Georgia and reflect concern for the applicant's health, safety, well-being, and ability to benefit from the educational opportunities available.

Applicants for admission to a certificate/diploma/degree program must have all official documents (transcripts, test scores, etc.) on file in the Office of the Registrar by the Admission Application / Document Deadline Date for the semester in which they plan to enroll to be considered for Financial Aid. (See Admission Application / Document Deadline Dates on page 10.) Applicants furnishing false, incomplete, or misleading information will be subject to rejection or dismissal without refund.

All credentials submitted become and remain the property of Georgia Piedmont Technical College and will not be returned to the applicant, duplicated, or transferred to another institution. In addition, transcript(s) that precede a potential student's application will only be retained for a period of four (4) months. This applies to SAT, ACT, CPE, COMPASS, and ASSET scores sent from other institutions.

Applicants with acceptable scores on the SAT, ACT, ACCUPLACER or the ASSET may submit the results instead of taking the ACCUPLACER Placement Test. Information on obtaining SAT or ACT scores may be supplied by a high school counselor. This information can also be obtained for SAT scores by writing the College Entrance Examination Board, P.O. Box 592, Princeton, New Jersey 08541 (the CEEB code for Georgia Piedmont Technical College is 3226). For ACT scores write to ACT Records, P.O. Box 451, Iowa City, Iowa 52243 (the ACT code for Georgia Piedmont Technical College is 0811). Students submitting placement test scores over five (5) years old will be required to take the COMPASS Placement Test. Placement scores required for each program may be obtained in the Office of Admissions.

Healthcare programs have additional admission requirements which may include the following:
- Health forms (dental, physical, immunizations, etc.) obtained at the expense of the applicant.
- Other procedures required by the program or by the appropriate committee.

The additional admission procedures for Health and Professional Services programs as outlined above should not be initiated until the regular admission process has been completed.

Early Childhood Care and Education (ECCE) programs require a Criminal Records Check. Upon applying to an ECCE Program, a student must provide a satisfactory criminal record check completed within the past 12 months to the ECCE Department. Please note that a criminal record may prevent a student from: 1) placement in a childcare center for instructional purposes which may result in a student's inability to complete the program of study; (Additional information on this requirement may be obtained from the ECCE Faculty Advisor.) The student must complete the criminal background check consent form and take this form to the GPTC Business Office and pay a fee for this service. This form will be submitted by the Business Office to the Georgia Piedmont Technical College Police Department for processing. Background checks from outside sources will not be accepted. This procedure must be complete in order to finalize the application process.

Prior to enrolling in ECCE practicum and internship, Fingerprint Record Checks are required. A student must receive a satisfactory fingerprint record check prior to the start of the practicum and/or internship. (Additional information on this requirement may be obtained from the ECCE Faculty Advisor.) Please note that a fingerprint record may prevent a student from: placement in a childcare center for instructional purposes which may result in a student's inability to complete the program of study. This information will not become a part of the student's admission file but will be secured within the ECCE Department. This procedure must be completed in order to finalize the application process. This information provided and its file contents will be kept confidential in accordance with the Federal Educational Rights and Privacy Act of 1974 (FERPA).

EMS and Paramedic Education programs have specific admission and eligibility requirements. All applicants must meet the same entry requirements as students with Regular Admission status. In addition the State Office of EMS requires all applicants to be 18 years of age and a high school graduate or equivalent. Candidates transferring from another EMS Education program or program within Georgia Piedmont Tech must have acceptable English and Math transfer credit, as determined by the Office of the Registrar, or minimum placement test scores as required by the specific program for which the candidate is seeking entry. Placement test scores over five years old will not be accepted and the candidate will be required to sit for the COMPASS before further consideration will be afforded.
EMS and Paramedic programs have additional admission requirements which may include the following:
- Health forms (dental, physical, immunizations, etc.) obtained at the expense of the applicant.
- Other procedures required by the program or by the appropriate committee (such as criminal records check).

The additional admission procedures for the EMS and Paramedic programs as outlined above should not be initiated until the regular admission process has been completed.

The Law Enforcement Academy program has additional admission requirements which may include the following:
- Thorough Background Investigation including Criminal History
  - No felony convictions or sufficient misdemeanors showing pattern of disregard for the law
  - Must possess good moral character
  - No extensive drug use/abuse
- Medical examination
- Drug screen
- Must be a minimum of 18 years old
- Provide documentation of
  - Proof of High School graduation or GED
  - Proof of U.S. or naturalized citizenship
  - Military Service Record (if applicable)
  - Certified Birth Certificate
- Must have a valid Class C Georgia Driver's License
- Uniform and duty gear required

The additional admission procedures for the Law Enforcement Academy program as outlined above should be initiated through the program prior to the regular admission process.

Paralegal Studies program applicants must be program ready. Any exceptions must be approved by the Paralegal Program Director.

To register for PARA 1100, the Introduction to Law and Ethics basic course, and be admitted into the Paralegal Studies Program at Georgia Piedmont Technical College, the following will be required:
- Completion of ENGL 1101 with a minimum grade of "C".
- Completion of the Watson-Glaser Critical Thinking Test with a minimum score of 20. A student who fails to score the minimum score may re- take the test the following term (semester) with the maximum number of attempts being three (3).
- Students will attend a program orientation and advisement meeting, to be scheduled by the Paralegal Studies faculty.
- Students will be advised, as a part of the program orientation and advisement process, regarding employment prospects paralegals with a felony conviction.

Unauthorized Practice of Law - The goal of the Paralegal Studies Program is to train students in legal theory and to improve a student's analytical, communication and practical skills. Paralegals shall not engage in the unauthorized practice of law as proscribed by the Official Code of Georgia § 15-19-51 and must work under the supervision and direction of an attorney in good standing with the State Bar of Georgia.

Commercial Truck Driving programs (CDL) has specific admission and eligibility requirements. All applicants must meet the same entry requirements as students with Regular Admission status. CDL programs have additional admission requirements which may include the following:

- Current Georgia Driver's License
- CDL Learners Permit obtained at the expense of the applicant.
- DOT Physical and drug test obtained at the expense of the applicant.
- 7 year Motor Vehicle Report (MVR) with less than 6 points.

Electrical Lineworker Apprentice program (ELA) has specific admission and eligibility requirements. All applicants must meet the same entry requirements as students with Regular Admission status. The ELA program has additional admission requirements which may include the following:

- Current Georgia Driver's License
- CDL Learners Permit obtained at the expense of the applicant.
- DOT Physical and drug test obtained at the expense of the applicant.
- 7 year Motor Vehicle Report (MVR) with less than 6 points
- Weight requirement less than 280 lbs.
- No pervious knee or leg injuries
- Physical demands require no pregnancy

ADMISSION PROCEDURE

Admission to a Georgia Piedmont Technical College is a multi-step process which consists of evaluation of prior academic experience and assessment for postsecondary readiness of eligible applicants.

Admission Application

Admission application for credit programs to Georgia Piedmont Technical College may be accessed on the college website at www.gptc.edu, or contact the Office of Admissions at (404) 297-9522, DeKalb Campus, extension 1602, Newton Campus, extension 3100. Persons new to Georgia Piedmont Technical College must complete an application form, submit it with a (one time) $25 application fee, and be accepted to the College prior to registering for classes. A student who withdraws in good standing after the 100% refund period may return the following semester without filing a new application for admission. Former credit students who are absent from Georgia Piedmont Technical College for one full year or more must submit a new application with no application fee required.

HOUSE BILL 87 (VERIFICATION OF LAWFUL PRESENCE IN THE UNITED STATES)

All students must provide validation of lawful presence in the United States. You will be required to submit one of the following documents as proof of lawful presence in the United States before you are eligible for consideration of in-state tuition:

- A current Driver's License issued by the State of Georgia after January 1, 2008.
- A current ID issued by the State of Georgia after January 1, 2008.
- A current Driver's License or ID issued by a state that verifies immigration status and only issues to persons lawfully present in the United States.
  - Alabama: Issued after August 1, 2000.
  - Florida: Issued after January 1, 2010 with a gold star in the upper right hand corner.
  - South Carolina: Issued after November 1, 2008.
  - Tennessee: Issued after May 29, 2004
  - Any State: Any valid driver's license or ID card with a gold star in the upper right hand corner.
- A certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory. Note: a photocopy of a U.S. Birth Certificate will not be acceptable. Visit http://www.vitalcheck.com to receive instructions for ordering a Certified U.S. Birth Certificate.
- An approved completed FAFSA for the current financial aid year.
- A current, valid Permanent Resident Card (USCIS Form 1-151 or 1-551).
- A current, valid military identification card for active duty soldiers or veterans.
- A U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240).
- A Current U.S. Passport.
- A U.S. Certificate of Citizenship (USCIS Form N-560 or N-561).
- A U.S. Certificate of Naturalization (USCIS Form N-550 or N-570).

All documentation, with the exception of a birth certificate, may be hand-delivered, faxed, mailed or emailed to the Office of Admissions. A certified copy of your birth certificate can only be hand-delivered or mailed. In addition, if you have questions about submitting an appropriate verifiable document, please contact the Office of Admissions.

Office of Admissions
Georgia Piedmont Technical College
495 North Indian Creek Drive
Clarkston, GA 30021
(404) 297-9522 Ext. 1602 (Office)
(404) 298-3617 (Fax)
admissions@gptc.edu

ADMISSION DATES

Applicants for admission to credit programs must have all required credentials (i.e., application, transcripts, test scores) on file in the Office of Admissions by the Admission and Records Application / Document Deadline Date for the semester in which they plan to enroll.

The 2017– 2018 Admission Application / Document Deadline Dates for the DeKalb Campus and the Newton Campus are as follows:

Fall Semester 2017	Thursday, July 6, 2017
Spring Semester 2018	Tuesday, Nov. 9, 2017
Summer Semester 2018	Tuesday, April 5, 2018

Applications received after these dates will be processed for the following semester.

Admission Status

Minimum admissions requirements shall be established for each program.

Students shall be admitted to a Technical College in one of the following categories: Regular; Provisional; Learning Support; Special; or Transient.

1. Regular Status
Students who meet all requirements for admission into a selected program and are eligible to take all courses in the program curriculum are granted regular admission status.

2. Provisional Status
Students who do not meet all requirements for regular admission into a selected program are granted provisional admission status. Provisionally admitted students may take learning support classes, and certain specified occupational courses as long as class pre- and co- requisites are satisfied.

3. Learning Support Status
Applicants who score below the provisional cut scores in English, math and reading are granted learning support status or referred to Adult Education. Students with Learning Support status may not take occupational courses until achieving Provisional status. Students with this status are not eligible for federal financial aid (i.e. Pell, SEOG, or Federal Work Study).

4. Special Admit Status (Non-credential seeking)
Applicants who wish to take credit coursework, but are not seeking a certificate, diploma, or associate degree are granted Special Admit status. The following specifics define the parameters of this status:
- May apply up to a maximum of 17 semester credit hours into a specific program for credential seeking purposes after achieving regular admit status. The number of hours taken as a special admit student in no way waives the requirements of the regular admission process.
- May enroll in classes only on a space-available basis.
- Should adhere to the specific institutional prerequisite requirements when selecting courses.
- Will not be eligible for any financial aid.

Note: F-1/M-1 Visa holders and financial aid recipients cannot be assigned to Special Admit status.

5. Transient Status
Students who submit a Transient Agreement Letter from their home institution are granted Transient admission status. The Transient Agreement Letter should verify that the student is in good standing and should list the courses the student is eligible to take. A current Transient Agreement Letter is required for each semester of enrollment.

A transient student is one who has been or is regularly enrolled at another institution, who expects to return to that institution, but who desires to enroll temporarily at Georgia Piedmont Technical College. Credit earned at Georgia Piedmont Technical College is not automatically forwarded to the second institution. An official transcript must be requested through the Admission and Records Office. Transient students desiring to continue enrollment as transfer students must reapply for admission and satisfactorily complete all transfer requirements. The applicant for transient status must:

- Submit a completed application to the Office of Admissions.
- Pay $25 non-refundable application fee (check, money order or credit card). This is a one-time fee.
- Present a statement with the application from the proper official of the institution last attended giving the student permission to enroll at Georgia Piedmont Technical College. If permission is to be granted for two semesters it must be indicated in the letter of transiency. Otherwise, the transient status must be renewed after the first semester
- Submit with the application written permission from the parent institution stating the course(s) that fit the student's educational objectives that will be accepted by the parent institution.
- Present a letter from the parent institution certifying that the parent institution will retain responsibility for the issuance of the I-20 form during the transient semester(s) for International, F-1, and M-1 Visa students.

Student desiring to be a Transient student from Georgia Piedmont Technical College (home college) to a College within the Technical College System of Georgia (TCSG) system (host college) must apply for transiency through Georgia Virtual Technical Connection (GVTC), www.gvtc.org. Once the application is submitted, it is approved/denied by the Office of the Registrar. An e-mail notification is then sent to the student.

Students desiring to be a Transient student from Georgia Piedmont Technical College (home college) to a College outside the Technical College System of Georgia (TCSG) system must complete and submit a Transient Request Form. The Form is available at the Office of the Registrar.

Once the application is submitted, it is reviewed and approved/denied by the Office of the Registrar. The Transient Letter is mailed to the host college with a copy to the student.

Requirements to be a Transient Student
- Must be currently enrolled with Regular admission status.
- Must be in good standing
- Must have a 2.0 cumulative grade point average or better
- Must have no financial holds
- Take only a course(s) applicable to your program of study
- Meet all prerequisite/corequisite course requirements

For additional information, contact the Office of the Registrar.

ADMISSION REQUIREMENTS FOR INTERNATIONAL F-1/ M-1 STUDENTS

Georgia Piedmont Technical College is a public two-year technical college offering credit programs in five academic departments. International students are required to attend full-time and make satisfactory progress each semester toward their program objectives as stipulated in the institution-issued Certificate of Eligibility (I-20). International students may not work, in accordance with Immigration regulations. This provision permits full-time attention to study and successful completion of the student's educational objective. **The College is required to notify immigration officials when international students do not attend full-time, maintain good classroom attendance, make satisfactory progress, or terminate their enrollment.**

Georgia Piedmont Technical College does not provide, supervise, or recommend housing facilities for domestic or international students. Students must find housing on their own in the community and should arrive in the metro Atlanta area prior to the term of enrollment for this purpose. All students admitted to Georgia Piedmont Technical College are required to abide by the rules and regulations of the College, to make satisfactory progress toward their educational objectives, and to remain in good standing. Guidance and advisement services are available to assist students in academic

and related matters. Correspondence for all non-U.S. citizen applicants who plan to attend on an F-1 or M-1 visa should be directed to the International Student Advisor on the DeKalb Campus.

International applicants must complete the following:
- Submit application to Georgia Piedmont Technical College Office of Admissions, Attn: International Student Advisor, with a $25 non-refundable application fee (check, money order or credit card). This is a one-time fee.
- Present official proof of name and country of lawful residence or citizenship. (Passport, Visa)
- Submit official document by document evaluation of high school transcript for equivalency to Attn: International Student Advisor.
- Submit official course by course evaluation of college/university transcripts to Attn: International Student Advisor.

  An official translation from an **APPROVED EVALUATION SERVICE** is required. We suggest WES (World Education Services), www.wes.org., Josef Silny & Associates, Inc., www.jsilny.com, or AACRAO, http://ies.aacrao.org. A list of approved agencies can be found at www.naces.org. Foreign postsecondary educational credentials must have a course-by- course evaluation as outlined in the Transfer Student requirements. Additional information can be obtained by contacting the International Student Advisor (ISA) or from the Georgia Piedmont Technical College website.
- Submit satisfactory test scores:
  - SAT (Scholastic Aptitude Test)
  - ACT (American College Testing Program)
  - COMPASS (Computer Adaptive Placement Assessment and Support Systems)
  - ACCUPLACER
- Submit proof of English Language Proficiency.
- Submit financial statements:
- Affidavit of Support showing that you have funds to finance your education.
- Certified statement(s) from your bank, (or your sponsors bank), showing that the required funds are available to finance your education (a minimum of $20,494 – amount subject to change).
- Additional documents substantiating your ability to support yourself/student.
- Submit proof of current health insurance coverage.
- Pay 15 credit hours toward tuition and fees in the amount of $5,697 to Georgia Piedmont Technical College. (Amount subject to change)
- Pay the one-time SEVIS FEE prior to scheduling interview with U.S. Consulate.

F-1/M-1 students must start their studies in the semester for which the visa is granted and remain in College during the duration of the visa's awarded time frame. Otherwise, the College must notify immigration officials immediately that the student is not in school and therefore "out of status." The student must consult with the International Student Advisor (ISA) if a problem arises which prohibits the student's attendance at the College. Before withdrawing from any courses, the F-1/M-1 student must have the approval of the ISA since time parameters for program completion are part of the visa approval process. The ISA will notify immigration officials if the student does not show academic progress every semester or is placed on academic probation, exclusion, or suspension. According to the Department of Homeland Security (DHS) policies, the F-1/M-1 student's visa and passport must remain updated while attending Georgia Piedmont Technical College.

It is the responsibility of the F-1/M-1 student to keep track of the expiration dates of his/her documents. If the visa or passport is to expire before the completion of the student's program, he/she must see the ISA in order to complete the appropriate forms for an extension. The student must meet with the ISA no less than 60 days prior to the expiration date of the document(s) in order to have adequate time to have the document(s) in question renewed. Failure to do so could result in the DHS denying the request for the student extension that would then result in the student having to leave the country prior to completion of his/her program.

Admission into a credit program is a selective process. International students must meet all the "Admissions Requirements for International Students" prior to acceptance to the College. An Acceptance Letter, a form I-20, and supporting financial documents are sent to the student in order for the student to request an F-1/M-1 student visa from the U.S. Consulate in his/her home country.

International students already studying in the U.S. and desiring to transfer to Georgia Piedmont Technical College must meet the "Admissions Requirements for International Students," in order to transfer to the College prior to issuance of an I-20 from Georgia Piedmont Technical College.

REQUIRED ACADEMIC CRITERIA

High School / GED Diploma: A General Education Diploma (GED) or high school diploma (verified by an official transcript including graduation date and diploma type) will be required for admission to the Technical College unless otherwise specified by the program's standards. Home school students may follow an alternative path for admission, described below. High school diplomas from unaccredited institutions, Certificates of Attendance or special education diplomas are not recognized for admission purposes. Students with diplomas from secondary schools located outside the United States must have their transcripts evaluated for equivalency by an approved outside evaluation organization. Applicants who have successfully completed (C or better) a minimum of 30 semester or 45 quarter hours at the degree level may submit official transcripts from all previously attended colleges accredited by an accepted accrediting agency in lieu of a GED or high school diploma.

In order to be accepted by a Technical College, the applicant must have been awarded a high school diploma from a secondary school that is on the TCSG approved accreditation agency list. (http:www.dtae.org/dtaepolicy/docs/accreditation_agencied_list.doc). TCSG will accept a high school diploma from a public school that is not accredited by one of the above agencies but is regulated by a school system and state department of education. Graduates of unaccredited high schools must obtain a GED.

Home School Applicants: Applicants of home schools located in Georgia who did not attend a recognized accredited program must adhere to the following alternative path for admission:
- Submit a Certificate of Attendance form from the local superintendent's office or Declaration of Intent to utilize a Home Study Program from the Georgia Department of Education verifying that the parent or legal guardian complied with the requirements of home study programs as referenced in O.C.G.A. § 20-2-690. letter from the local superintendent's office verifying that (1) the parent or legal guardian notified the superintendent of intent to home school and (2) that the parent or legal guardian submitted the required attendance reports to the superintendent's office on a monthly basis as required by O.C.G.A. § 20-2-690.
- Submit annual progress reports or a final transcript for the equivalent of the home- schooled student's junior and senior years. The final progress report should include the graduation date.

Applicants of home schools located outside the state of Georgia who did not attend a recognized accredited program must adhere to the following alternative path for admission:
- Submit annual progress reports or a final transcript for the equivalent of the home- schooled student's junior and senior years. The final progress report should include the graduation date.
- Submit SAT or ACT scores that meet the TCSG system minimum requirements.
- Presidents of Technical Colleges may waive the GED/high school diploma requirement for those secondary students or those pursuing a GED who are otherwise eligible to enroll in a specific program of study.

Former Students

Students absent from Georgia Piedmont Technical College for one full year or more have the following admission requirements:
- Submit a completed application to the Office of Admissions. No application fee is required of former credit seeking students. The application is valid for three semesters from the original semester requested.
- Meet Georgia Piedmont Technical College Catalog admission requirements in effect at the time of re-admission.
- Submit to the Office of the Registrar, all postsecondary official transcripts accrued since the previous Georgia Piedmont Technical College enrollment.
- Former students absent from Georgia Piedmont Technical College for more than 5 years may be required to submit new placement test scores.

Beginning Freshmen

Applicants who have had no previous college or university credit and desire to earn a certificate, diploma, or degree from Georgia Piedmont Technical College are considered beginning freshmen and must submit the following:

- A completed application to the Admissions Office. The application is valid for three semesters from the original semester requested. After that time a new application is required.
- A $25 non-refundable application fee (check, money order or credit card). This is a one- time fee.
- An official high school transcript or official GED scores. The applicant must request that official transcripts be mailed directly or hand delivered in a sealed envelope to the Office of the Registrar. Foreign transcripts (outside the U.S.) require an official English translation (if applicable) and document by document evaluation for equivalency.
- Satisfactory scores on the SAT, ACT, COMPASS, ACCUPLACER or the ASSET Test if scores are within 5 years.

The COMPASS Placement Test is a computerized adaptive test that measures skills and comprehension levels in the areas of reading, writing, and mathematics. Its purpose is to determine if an applicant needs additional basic skills courses before beginning a planned program of study. Applicants will be notified by mail, email or by Admissions personnel at the time of application regarding their need to take the COMPASS Test.

Assessment/Testing

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

All Technical Colleges must utilize COMPASS, ACCUPLACER or ASSET, the TCSG-approved assessment instruments, when evaluating students for program readiness. However, in the place of COMPASS, ACCUPLACER or ASSET, Georgia Piedmont Technical College may accept a student's official entrance score on a validated assessment instrument (such as SAT or ACT) if the scores meet the college program's required minimums. If a student's SAT or ACT scores do not meet the college's program minimums for regular admission, a student must be assessed using one of the TCSG-approved instruments. Assessment results will be valid for placement purposes for a period of 60 months and are transferable to any TCSG college. Each Technical College will develop its own retesting policy and charges may apply.

Official transcripts from a regionally or nationally accredited postsecondary institution recognized by the United States Department of Education documenting equivalent program-level English and math coursework successfully completed (C or better) may be used in lieu of completing the corresponding portion of the TCSG-approved assessment instrument.

All students enrolled in learning support courses during the Fall 2011 semester (and semesters forward) who complete learning support courses with a minimum final grade of C are considered exempt from the requirement to pass the COMPASS exit examination and will be eligible to enroll in college level English and math courses. Students that have completed learning support classes prior to the Fall 2011 semester, must take, and successfully pass, the COMPASS exit examination. Students who are unable to successfully pass the COMPASS exit examination will be required to re-enroll in the appropriate level of learning support courses. Students who are required to re-enroll in learning support courses and subsequently pass these courses with a final grade of C or higher will, then, be exempt from the requirement to pass the COMPASS exit examination.

Transfer Students

Applicants previously enrolled in one or more institutions of higher education and who wish to enroll in a credit program can be admitted when the following are submitted to the Admissions and Office of the Registrar:

- A completed application form. The application is valid for three semesters from the original semester requested.
- A $25 non-refundable application fee (check, money order or credit card). This is a one- time fee.
- An official high school transcript or official GED with scores must be submitted to the Office of the Registrar. Foreign high school transcripts (outside the U.S.) not written in English will need to be translated into English. ***Applicants who have successfully completed (C or better) a minimum of 30 semester or 45 quarter hours at the degree level may submit official transcripts from all previously attended colleges accredited by an accepted accrediting agency in lieu of a GED or high school diploma.
- Official transcripts from all postsecondary institutions previously attended. (If all official transcripts are not received by the Application/Documentation Deadline Date, applicants will be required to take the COMPASS test.)

- Foreign college/university transcripts (outside the U.S.) not written in English will need to be translated in to English. A course by course evaluation will be required to receive transfer credit from foreign colleges or universities
- Satisfactory scores on the SAT, ACT, COMPASS, ACCUPLACER or the ASSET Test if scores are within 5 years

*** *Credential evaluations must be completed by an approved evaluation service.* We suggest WES (World Education Services), www.wes.org. or Josef Silny & Associates, Inc., www.jsilny.com. A list of approved agencies can be found at www.naces.org/members or http://aice-eval.org/members/.

Applicants seeking certificate/diploma/degree programs of study, who have completed all or part of their education outside of the United States and the United States territories, may be required to have their foreign educational credentials evaluated by an independent evaluation service. A document-by-document evaluation may be required for high school transcripts or diplomas and a course-by-course evaluation is required for postsecondary education credentials. Transfer credit evaluations are completed as each transcript or foreign postsecondary educational credential evaluation, if applicable, is received. Have one (1) official transcript from each institution attended sent directly to the Office of the Registrar at Georgia Piedmont Technical College. Also send one (1) official transcript from each institution attended to a Foreign Educational Evaluation Service for a document-by-document (high school) or course-by-course (postsecondary) evaluation. An evaluation letter will be mailed to the student as soon
as the evaluation is completed. For a list of suggested agencies, visit our website at
www.gptc.edu → Future Students → Admissions → International Transcript Evaluation.

Any student or applicant who has successfully completed (a "C" grade or better) transferable English and Math courses may be exempt from taking the ACCUPACER Test. These courses must be equivalent to the entry-level English and math courses required in the applicant's chosen program of study.

Official transcripts received after the Admission Application / Documentation Deadline Date will be evaluated for the next semester.

Transfer applicants or students not possessing appropriate transfer credits or test scores must see an Admissions Student Affairs Specialist to find out what placement testing is necessary. A transfer student is admitted to Georgia Piedmont Technical College under the following conditions:
- In good standing if the student was in good standing at the former institution and meets the requirements of the program the student plans to enter.
- On probation if the student was on probation at the former institution. A student admitted on probation must earn a grade point average of at least 2.0 on a minimum of three semester hours during the first semester enrolled to continue the next semester.

Some Health and Professional Services and Public Safety and Security programs have additional transfer requirements but include the same entry requirements as students with Regular Admission status. Students transferring must have acceptable English and Math transfer courses, as determined by the Office of the Registrar, or minimum placement scores as required by Georgia Piedmont Technical College's Health and Professional Services programs. Students applying for transfer into the Practical Nursing.

Paralegal Studies programs have additional transfer requirements. Transfer courses in legal specialty (paralegal) studies must be from an ABA-approved institution.

Transfer Credits
Course credit may be awarded for courses completed with a "C" or better or other grade that denotes successful completion from a college, university or other postsecondary institution accredited by a regional or national accrediting agency recognized by the U. S. Department of Education. Full credit will be awarded for courses, subject to the receiving institution assuring that accreditation requirements are met. Program, technical, Biology and Chemistry courses that are more than ten years old are not accepted by Georgia Piedmont Technical College. Quarter hour credits are converted to semester

hours by multiplying the quarter hours by 0.67. Please contact the Office of the Registrar for additional questions or concerns.

Refer to the Health and Professional Services (HPS) transfer credit policy for transfer credits allowed for individual HPS programs.

Credit for Military Service: Credit for military service schools are awarded according to the American Council of Education (ACE) recommendations as listed in A Guide to the Evaluation on Educational Experiences in the Armed Services. For additional information, contact the Office of the Registrar.

Georgia Piedmont Technical College is a member of the Service Opportunity Colleges (SOC), a consortium of over 1,500 colleges and universities that provide college-level educational opportunities for military service members. For additional information, visit the SOC website: www.soc.aascu.org.

Credit for Courses Offered by Business: Credit for courses offered by business, industry, etc. is awarded according to the recommendations in the American Council of Education's Program on Non-Collegiate Sponsored Instruction (PONSI) as published in A Guide to Educational Programs in Non-Collegiate Organizations. For additional information, contact the Office of the Registrar.

Dual-Enrollment

Dual-enrollment allow students to take courses at Georgia Piedmont Technical College while still enrolled in high school.

Dual-Enrollment Options

These options are available to currently enrolled Georgia high school students who meet the following admissions requirements:
- Schedule an appointment with Georgia Piedmont Technical College's High School Coordinator.
- Submit a letter/form of eligibility for participation in the DUAL-ENROLLMENT program from their high school counselor specifying the courses (units) that fit the student's educational objectives.
- Submit a completed application form to the Office of Admissions, and complete the same admission procedures for program acceptance as do beginning freshmen.
- Have appropriate placement test scores for Regular Admission.

If accepted as a DUAL-ENROLLMENT student, the student is responsible for submitting requests for transcripts to be sent from Georgia Piedmont Technical College to their high school each semester.

DUAL-ENROLLMENT students who intend to graduate from Georgia Piedmont Technical College must submit an official high school transcript with date of graduation or official GED scores prior to graduating from Georgia Piedmont Technical College to the Office of the Registrar. Students are offered the same status on the Georgia Piedmont Technical College campus as any other member of the freshmen class, including eligibility for academic honors and participation in Student Activities.

Career Pathways

Through the Career Pathways program, high school students can enroll in a career program of study with secondary and postsecondary courses based upon an articulation agreement signed by the school system superintendent and the Georgia Piedmont Technical College President. High school students may receive college course credit by passing an exemption exam for one or more courses not to exceed a limit of 20 hours. High school students with a "C" grade or better in a high school articulated class are eligible to take an exemption exam. A score of 80 must be achieved in order to receive credit for the course. The following stipulations apply:
- The applicant must submit a Georgia Piedmont Technical College application, pay the admissions fee, and meet all admissions requirements.
- In order to receive articulated credit, the student must enroll at Georgia Piedmont Technical College within one year of their high school graduation date (not to exceed 17 months).
- For computer applications articulation, the software used must be the same as that used by Georgia Piedmont Technical College.

For more information on the requirements to earn advanced placement at Georgia Piedmont Technical College, high school students should contact their high school counselor.

Youth Apprenticeship

The Youth Apprenticeship program was established to provide articulation between high schools and Georgia Piedmont Technical College. It consists of a planned sequence of courses that link the curricula and programs. In order to participate in the Youth Apprenticeship program, the Students must meet with the Youth Apprenticeship Coordinator in his/her high school and must fulfill all admissions requirements as outlined in this Catalog for the Postsecondary Options: MOWR. Please verify with Natoshia Anderson

Senior Citizen Waiver Students

Residents of Georgia who are 62 years of age or older are eligible to enroll tuition free in courses at Georgia Piedmont Technical College on a space available basis. Courses that involve external agencies or individualized instruction are excluded. A senior citizen student who enrolls tuition free may elect to audit courses for personal enrichment only or to enroll in courses for credit. All senior citizen students must pay application fees, Instructional and Technology Fees, Campus Resources Fee, Registration Fees, Insurance Fee, Health and Wellness Fees, and Activity Fees if applicable. Senior citizen students with tuition waived will be enrolled on a space available basis only during the Drop / Add period of each semester.

Audit Students

By applying and registering as an auditor and paying all tuition and fees, students are permitted to audit most courses (with the consent of the instructor) and to attend classes without meeting all requirements of the course and without receiving credit with exceptions to off-campus clinical courses and courses with additional admission requirements. Students are not permitted to change from audit to credit; however, with the permission of the instructor, students who are in good standing may change from credit to audit by mid-point of the semester.

RESIDENCY REQUIREMENTS

The State Board recognizes three student residency categories: in-state, out-of-state and non- citizen. A student's legal residence shall determine the tuition rate paid by the student.
1. Students who are residents of the United States and otherwise qualify as Georgia residents shall pay tuition and fees prescribed by the State Board for in-state students.
2. Students who are residents of the United States but do not otherwise qualify as Georgia residents shall pay tuition at a rate of two (2) times that charged a Georgia resident in addition to fees prescribed by the State Board for out-of-state students.
3. Students who are non-citizens and are studying at a Technical College shall pay tuition at a rate four times (4) that charged a Georgia resident in addition to fees prescribed by the State Board for non-citizen students.

Tuition and fees vary depending on the legal residency status of the student. The determination of a student's residency status must be based on documentation indicating that the student has established and will maintain legal residence or domicile in the state of Georgia. Individuals who are classified by Georgia Piedmont Technical College as non-resident but who later claim to qualify as legal residents must file a "Petition for Georgia Residence Classification" form with the Office of Admissions.

Residence status is not changed automatically, and the burden of proof rests with students to demonstrate that they qualify as a legal resident under the rules and regulations of both the Technical College System of Georgia (TCSG) and Georgia Student Finance Commission (GSFC). Petitions for change in residency must be submitted and approved prior to the first official day of the semester to be effective that semester. Petitions will not be accepted for past semesters. The following regulations have been adopted by Georgia Piedmont Technical College for the purpose of determining the residency status of students:

An independent student meets the Georgia Residency requirements if he or she has established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school semester for which the student is seeking in-state tuition.
- If an independent student who was correctly determined to meet Georgia Residency requirements temporarily relocates outside the State of Georgia, but returns to the State of Georgia within 12 months, such student shall retain his or her status as a Georgia Resident, for purposes of In-State Tuition.

- A dependent student meets the Georgia Residency requirements if his or her parent has established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school semester for which the student is seeking in-state tuition, and such student graduated from an eligible high school located in the State of Georgia; or the parent claimed the student as a dependent on the parent's most recent federal income tax return.
- A person who is not a citizen of the United States shall be classified as a non-citizen student.
- person who, in accordance with the Federal Title IV definition, is a United States permanent resident with a Permanent Resident Card (I-551);or a conditional permanent resident (I- 551C); or the holder of an Arrival-Departure Record (I-94) from the Department of Homeland Security showing any one of the following designations: Refugee, Asylum Granted, Parolee (I-94 confirms paroled for a minimum of one year and status has not expired); or Cuban- Haitian Entrant meets the Georgia Residency requirements if he or she has established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes for the school term for which the student is seeking state tuition.
- In the case where the a parent or a United States court-appointed legal guardian of a dependent student who was determined to meet Georgia Residency requirements establishes domicile outside the State of Georgia, the student shall continue to retain his or her status as a Georgia resident as long as such student remains continuously enrolled in a Technical College System of Georgia college.
- A dependent student meets the Georgia residency requirements if he or she has established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school semester for which the student is seeking in-state tuition, provided that the appointment was not made to avoid payment of out- of-state tuition.
- United States military personnel stationed in Georgia and on active duty and their dependents living in Georgia shall pay in-state tuition.
- United States military personnel, spouses, and dependent children reassigned outside Georgia, who remain continuously enrolled and on active military status shall pay in-state tuition.
- United States military personnel and their dependents that are domiciled in Georgia, but are stationed outside the State of Georgia shall pay in-state tuition.

Students who enter Georgia Piedmont Technical College as non-residents and subsequently qualify as a Georgia resident for fee purposes must file a Petition for Georgia Residency with the Office of the Registrar. The student's residence status is not changed automatically. A request must be made for the change at the proper time, and the student must provide documentation that they qualify for the change of residence status.

STUDENT FEES AND COSTS

It is the responsibility of the student to be informed of and to observe all regulations and procedures regarding the payment of fees and the entitlement to refunds. In no case will a regulation be waived or an exception be granted because a student pleads ignorance of the regulation or asserts that they were not informed by an Advisor or other authority. Questions regarding the amount and payment of fees and refunds should be directed to the Cashier's Office. Questions concerning eligibility for refunds should be addressed to the Office of the Registrar. Verbal misinformation is not grounds for waiver of a regulation.

All fees are payable on the day of registration. Registration is incomplete until all fees have been paid. Fees may be paid by cash, check, money order, Visa, MasterCard, or Discover.

Tuition and fees are subject to change without notice.

Application Fee

All applicants to Georgia Piedmont Technical College must submit a twenty-five dollar ($25) application fee with their application form before the application can be processed. The application fee is non-refundable and will not apply toward the student's registration fees. No application fee is required for former Georgia Piedmont Technical College credit-seeking students.

Tuition

Tuition applies to all credit courses offered by Georgia Piedmont Technical College. Tuition varies depending on the student's legal residency and program of study. Exceptions are made when courses are offered by contract or consortium agreements.

A student who is a **legal resident of the state of Georgia**, according to the regulations of the Technical College System of Georgia, and who has been a legal resident of the state for at least twelve consecutive months preceding the first day of the term must pay resident tuition of $**89 per semester credit hour**.

A student who is **not a legal resident of the state of Georgia** under the regulations of the Technical College System of Georgia but is a resident of the United States of America must pay tuition of **$178 per semester credit hour.**

A student who is **not a United States born or naturalized citizen of the United States (non-citizen)** must pay tuition of **$356 per semester credit hour**. Certain categories of non-resident students may be enrolled upon payment of resident fees in accordance with the Technical College System of Georgia. Refer to "Residency Requirements" listed elsewhere in this Catalog. All tuition and fees must be paid before the student is officially registered. All fees are subject to change, as well as new fees can be added.

Registration Fee

A registration fee of sixty three dollars ($63) is charged each semester to every student registering for credit courses, whether the courses are on-campus, off-campus, or online .This fee is payable at the time of registration and does not apply to seminar participants or Continuing Education students.

Late Registration Fee

In addition to the regular registration fee, a late registration fee of forty-five dollars ($45) is charged to each student who registers after the last day of official registration. This fee is payable at the time of late registration and is non-refundable.

Activity Fee

A student activity fee of thirty dollars ($30) is charged each semester to every full-time and part- time student taking credit courses on campus is payable at the time of registration. No Student Activity Fee is charged to students whose entire class schedule consists of online only classes.

*Student Insurance Fees

A limited student accident insurance program is provided for all students enrolled in credit courses. Each credit student enrolled is assessed a fee of four dollars ($4) per semester for this insurance. Information about the program and claim forms may be obtained from the Office of Student Affairs on each campus. ***Effective Summer 2018, this fee has increased to ($6) per semester. This remains effective for the 2018-2019 Academic year.**

Technology Fee

A technology support fee of on hundred five dollars ($105) is charged each semester to every full-time and part-time student. This fee applies only to students enrolling in credit courses and is payable at the time of registration.

Campus Resources Fee

A campus resources fee of seventy five dollars ($75) is charged each semester to every full-time and part-time student enrolling in credit courses and is payable at the time of registration. This fee does not apply to seminar participants, Continuing Education students nor high school students enrolled in the DUAL-ENROLLMENT program.

Health and Wellness Fee

A health and wellness (Counseling) fee of twenty five ($25) is charged each semester to every full-time and part-time student. This fee will allow students to receive counseling services for themselves and their household members. Students and their household members are eligible for up to four counseling sessions each semester. This fee applies only to students enrolling in credit courses and is payable at the time of registration.

Special Instructional Fee

An instructional and technology support fee of fifty dollars ($ 50) is charged each semester to every full-time and part-time students enrolling in credit courses and is payable at the time of registration.

Arts and Sciences Natural Science Lab Fee

A laboratory fee of twenty dollars ($20) is charged each semester to every full-time and part-time student enrolled in Natural Science courses (Biology, Chemistry, and Physics). This fee is billed each term a student enrolls in a Natural Science course. This fee is not waived for a student who repeats the course.

Learning Support Fee

A learning support fee is charged each semester to every student in learning support reading, math, or English. For each math learning support course a student is enrolled, a charge of seventy dollars ($70) will be charged. For each language or reading course a student is enrolled, a charge of forty five ($45) will be charged. The student will receive access to the educational software required for the class. The fee applies only to students enrolling in learning support courses and is payable at the time of registration.

Graduation Fee

A one-time non-refundable graduation processing fee of thirty-five dollars ($35) is charged to every student applying for graduation for a Technical Certificate of Credit or Diploma or an Associate of Applied Science Degree.

Paralegal Fee

Paralegal students are charged a fee of fifty two dollars ($52) each semester to access online legal research sites such as West Law and Lexis Nexis

Specialty Programs

Tuition and fees are higher for courses in some programs of study.

PLEASE NOTE: Commercial Truck Driving Certificate Program requires a tuition fee of $132.00 per semester credit hour (in-state residents), $185.00 fuel surcharge, and a $40.00 drug testing fee. The Law Enforcement Academy requires a tuition fee of $190.00 per semester credit hour (in-state residents).

Individual Program Costs

Some academic programs require specialized tool sets and instruments and may require specific uniforms that become the student's property. Other programs have state/federal mandated physical examinations and inoculations as a condition of participating in the program. These program costs are incurred by each student enrolled in the respective programs and vary by program from $40 to $1,150. The costs are subject to periodic changes and the cost information may be obtained in the Admissions and Records Office on current program of study sheets.

Program Change Fee

Current students will be assessed a ten dollar ($10) program change fee for each program change that is requested (exception: program of study closing). Students with a graduation application pending will be required to submit another application for the new program of study and will not be assessed the program change fee.

Transcript Requests

Unofficial student copy transcripts are available at www.gptc.edu → BANNER.

Each copy of a transcript will cost $5.00 and can be ordered online. Transcripts can be mailed to a home, business or electronically sent to a college or university. Transcripts requests will be available for ordering 24 hours, 7 days a week. Upon receipt of transcript requests and payment, transcripts can be processed within 48-72 hours.

Placement Scores / Acceptance Letter

Students who need their Georgia Piedmont Technical College placement scores and/or official acceptance letter may purchase duplicate copies for $5 each in the Office of Admissions. Students may have official copies of their test scores mailed to another institution for a fee of $5.

Replacement of Student Identification

Students who lose their student I.D. must have it replaced for a charge of $5. Replacement fees must be paid in the Cashier's Office.

Declined Checks

Checks received by Georgia Piedmont Technical College are verified by a commercial check approval service. If declined, the student must provide an alternate means of payment, either cash, money order, MasterCard, Visa, or Discover. Questions regarding the declined check must be addressed to the commercial check approval service.

Student Liability Insurance

Liability insurance for selected programs will be assessed at the time of registration. Georgia Piedmont Technical College does not act as an insurance vendor but does remit the liability insurance fee to selected vendors. Liability insurance fees are not covered by HOPE. Liability insurance fees are due at the time of registration and are non-refundable after the Drop-Add / Late Registration period.

Academic Credit by School Examination

The fee for academic credit by examination is 25% of the cost of tuition for the course. A receipt must be secured from the Cashier's Office reflecting payment of this fee before taking the examination. See General and Academic Policies for more information.

Replacement Degree / Diploma / Technical Certificate of Credit

A replacement degree, diploma, or technical certificate of credit may be ordered from the Office of the Registrar for a fee of twenty-five dollars ($25).

WITHDRAWAL AND REFUND OF STUDENT FEES

Students desiring to withdraw from classes for any reason may complete and return a Withdrawal Form in person to the Office of the Registrar. Go to www.gptc.edu → Student Services → Office of the Registrar → Withdrawal → Withdrawal Form. The withdrawal form must be completed, signed by the Financial Aid Office and returned to the Office of the Registrar. The day recorded in our official attendance system is the official date of withdrawal. Students who do not formally withdraw from a course(s) are liable for all tuition, fees, and associated expenses. Students who do not formally withdraw from a course will receive the calculated "F" for the course.

Students having an emergency situation such as illness, accident, or death in the immediate family should contact the Office of the Registrar as soon as possible. **A STOP PAYMENT ON A CHECK DOES NOT CONSTITUTE A FORMAL WITHDRAWAL NOR DOES IT CANCEL THE STUDENT'S FINANCIAL OBLIGATION.** An outstanding balance consisting of these fees plus a returned check fee will still be owed to Georgia Piedmont Technical College. A "Business Office Hold" will be placed on the student's record. Students with a "Business Office Hold" on their record will not be permitted to register for further coursework, receive financial aid, receive or have forwarded to external third parties any transcripts of grades until the financial obligation has been paid.

Fee Refunds

A student who withdraws by the end of the scheduled Drop-Add / Late Registration period for that semester will receive a 100% refund of applicable tuition and refundable fees, excluding the application fee. A student who withdraws after the end of the scheduled Drop -Add / Late Registration period for that semester shall receive no refund of tuition and fees.

GENERAL AND ACADEMIC POLICIES

STATEMENT OF EQUAL OPPORTUNITY

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

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following person(s) have designated to handle inquiries regarding the nondiscrimination policies:

Title IX Coordinator:

Dr. Debra Gordon, Associate Vice President, Academic Affairs, Georgia Piedmont Technical College, Room A-103B, 495 North Indian Creek Drive, Clarkston, GA 30021, ,(404) 297-9522, ext. 1176 or TitleIXCoordinator@gptc.edu.

ADA/504 Coordinator:

Lisa Peters, Director of Special Services, Georgia Piedmont Technical College, Room A-170, 495 North Indian Creek Drive, Clarkston, GA 30021, , (404) 297-9522, ext. 1154 or ADA504Coordinator@gptc.edu.

The content of this general Catalog does not constitute a contract between Georgia Piedmont Technical College and its students on either a collective or individual basis. It represents Georgia Piedmont Tech's best academic, technical, social, and financial planning at the time the Catalog was published. Course and curriculum changes, modifications of fees and other charges, plus unforeseen changes in other aspects of Georgia Piedmont Tech's life sometimes occur after the Catalog has been printed but before the changes can be incorporated in a later edition of the same publication. Because of this, Georgia Piedmont Technical College does not assume contractual obligation with students for the contents of this Catalog. Visit Georgia Piedmont Technical College's website for the current version and updates to the Catalog: www.gptc.edu.

GAINFUL EMPLOYMENT DISCLOSURE

For more information about our graduation rates and other important program information, please visit our website at https://www.gptc.edu/gainfulemployment.

ILLEGAL DRUGS STATEMENT

Georgia Piedmont Technical College is concerned with both the welfare of the college community as well as the academic and personal development of each student. Georgia Piedmont Technical College strives to create a healthy environment free from illegal and/or improperly used of drugs. Georgia Piedmont Technical College prohibits the unlawful manufacture, distribution, dispensation, possession or use of illegal drugs or controlled substances by Georgia Piedmont Technical College students and staff as set forth in Georgia Law (HB 1231, Act 1447), Drug-Free Postsecondary Education Act of 1990 and Federal Law (Public 101-226), The Drug-Free School and Community Act Amendment of 1989, Section 22, Drug-Free Schools and Campuses.

TOBACCO-FREE COLLEGE

Georgia Piedmont Technical College has an obligation to provide a healthy work and learning environment. Therefore a tobacco-free policy was established for all facilities of the College. Smoking or the use of any type of tobacco product is only permitted within vehicles parked or driven on designated college parking areas and roads. Persons using tobacco in private vehicles must dispose of the tobacco prior to exiting the vehicle and entering campus grounds. In all other areas, Georgia Piedmont Technical College is designated a tobacco-free campus both indoors and outdoors on all college properties. Violation of this policy may result in sanctions ranging from verbal reminders to dismissal from campus and from employment. This policy pertains to students, faculty, staff, administrators, visitors and the general public attending campus events.

WEAPON RESTRICTED CAMPUS & CAMPUS CARRY

The Governor of Georgia has signed a bill that will allow Georgia Weapons Carry License (WCL) holders to carry a concealed handgun on college campuses. However, there are exceptions to this new law. This link Campus Carry provides information about the law and exceptions to the law. Please read and understand the information provided. It is the responsibility of the WCL holder to comply with the law. Refer to the Student Handbook for additional detail.

IMMUNIZATION PROCEDURE

Immunizations Against Disease During an Outbreak / Epidemic ~ During an epidemic or a threatened epidemic of any disease preventable by immunization at an individual college controlled by the Technical College System of Georgia (TCSG) and when an emergency has been declared by appropriate health authorities of this state, the President of that Technical College is authorized, in conjunction with the Commissioner and appropriate health authorities, to promulgate rules and regulations specifying those diseases against which immunizations may be required.

Any individual who cannot show proof of immunity or adequate immunization and refuses to be immunized shall be excluded from any Technical College or facility until such time as he/she presents valid evidence that he/she is immunized against the disease or the epidemic or threat no longer constitutes a significant public health danger.

GENERAL REGULATIONS

It is a basic and fundamental responsibility of a college to maintain order through reasonable policies and procedures. The filing of an application shall be regarded as evidence of the applicant's intention to abide by the standards and regulations of Georgia Piedmont Technical College. Students forfeit their right to remain at Georgia Piedmont Technical College if they fail to comply. A Student Conduct Code, including a statement on Student Rights and Responsibilities, may be found in the Student Handbook.

STUDENT RESPONSIBILITIES

Students are responsible for being informed of all policies and procedures required for continued attendance at Georgia Piedmont Technical College. Policies and procedures are generally found in this Catalog and in the Student Handbook. Other policies pertaining to specific student rights and regulations are found in the Employee Manual located in the Academic Deans, Dean of Student Affairs, and Associate Vice President of Student Affairs. Georgia Piedmont Technical College's regulations will not be waived because a student pleads ignorance of established policies and procedures. A student who is unsure of any policy or procedure should seek clarification from one of the offices mentioned above.

STUDENT GRIEVANCE PROCEDURES

Georgia Piedmont Technical College provides due process for student appeals in areas pertaining to admissions, disciplinary actions, and academic matters. Georgia Piedmont Technical College also provides a student grievance procedure. A student wishing to initiate an appeal or grievance may obtain a copy of the specific procedure from the Academic Deans, Dean of Student Affairs, Associate Vice President of Student Affairs or they may obtain complete procedures online at www.gptc.edu → Student Services → Publications → Student Handbook

Grade Appeal

The student has 14 calendar days from the first day of the semester following the term in which the grade was earned to consult with the faculty member in effort to review the final grade assigned. The procedure for grade appeals is included in the Student Handbook.

UNLAWFUL HARASSMENT, SEXUAL MISCONDUCT AND DISCRIMINATION PROCEDURES

All students are encouraged to report events of unlawful harassment, discrimination, and/or unlawful retaliation against themselves or others. Students wishing to initiate a formal grievance may obtain complete procedures in the Student

Handbook, from the Title IX Coordinator, ADA/504 Coordinator, Equity Coordinator, or online at www.gptc.edu → Student Services → Publications → Student Handbook.

CHANGES / ACCESS TO STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records.
2. The right to request the amendment of the student's education record that the student believes are inaccurate or misleading, or otherwise in violation of the student's privacy rights under FERPA
3. The right to provide written consent before personally identifiable information from the student's record is disclosed.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202

Definition of Directory Information

The Family Educational Rights and Privacy Act ("FERPA"), a Federal law, requires that TCSG and its technical colleges, with certain exceptions, obtain a student's written consent prior to the disclosure of personally identifiable information from that student's education records.

However, Georgia Piedmont Technical College may disclose appropriately designated "directory information" without written consent unless the student has advised GPTC to the contrary. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without the student's prior written consent.

If a student does not want GPTC to disclose directory information from his or her student education records without prior written consent, the student must notify GPTC in writing by the first day of the semester at the registrar's. A student need only file this notification once during his or her enrollment. However, if there is a break in enrollment or transfer to another TCSG technical college, a new notification must be filed.

Even if a student elects to prohibit the release of directory information, GPTC may still implement policies requiring the student to wear or present a student ID badge.

Directory information is defined as follows: • Full name of student • Address(es) • Telephone number(s) • Email address(es) • Major and field(s) of study • Degrees and awards including nature and date received • Dates of attendance • School or division of enrollment • Enrollment status (i.e., full or part-time, undergraduate, graduate) • Name of institution last attended • Participation in official sports and activities • Height and weight of athletic team members • Photograph(s)

Additionally, certain state and federal laws require the release of certain student information without prior notification to the student.

Solomon Amendment

The Solomon Amendment requires the College to release student information to military recruiters. Student recruitment information includes: name, address, telephone number, age, major, dates of attendance, and credential awarded. Students who do not wish to have student recruitment information released to any third party may complete a Request to Prevent Disclosure of Directory Information in the Office of the Registrar.

Changes in a Student's Program of Study

Applicants or currently enrolled students may change their initial program of study choice. Those who wish to change their program of study must meet with an Admissions Representative in order to note any additional admission requirements for their new choice, and to complete an official program of study change form. Applicants who wish to change their initial program of study choice are encouraged to do so as soon as possible prior to new student registration, but no later than the end of the late registration period for the semester in which they register. Changes made after the late registration period become effective the following semester. Currently enrolled students who desire to change their program of study must do so prior to the end of the late registration period in order for their program change to be effective for the current semester in which they are registered. Changes made after the late registration period become effective for the following semester. Current students will be assessed a ten dollar ($10) program change fee for each program change that is requested (exception: program of study closing). Students with a graduation application pending will be required to submit another application for the new program of study and will not be assessed the program change fee.

Changes in Schedule of Classes, Drop/Add Period

If it becomes necessary for students to change their schedule after being registered, they may do so through the end of the designated late registration period as published in the Academic Calendar.

ATTENDANCE AND COURSE WITHDRAWALS

Attendance

Students enrolled in college programs are preparing themselves for direct entry into gainful employment. Employer's state that the main characteristic sought in potential employees is dependability and punctuality. Therefore, the importance of student attendance is emphasized at Georgia Piedmont Technical College, and all students are expected to be present and prompt for all class sessions. Absent or present, students are responsible for all assigned work in each class. Missing more than ten percent (10%) of class time in a lecture setting may adversely affect a student's success in a course due to the missed opportunity of information from and interaction with faculty and classmates. Also, missing assignments as a result of tardiness or absences will have a detrimental effect on a student's final grade. Due to the varied demands of individual programs, some classes may have specific attendance requirements. In these cases the program attendance requirements supersede the college policy. It is the student's responsibility to review the attendance policy in each class syllabus.

Student-Initiated Withdrawal

A student-initiated withdrawal through the Office of the Registrar by the mid-point of a course will receive a grade of "W." A student who withdraws after the mid-point and before the final week of classes will receive a "W" if passing or a "WF" if failing. A student cannot withdraw from a course during the final week of the term.

Faculty-Initiated Withdrawals

Faculty must report the attendance status of students in order to comply with Federal Financial Aid regulations and ensure students receive the financial aid to which they are entitled. .

"No Shows"

Any student whose name appears on the Banner Web class roster who has not participated in class activities during the first seven (7) days of the term will be reported as a "no show" through the electronic No Show Program. Once reported as a "no show," the student will be removed from the faculty's Banner Web class roster and unable to participate in class

for the remainder of the term. To avoid being reported as a no show, students must participate during the first week as follows:

- Lecture Class: A student must participate in at least one class meeting during the first seven (7) days of the term.
- Hybrid Class: A student must log into the GPTC official Learning Management System (currently Blackboard) and complete the participation assignment designated by the instructor or participate in at least one class meeting during the first seven (7) calendar days of the term.
- Online Class: A student must log into the GPTC official Learning Management System (currently Blackboard) and must complete the participation assignment designated by the instructor during the first seven (7) calendar days of the term. Participation Rule (10% Rule)

Participation (10% Rule)

Attendance will be recorded every day a class meets. Students who miss 10% or more of a course will be withdrawn. Ten percent (10%) equates to the following (standard length courses; some programs have unique course lengths. In this event the instructor will inform students about the number of absences allowed):

- 15 week classes (fall/spring) – 3 Classes
- 10 week classes (summer) – 2 Classes
- 7 week classes (accelerated) 1 Classes

Tardiness is included in this percentage. Two instances of arriving late by 10 minutes or leaving early by 10 minutes will equate to missing one in-class meeting.

(Exceptions to the 10% rule can be made due to extenuating circumstances, as determined by the course faulty member.)
- For Lecture and Web-enhanced Classes: Attendance will be recorded every day class meets.
- For Hybrid Classes: Attendance will be recorded every day class meets and at least once per week online. A student that misses both the in class meeting and the online work in a week will be marked absent. Ten percent (10%) equates to the following (standard length courses; some programs have unique course lengths. In this event the instructor will inform students about the number of absences allowed):
  - o 15 week classes (fall/spring) – 3 absences
  - o 10 week classes (summer) – 2 absences
  - o 7 week classes (accelerated) 1 absence
- For Online Classes: Attendance will be recorded at least once per week. Ten percent (10%) equates to the following (standard length courses; some programs have unique course lengths. In this event the instructor will inform students about the number of absences allowed):
  - o 15 week classes (fall/spring) – missing 2 weeks or more of active participation
  - o 10 week classes (summer) – missing 1 week or more of active participation
  - o 7 week classes (accelerated) missing 1 week or more of active participation
  - o If a student completes all course work for an online class early and ahead of schedule, they will not be subject to attendance requirements for the remainder of the term.
  - o Active participation in an online class is weekly student participation which can be documented by any or all of the following methods:
    - ▪ Submission/completion of assignments
    - ▪ Completion of tests or quizzes
    - ▪ Discussions
    - ▪ Communication with the instructor
    - ▪ Other class participation as stated by the instructor

A student who is withdrawn (self-withdrawal or faculty withdrawal) before the mid-point of the term will receive a grade of "W". A student who is withdrawn (self-withdrawal or faculty withdrawal) after the mid- point and before the final week of classes will receive a "W" if passing or a "WF" if failing. All withdrawal forms must be submitted to the Office of the Registrar prior to the last week of classes (prior to final exam week).

Withdrawal from "Stacked Classes"

In some programs, students register for a full load of classes (stacked classes) at the beginning of the term; however, the courses are taught consecutively and each course is a pre-requisite to the next course. Some of the programs that fall into this category are Nursing, Cosmetology, Law Enforcement, EMT, Paramedic, CISCO and several School of Industrial

Technologies programs. Students that fail one of the pre-requisite courses will be "no showed" from the remaining courses that term and will not be allowed to participate in them.

COLLEGE WITHDRAWAL

When a student withdraws from all courses, the student is considered to be withdrawn from the College. Students who are contemplating withdrawal should confer with their advisor. If a decision to withdraw is made, students may complete and return a Withdrawal Form in-person to the Registrar's Office or online. Go to www.gptc.edu → Student Services → Office of the Registrar → Withdrawal → Withdrawal Form. The withdrawal form must be completed and returned/submitted to the Registrar's Office. The day the completed form is received by the Office of the Registrar is the official date of withdrawal. Students who do not formally withdraw from a class(es) are liable for all tuition, fees, and associated expenses. Student-initiated course withdrawal policies are also applicable to school withdrawals.

FINANCIAL OBLIGATIONS for WITHDRAWAL

All students are expected to meet their financial obligations to Georgia Piedmont Technical College. In the event that a student does not meet his/her financial obligations, a "Business Office Hold" will be placed on the student record and the student will be notified of the hold. Georgia Piedmont Technical College reserves the right to refer to delinquent student accounts, including bad checks, to a collection or legal agency. The student will be assessed any additional charges for collection of the account and/or a check returned for insufficient funds.

STUDENT PICTURE I.D.

All students enrolled at Georgia Piedmont Technical College must have in their possession and display their student I.D. Students who are asked to show their I.D. to Security Officers or Georgia Piedmont Technical College employees may be asked to leave campus if they do not have the I.D. in their possession. Student I.D. pictures are made on New Student Registration day(s) and on late registration day(s). Current students with an I.D. must have it validated each semester. This process can be completed at the Office of Student Activities Monday through Thursday at the DeKalb Campus and at the Admissions Office on the Newton Campus.

STUDENT EMAIL ACCOUNT / ADDRESS

The student email account / address is the official means of communication with Georgia Piedmont Technical College. Georgia Piedmont Technical College will not respond to emails sent from a student's personal account/address. An email account/address is assigned and mailed (via US postal service) at the time of their admissions to the College. An email account/address has been created for all currently registered students. Georgia Piedmont Technical College will send registration information via email.

ACADEMIC POLICIES

The purpose of the Academic Affairs Unit of Georgia Piedmont Technical College is to support the College's Mission:

- Delivering high quality, relevant instruction
- Ensuring appropriate student learning outcomes
- Preparing graduates to function competently in the work environment
- Assessing and enhance both instructional delivery and student learning outcomes
- Using outcome data for continuous improvement

Learning Resource Center

The Learning Resource Centers are an integral part of Georgia Piedmont Technical College's commitment to improve the community's economic growth by preparing students for employment through technical education. The educational process will provide students with knowledge, occupational skills, and lifelong learning skills to prepare them for success in an ever-changing work environment. It is the mission of the Learning Resource Centers to support the teaching and research activities of the college's faculty and administrators, and the information needs of its students. The Learning Resource Centers will accomplish this mission by providing quality information services and resources.

Georgia Piedmont Technical College students have access to library services at the Learning Resource Center in room A-105 on the DeKalb Campus and at the John R. Williams Learning Resource Center on the Newton Campus. Students at other locations may access the library resources electronically, by appointment at their location, or by visiting one of their existing library facilities. Access is provided to print and non-print items, and periodical titles. Services include study areas, group study rooms, photocopy machines, intercampus loan, and point-of-use instruction. Computers are equipped with GALILEO (Georgia Library Learning Online), Microsoft® Office, instructional software, and Internet access. Professional librarians are on duty at the Learning Resource Centers, and services are available Monday through Thursday and on Saturday, DeKalb campus only. Students must present a current validated student I.D. and valid driver's license in order to borrow materials.

Credit by Examination

In an attempt to individualize the education of students, programs allowing credit-by-examination are recognized by Georgia Piedmont Technical College. Through these programs students may be granted credit for subjects they have previously mastered in order to pursue more advanced courses. Through this process, students may earn a maximum of 23 credit hours towards diplomas and/or degrees. Recognized programs include CLEP, AP, International Baccalaureate, and Credit for Experiential Learning.

CLEP and AP Exams

A student may earn up to 23 hours toward graduation in courses appropriate to the student's major through credit by examination on the basis of College Level Examination Program (CLEP) scores, scores earned under the Advanced Placement Program (AP) of the College Board, and approved departmental examinations. To earn CLEP credits for courses, a student must earn a score of fifty (50) or above. In addition, a student may earn three semester hours of credit for each AP examination on which he or she achieves a score of three or higher. To obtain an official transcript of your scores, visit the College Board's website at www.collegeboard.com. Inquiries concerning CLEP tests or validation of CLEP or AP scores should be directed to the Office of the Registrar.

International Baccalaureate Credit

Credit will be awarded to students who have taken appropriate courses (determined equivalent to courses offered at a Technical College) in high school and achieve a score of 3 or more on the International Baccalaureate Examination. The IB Examinations are offered by the International Baccalaureate Examination Board.

Credit for Experiential Learning

Credit for experiential learning may be awarded for knowledge and skills obtained independent of formal classroom and/or laboratory instruction. Assessment of experiential learning is dependent upon the nature of credit desired, is determined by the faculty advisor, and is subject to approval by the Academic Dean. Full credit hour fees are charged for each exam administered. Students should consult with their faculty advisor for specific procedures regarding Credit for Experiential Learning.

Certified Professional Secretary (CPS) Exam

A student may receive credit for selected courses on the basis of acceptable scores on the Certified Professional Secretaries (CPS) exam. Contact the Business Information Systems Academic Dean or the Registrar's Office for more information.

School Exams

A student may earn credit in certain courses on the basis of acceptable scores on departmental examinations. Academic departments may, on an optional basis, establish and administer approved examinations for courses that are listed as prerequisites to other courses. When a student passes such an examination, it is reported to the Office of the Registrar on the Examination Credit Form by the Academic Dean. The Registrar will record the course on the student's record showing the course number and title and indicate that it was credited by examination. Inquiries concerning available program exams should be directed to the faculty advisor. Students who pass the exam will have their credits recorded on their transcript. No record is made for students who do not pass program exams. The fee for academic credit by examination is 25% of the cost of tuition for the course. Credit earned by examination is not intended for transfer.

Units of Credit

The semester hour is the unit of credit representing one hour of class work per week for one semester or its equivalent in other forms of instruction. Two or sometimes three hours of laboratory work are considered as equivalent to one hour of class work. Continuing Education Unit (CEU) credits are awarded for completion of Continuing Education courses and are subject to the same grading system as academic credit courses. Continuing Education course grades do not average with regular credit courses in computing grade point averages. Georgia Piedmont Technical College maintains a permanent record for each participant indicating the course(s), grade(s), and CEU credit(s) earned.

GRADING SYSTEM / GRADE SYMBOLS

The grading system and grade symbols used at Georgia Piedmont Technical College are as follows:

A	90 – 100	Excellent
B	80 -- 89	Good
C	70 -- 79	Satisfactory - the minimum grade required for certain courses, as specified in the Catalog*
D	60 -- 69	Needs Improvement - while giving hours credit, will not apply toward the diploma, degree, or certificate in courses requiring a minimum grade of "C"
F	Below 60	Unsatisfactory
WF	Withdrawn - Failing	Unsatisfactory

"F" and "WF" grades indicate failure. No credit toward graduation is given for a course in which a grade of "F" or "WF" was received. "WF" indicates that the student withdrew from the course while doing unsatisfactory work, or was withdrawn by the instructor for excessive absences (see the COURSE WITHDRAWALS section).

The following symbols are used in the cases indicated, but will not be included in the determination of the grade point average:

W	Withdrawn - Passing	indicates that a student who was doing passing work was permitted to withdraw from the course without penalty.
I	Incomplete	Indicates that a student has satisfactorily completed a substantial portion of the course work, but for NON-ACADEMIC reasons beyond his/her control has not been able to complete some specific part or amount of the work required (for example, the final examination). An "I" not satisfactorily removed by the end of the following semester will automatically be changed to an "F." The time allowed for completing work may be extended to a maximum of twelve months when circumstances prevent the student from completing the work during the following semester. To obtain an "I" the student and their instructor must complete the Petition for "I" which will include a description of the work to be completed and the completion date. Copies of the Petition for "I" will be filed with the instructor and with the appropriate School Dean.
IP	In Progress	Indicates that a course continues beyond the end of the semester (Continuing Education courses only).
S	Satisfactory	Indicates that a non-graded course was satisfactorily completed (Continuing Education courses only).
U	Unsatisfactory	Indicates a non-graded course was not satisfactorily completed (Continuing Education courses only).
AC	Articulated Credit	Indicates credit earned through articulation.
AU	Audit	Indicates that a course was audited. No credit is given.
EX	Credit by Exam	Indicates a credit by school examination.
TR	Transfer	Indicates that transfer credit was awarded for a course at another college.

A grade followed by an asterisk (*) indicates a Learning Support course. A Learning Support grade is not counted in a student's earned hours or cumulative grade point average.

Grades of D, W, WF, F and I may affect a student's financial aid (See Satisfactory Academic Progress Guidelines for Financial Aid).

Grades of IP, S, and U are awarded to Continuing Education courses only.

Work Ethics Evaluation

Georgia Piedmont Technical College (GPTC) instructs and evaluates students on work ethics in designated courses in each of the academic schools, excluding Arts and Sciences. Ten work ethics traits have been identified and defined as essential for student success: appearance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork.

Grade Point Average

Determination of academic standing is generally based upon a grade point average (GPA) that appears on the student's permanent record. This average is computed by multiplying the credit hours assigned a course by the grade points earned. The sum of grade points divided by the total number of credit hours attempted at Georgia Piedmont Technical College produces the grade point average. Credits earned in other institutions, credit by examination, and other courses where symbols are assigned are not used in calculating the cumulative GPA.

All courses and grades earned at Georgia Piedmont Tech are calculated into a student's cumulative grade point average (GPA).

Grade:	A	B	C	D	F	WF
Points:	4.0	3.0	2.0	1.0	0.0	0.0

Forfeiture of Credit

By registering for a course for which the student has already received credit at Georgia Piedmont Technical College, a student forfeits the previous credit in that course for graduation purposes. The student's official grade in the course will be the one earned on repetition. Although both grades remain on the record and are part of the cumulative grade point average, only the final attempt will be calculated for the purpose of graduation requirements.

Full-time Student Status

A degree, diploma, or certificate student who is registered for at least 12-semester credit hours is considered to be a full-time student. CEU credit hours are not included in the student load calculation. Any course load in excess of eighteen (18) semester hours must be approved by the appropriate campus academic dean prior to registration. Course load requirements vary from one program to another. Enrolling for fewer hours for a particular semester may affect eligibility for financial aid or veterans' benefits and enrollment certification. It is the student's responsibility to consult with appropriate school officials regarding this matter. A student who is placed on academic probation cannot register for more than 12-semester credit hours until the probationary status has been removed.

Continuous Enrollment

To remain continuously enrolled, a student must not have an absence of more than (3) consecutive semesters of enrollment at Georgia Piedmont Technical College.

Working Students

Students who work while attending Georgia Piedmont Technical College are reminded that carrying a normal academic load is a full-time job. Some students may be able to work part-time and still do satisfactory course work. It is recommended that no full-time students work more than 20 hours a week. Students who find it necessary to work more than this should not try to carry a normal academic load. Students needing financial assistance should contact the Office of Student Financial Services about the various opportunities for financial aid.

ACADEMIC STATUS

Students attending Georgia Piedmont Technical College are expected to meet certain academic standards. These standards stress the importance of successful performance to maintain an academic status of good standing at GPTC. Students are considered to be in good standing if they are not on academic probation or academic dismissal.

President's List

At the end of each semester, students who have achieved a 4.0 semester grade point average on at least 6 credit hours or more of college level courses, numbered 1000 or higher completed in the current term, and have earned at least 12 credit hours in previous terms, are placed on the President's List.

Dean's List

At the end of each semester, students who have achieved a 3.5 grade point average on at least 6 credit hours or more of college level courses, numbered 1000 or higher and completed in the current term, are placed on the Dean's List.

Academic Warning

Students who have failed to achieve a grade point average of 2.0 or better for the semester are placed on Academic Warning and alerted that further deterioration in academic performance may lead to probation. Students should see an advisor to plan for improvement or referral prior to beginning their next semester's classes.

Academic Probation

Students on Academic Warning are placed on Academic Probation if their cumulative grade point average is less than 1.75. Students on Academic Probation should (1) see an advisor to plan for improvement and (2) take a reduced academic load. Students remain on probation until they earn a cumulative grade point average of 1.75 or better.

Academic Suspension

Students on Academic Probation are suspended from the College if the cumulative grade point average is less than 1.75 and the grade point average for the term is less than 2.0.

READMISSION FROM ACADEMIC SUSPENSION

For the first and second suspension, students will be eligible to reapply for admission after one semester. After the third and any subsequent suspension, students will be eligible to reapply for admission after one calendar year. An appeal of academic suspension may be made and must be initiated as soon as possible but no later than the day before the first day of the new term. An appeal form may be found on the GPTC website or obtained from the Academic Affairs office.

PROBATION AND SUSPENSION OF TRANSFER STUDENTS

Transfer students who are admitted on Probation must earn a grade point average of at least 2.0 during the first semester enrolled. Transfer students who are on Academic Suspension from their former institution are considered for admission on the same basis as suspended students from Georgia Piedmont Technical College who apply for readmission.

Healthcare Program Policies

A grade of "C" or higher is required to pass courses specific to the healthcare programs listed below. Students must maintain an overall GPA of 2.0 to remain eligible for continued enrollment in his/her chosen program of study. Each program requires prerequisite courses that must be completed prior to entry. A student who fails and/or withdraws from any healthcare program course must repeat the course and related co-requisite courses. NOTE: Failure or withdrawal twice from the same course or failure or withdrawal from any two (2) program courses results in expulsion from the program. Student with two (2) failed attempts in any one program, either by course failure or withdrawal, are not eligible to reenter that program. Students may apply to another HPS program, another program within the College, and / or continue to take general core courses. A maximum of two (2) times is the limit a student may take a course with an (ALHS / AHS) prefix.

Certain healthcare programs require the following:
- Criminal background check
- Drug screens
- Finger print check
- Immunizations
- TB skin test
- Hepatitis B vaccine

Students are required to consult with the faculty advisor for specific requirements, qualifications, or conditions related to the particular program of study. Please note that a criminal record and / or fingerprint records may prevent a student from placement in an internship/practicum, or clinical site for instructional purposes. This may result in a student's inability to complete the program of study. A criminal record may also prevent a student from obtaining state certification or licensure. Students are responsible for obtaining required documentation from proper authorities and paying related processing fees.

Healthcare Programs Policies

Barbering:
- General Core Courses: Follow College policy*
- Program Technical Course: (BARB) must be repeated if over one (1) years or older

Cosmetology:
- General Core Courses: Follow College policy*
- Program Technical Course: (COSM / COS) must be repeated if over one (1) years or older

Clinical Laboratory Technology:

- General Core Courses: Follow College policy*
- COMP 1000 (or SCT 100) must be repeated if five (5) years or older
- Program Science Courses: (ALHS or AHS) must be repeated if five (5) years or older at the time of admission to the College. It is recommended that any course with an ALHS or AHS prefix be repeated if over five (5) years at the time of admission to the program.
- Program Science Courses: (BIOL or BIO, CHEM or CHM) must be repeated if ten (10) years or older at the time of admission to the College. It is recommended that any course with a BIOL / BIO or CHEM / CHM prefix be repeated if over ten (10) years at the time of admission to the program.
- Program Technical Courses: (CLBT or CLT) must be repeated if one (1) year or older at the time of admission into the program

Phlebotomy:

- General Core Courses: Follow College policy*
- COMP 1000 (SCT 100) must be repeated if five (5) years or older
- Program Science Courses: (ALHS / AHS) must be repeated if five (5) years or older at the time of admission to the College. It is recommended that any course with an ALHS or AHS prefix be repeated if over five (5) years at the time of admission to the program.
- Program Technical Courses: (PHLT / PHL) must be repeated if six (6) months or older at the time of admission into the program

Practical Nursing:

- General Core Courses: Follow College policy*
- All new PN students are required take ALHS 1011. The PN Dept. will take transferred students that have both BIOS 2113 and 2114 as substitutes for ALHS 1011. If a transfer student has BIOS 2113 and declares PN as their program, they may take BIOS 2114 instead of ALHS 1011 and the PN department will accept the course.
- Program Science Courses: (ALHS / AHS) must be repeated if five (5) years or older at the time of admission to the College. It is recommended that any course with an ALHS or AHS prefix be repeated if over five (5) years at the time of admission to the program. EXCEPTION: ALHS 1060 must be repeated if one (1) year or older at the time of admission to the program.
- Program Technical Courses: (PNSG / NSG / NPT) must be repeated if one (1) year or older at the time of admission into the program.
- **All practical nursing students will be required to take the TEAS (Test of Essential Aptitude Skills) which includes English, reading, and math, for admission to the practical nursing program. Please contact faculty advisors for additional information**.

*Courses in Academic Areas I, II, III and IV are always accepted if from an accredited college. There is no cutoff on the number of years a general education course is acceptable at GPTC.

Paralegal Program Policies:

To register for PARA 1100, the Introduction to Law and Ethics basic course, and be admitted into the Paralegal Studies Program at Georgia Piedmont Technical College, the following will be required:

- Completion of ENGL 1101 with a minimum grade of "C".
- Completion of the Watson-Glaser Critical Thinking Test with a minimum score of 20. A student who fails to score the minimum score may re- take the test the following term (semester) with the maximum number of attempts being three (3).
- Students will attend a program orientation and advisement meeting, to be scheduled by the Paralegal Studies faculty.
- Students must complete PARA 1100, Introduction to Law and Ethics, as a pre-requisite to all other paralegal studies courses.
- Students must maintain an overall GPA of 2.0 to remain eligible for continued enrollment in the Paralegal Studies program.
- Failure ("D" or "F") and/or withdrawal twice from the same course or failure ("D" or "F") and/or withdrawal from any two (2) program courses results in expulsion from the Paralegal Studies program.
- Unauthorized Practice of Law - The goal of the Paralegal Studies Program is to train students in legal theory and to improve a student's analytical, communication and practical skills. Paralegals shall not engage in the unauthorized practice of law as proscribed by the Official Code of Georgia § 15-19-51 and must work under the supervision and direction of an attorney in good standing with the State Bar of Georgia.

COMPUTER INFORMATION SYSTEMS ACADEMIC POLICY

Computer technology (CIS, CIST, CMP, COMP, SCT) courses older than 5 years on the date of admission to Georgia Piedmont Technical College or on the date of restart following an absence of one (1) full year or more will not be accepted for graduation credit. Exceptions to the 5-year computer technology rule for legacy languages and/or other static technologies may be approved by the appropriate Academic Dean.

GRADUATION APPLICATION DATES

Students are required to attend the Destination Graduation Fest. They must meet with their program advisor before applying for graduation.

GRADUATION / GRADUATION APPLICATION

Students are responsible for verifying that all graduation requirements have been met. The course requirements for each program of study can be found online, www.gptc.edu → Academics → All programs.

GRADUATION REQUIREMENTS

Georgia Piedmont Technical College holds one formal graduation exercise each year following Spring Term. Degrees, diplomas and certificates are, however, granted each semester. Students completing either the diploma or associate degree or technical certificate of credit in semesters other than the Spring semester may elect to participate in the formal graduation exercise. Final responsibility for meeting graduation requirements rests with the student.

The Catalog is the document used for graduation evaluation. A student may select to be evaluated for graduation from any Catalog in effect during the time of enrollment provided the enrollment has been continuous, and the Catalog is not more than four (4) years old. To remain continuously enrolled, a student must not have an absence of one (1) full year from Georgia Piedmont Technical College. Students readmitted or reinstated will be evaluated for graduation from that year's Catalog in effect at the time of readmission or reinstatement. Students not completing the Catalog requirements in four (4) years will be evaluated using the current Catalog. All other academic procedures and graduation requirements must be satisfied according to regulations in effect at the time of graduation. Students desiring further information on the selection of an appropriate Catalog may contact their major School Dean or the Registrar.

After graduating, a student who plans to continue their education with Georgia Piedmont Technical College must declare a new major by submitting a new application for admission prior to the application deadline for that semester or future semester. No Admissions application fee is required.

The following requirements for graduation must be met by all students regardless of the degree, diploma, or technical certificate of credit to be granted:

- Student must be currently enrolled when applying for graduation.
- Students must earn an overall grade point average of 2.0 ("C") or better on courses presented for graduation. Students in the Health and Professional Services programs have a special responsibility regarding grades in their programs. To be eligible for graduation in any Health and Professional Services program, students must make a minimum passing grade of "C" in all required courses in the curriculum, including Arts and Sciences courses.
- When applying for graduation, students must be currently enrolled in the program in which they plan to receive their diploma or degree.
- Students must complete an on-line application for graduation in the program of study in which they plan to graduate by the established deadlines. Deadlines dates are posted on the Georgia Piedmont Technical College website.
- Students must meet or exceed the total credit hours required for the program of study. Students must complete at least 25 percent of the course work for degrees and diplomas and at least 50 percent of the course work for certificates at Georgia Piedmont Technical College. Students may earn up to 23 hours of credit by examination towards diplomas and degrees. Students should be registered at Georgia Piedmont Technical College at the time of completing the work. Exceptions may be approved by the appropriate Academic Dean.
- Students must complete electives as required by program of study.
- Students must settle all financial obligations to Georgia Piedmont Technical College before a degree, diploma, certificate, or transcript will be issued.
- Graduates seeking a second degree, diploma, or certificate from Georgia Piedmont Technical College must complete all requirements for the second degree, diploma, or certificate. Courses may be applied a second time for the additional award.
- By registering for a course for which the student has already received credit at Georgia Piedmont Technical College, a student forfeits the previous credit in that course for graduation purposes. The student's official grade in the course will be the one earned on repetition. Although both grades remain on the record and are part of the cumulative grade point average, only the final attempt will be calculated for the purpose of graduation requirements.

GRADUATION HONORS

Students who graduate from Georgia Piedmont Technical College and excel in their course work are recognized at graduation. At least 50 percent of all credit must be earned at Georgia Piedmont Technical College to receive consideration for honors. Computation will be based on all course work completed at Georgia Piedmont Technical College. The following grade point averages will be used in the selection of students who receive honors recognition:

3.70 - 3.84   Graduation with honors
3.85 - 3.94   Graduation with high honors
3.95 - 4.00   Graduation with highest honors

STUDENT AFFAIRS MISSION

The mission of Georgia Piedmont Technical College Student Affairs is to satisfy student needs for access, student growth and development, and transition to employment and lifelong learning opportunities; to satisfy institutional needs for enrollment, student records, effective management, and staff development; and to satisfy community needs for career information and education.

Student Affairs Advisory Council

Georgia Piedmont Technical College student leaders have direct participation in the decision - making process. Challenges for students are often discussed at monthly meetings of the Student Affairs Advisory Council. The Council, chaired by the Associate Vice President of Student Affairs, consists of the President of the Student Government Association from each campus, the manager from each area of Student Affairs and an Academic Dean from each campus. The Council provides a forum where students can gainfully interact with Student Affairs managers and Academic Deans for purposes of problem solving. The Council enables students to bring their concerns directly to administrators who are engaged in daily operations, and it encourages them to discuss factors which can impact their progress at Georgia Piedmont Technical College.

Academic Advisement

A comprehensive advisement system and professional staff is provided to aid students in:
- exploring life goals
- selecting an educational program
- selecting and scheduling courses
- exploring career/educational goals
- removing barriers to success

The most important part of an effective advisement program is focus on incorporating developmental theory practices aimed at improving and ensuring student success and retention. Students must confer with their faculty advisor each semester. Final responsibility for meeting graduation requirements rests with the student.

Advisement Services

Advising is available to all Georgia Piedmont Technical College students. Objectives are to provide:
- Information on career and educational opportunities, personal and social development, and orientation to Georgia Piedmont Technical College;
- Interpretation and discussion of assessments used for academic placement, aptitude, achievement, and personal interests;
- Consultation with academic advisors who assist students with planning for future education or a job search campaign;
- Research and evaluation of advising and other student service programs;
- Advising to facilitate personal development and to enhance student decision-making skills;
- Coordination of services to identified target populations including but not limited to at- risk students, international students and student with disabilities.

Student Center and Student Vending Areas

The Student Center and the Student Vending Areas are to be used by Georgia Piedmont Technical College students, faculty, and staff for purposes of eating and socializing, and for events sponsored by Georgia Piedmont Technical College. These areas are not to be used for any gaming purposes such as card-playing, dominoes, or any other recreational activities, or to harbor activities or behaviors that infringe on the rights of other users, including excessively loud conversations and discussions, or profane and abusive language.

STUDENT AFFAIRS

Health Services

As a non-residential institution, Georgia Piedmont Technical College expects that students will normally secure medical services through a private physician. In case of a serious accident or illness, Georgia Piedmont Technical College will refer a student to the nearest hospital for emergency care. It is understood that the student or parent will assume full responsibility for the cost of such emergency care at the hospital, including ambulance charges, if in the opinion of the College authorities such service is necessary. In the event of an emergency, the first employees on the scene should notify Security. Emergency care, if needed, will be secured and notification made to the Academic Dean.

Housing

Students are expected to provide their own off-campus housing. Information about housing in the area is available in the Student Activities Office. Georgia Piedmont Technical College cannot and does not assume any legal responsibility for any consequences that may arise from off- campus housing in which students reside.

Insurance

A limited student accident insurance program is provided for all students enrolled in credit courses/ programs. Optional student accident insurance is available at the time of registration. The insurance covers students for the costs of an accidental injury on campus or while participating in an approved student activity as an official representative of the College. Students participating in activities that take them off campus are encouraged to have this insurance and it is recommended for all others. Professional liability insurance is available for students in certain programs in the Health and Professional Services Department.

Advising, Career and Retention Services

The staff in the Advising, Career and Retention Services assists in connecting Georgia Piedmont Technical College students and community residents with jobs available in businesses and organizations. That mission is pursued without discrimination on the basis of age, race, color, religion, sex, national origin, academic or economic disadvantage or disability.

At the DeKalb and the Newton Campuses as well as the Community Education and the Starnes Centers, computerized self-assessment and career exploration tools are utilized to assist Georgia Piedmont Technical College students and other community residents in matching their personal interests, abilities, skills, training, and experience with available employment opportunities.

Job seekers, as well as other community residents, are provided full and part -time job listings received from businesses and other organizations. Employment openings are accessible through the Internet via computers on campus or any other location with pro per authorization.

Through career seminars, workshops, and one-on-one coaching sessions, students are instructed on the job search skills necessary to effectively enter the "world of work" and to cultivate a successful career. Coaching is provided in such job-related topics as writing resumes, preparing for interviews, creating a professional image, networking, negotiating salaries, keeping a job, and career advancement.

By aiding employers in the recruitment, employment, and retention of well-qualified employees, solid partnerships with the employment community have been developed. Business representatives are encouraged to conduct on-site recruiting activities as frequently as needed. These activities may include interviewing on-campus, making presentations on their specific organizations, or facilitating workshops on career-related subjects for students.

Typically, after graduation, almost 90% of Georgia Piedmont Technical College's graduates have secured employment.

For further information, please contact the Advising, Career and Retention Services as follows:

DeKalb Campus	(404) 297-9522, extension 1109
Newton Campus	(404) 297-9522, extension 5166
Community Education Center	(404) 297-9522, extension 4000
South DeKalb	(404) 297-9522, extension 6000

New Student Orientation

Orientation is offered to new students during each semester as a process of welcoming students to the campus, introducing campus personnel, and explaining services available to students attending Georgia Piedmont Technical College.

STUDENT FINANCIAL SERVICES

Financial assistance is available in the form of federal and state grants, work-study and scholarships to help students with their educational expenses. To determine eligibility for assistance students must complete the FAFSA (Free Application for Federal Student Aid) on-line at www.fafsa.gov. The FAFSA must be completed each year that the student is seeking assistance. Students must include the Federal School Code of 016582 on the application to ensure that Georgia Piedmont Technical College receives their information for processing. The types of aid and the requirements for maintaining financial aid eligibility are highlighted below.

Federal Pell Grant Program

The Pell grant is awarded to students in diploma and Associate degree programs, as well as the Basic Law Enforcement certificate program, who have been determined to be eligible as a result of completing the FAFSA. The amount that is awarded is determined by the FAFSA results. The eligible amount each semester is also determined by the number of hours the student is enrolled. Federal regulations prohibit schools from paying federal aid for more than 30 attempted hours of learning support courses. Students who have already earned a Bachelor's degree (either in the U.S. or the equivalent of a Bachelor's degree from any country) are not eligible for the Pell grant.

Students who are Pell eligible will have some portion of the Pell grant available in the bookstore to purchase books. This amount will only be available if the student has remaining eligibility once all tuition and fees have been paid.

Federal SEOG (Supplemental Educational Opportunity Grant)

The Federal SEOG grant is awarded to Pell grant recipients with the greatest financial need as determined by the results of the FAFSA.

Federal Work-Study Program

Students interested in the work-study program must complete a FAFSA. Eligible students may apply for positions on-line through the GPTC website at http://www.gptc.edu/content.cfm?PageCode=prospective_employees. Eligible students will work in various offices and departments of Georgia Piedmont Technical College and other off-campus positions available through the Advising, Career and Retention Services.

HOPE (Helping Outstanding Pupils Educationally) Programs

The HOPE Program began in 1993 and is entirely funded by the Georgia Lottery. The HOPE Grant program provides assistance to Georgia residents pursuing certificates and diplomas and the HOPE Scholarship provides assistance for students in degree programs of study. The Georgia Student Finance Commission (GSFC) is the state agency that administers the HOPE scholarship and grant programs. Below are some of the highlights of the grant and scholarship programs. For detailed information please visit their website at www.gsfc.org.

HOPE Grant

- The HOPE grant is available to Georgia residents in certificate or diploma programs of study who are U.S. citizens or eligible non-citizens and who also meet residency requirements. If a student was a resident of Georgia at the time of his or her high school graduation, home study program completion or successful GED test, that student must also meet the residency requirement for twelve (12) consecutive months immediately prior to the first day of classes of the school term for which the HOPE grant is sought. Students who do not meet these requirements must meet the Georgia residency requirement for twenty four (24) consecutive months immediately prior to the term for which the HOPE grant is sought.
- The HOPE program currently pays $70.00 per semester hour toward the cost of tuition only, at Georgia Piedmont Technical College. The current rate of tuition is $89 per semester hour. Below is an example to illustrate.

Example:

A student enrolls in 10 semester hours in a diploma program of study and is eligible for the HOPE grant based on residency requirements. The HOPE grant will pay $650.00. The student is responsible for paying the difference between the actual charges and the amount paid by the HOPE program.

> $89 x 10 semester hours = $890.00 (tuition charged by GPTC).
>
> $70 x 10 = $700 (this is the amount that will be paid by HOPE).
>
> $890 - $700= $190. (The student is responsible for the $240 + $349 in fees, for a total of $589).
>
> If the student is receiving other types of financial aid assistance (for example, the Pell grant), in excess of the $240 and fees, then the student should not have a balance.

- Students must have a 2.0 GPA at two checkpoints (30/60 semester hours) to remain eligible. Students who do not have a 2.0 GPA at the 30 hour checkpoint will lose the grant but may regain it at the 60 hour checkpoint if the student then has a 2.0 GPA
- There is a solid cap of 63 paid semester hours. The term that a student reaches the Paid-Hours limit of 63 semester hours, the grant will only pay for hours up to the limit. (Example: The student has 60 semester hours that have been paid by HOPE at the end of Fall semester. The student registers for 6 hours for Spring semester. The HOPE grant will only pay for 3 credit hours. The student is responsible for paying for the other 3 credit hours).

ZELL Miller Grant

Georgia's Zell Miller Grant is available to Georgia residents who are working towards a certificate or diploma. Full-time enrollment is not required and students are not required to graduate from high school with a specific GPA. At the end of each term a minimum 3.5 cumulative postsecondary GPA is required in order to maintain eligibility. The first term of enrollment will be paid retroactively if the student has the required 3.5 cumulative postsecondary GPA at the end of the term. This award covers full tuition. For example, a student enrolled in 15 hours has a tuition charge of $1335.00 because tuition is currently $89.00 per credit hour. The fees are an additional charge of $349.00. The Zell Miller grant will pay for full tuition of $1335.00. The student is responsible for paying for fees and other charges, which may be covered based on additional awarded aid.

HOPE Scholarship

The HOPE Scholarship is available to Georgia residents who graduate from high school as a HOPE Scholar with a 3.0 or better GPA and meet all other requirements (citizenship, residency, etc.). Georgia Student Finance Commission (GSFC) determines students who are HOPE Scholars upon graduation from high school. If a student is not a designated HOPE Scholar upon graduation from high school a student could become eligible by completing at least 30 semester hours of degree level courses at a college or university. A 3.0 GPA is required at the 30, 60 or 90 hour checkpoint to become eligible. The student will need to complete the HOPE Scholarship application, which is available in the Student Financial Services office, and the student must ensure that all transcripts from previously attended colleges or universities have been submitted to the Office of the Registrar. The student must be enrolled in a degree program of study to receive the scholarship. The HOPE Scholarship is not awarded to students who have already earned a Bachelor's degree (either in the U.S. or from any other country). Students must maintain a 3.0 GPA at the 30th, 60th, and 90th hour checkpoint and at the end of every Spring semester to remain eligible.

Students who received the HOPE Scholarship prior to Summer term 2011, and meets all other eligibility requirements for HOPE Scholarship, may receive the HOPE Scholarship until June 30 following the completion of the seventh full year after the first of one of the following events has occurred:

- The first of the high school graduation date; or
- The graduation date of the student's high school class if the student withdrew from high school prior to his or her graduation date; or
- The Home Study completion date; or
- The successful GED test date.
- The scholarship will pay for 127 semester hours. These 127 hours include any HOPE grant paid hours. The term that the student meets the cap, the scholarship will only pay for hours up to the cap. (Example: The student has 124 semester hours at the end of Fall semester. The student registers for 6 hours for Spring semester. The HOPE Scholarship will only pay for 3 credit hours for Spring semester).
- The tuition amount paid for the HOPE Scholarship will be paid the same as indicated above for the HOPE grant.

Zell Miller Scholarship

The Zell Miller Scholarship Program was created in the 2011-2012 award year and the first awards became available in the Fall term of 2011. The Georgia Student Finance Commission (GSFC) will identify students who are eligible for this scholarship. The academic requirements for this scholarship that must be met are (1) graduate from an eligible high school as the Valedictorian or Salutatorian; or (2) graduate from an eligible high school with a minimum 3.70 cumulative Grade Point Average on a 4.0 scale and receive a minimum score of 1200 combined critical reading and math on a single administration of the SAT or receive a composite scale score of 26 on a single administration of the ACT.

The Zell Miller Scholarship recipient will have his/her tuition paid at 100% up to 15 hours.

Student Access Loan (SAL)

Effective 2015-2016 (FY 2016), Georgia Student Finance Authority offers the Student Access Loan (SAL) Program for eligible students attending an eligible USG (University System of Georgia), Private or TCSG (Technical College System of Georgia) postsecondary institution in Georgia. The SAL is a 1% fixed rate loan, designed to assist undergraduate and technical college students who have a gap in meeting their educational costs. Applications are available in June 2015 and will close at a designated date according to Georgia Student Finance Commission. The application and additional required documentations are available at the following web address: https://secure.gacollege411.org/Financial_Aid_Planning/Financial_Aid_101/Georgia_Student_Access_Loan_Program/Georgia_Student_Access_Loan_Program.aspx

- Applicants must have first applied for and exhausted other student financial aid options including federal, state and private scholarship and grant programs and Veterans Education Benefits.
- Interest rate structure for loans received on or after July 1, 2014:
- Fixed rate of 1% while in school and out of school as long as the loan remains in good standing.
- A monthly Keep In Touch (KIT) Payment of $10.00 is required approximately 60 days after the first disbursement is received. The monthly KIT Payment is required while in school and while in grace period.
- Repayment is a maximum of fifteen (15) years with a minimum payment of $50.00 for loans received on or after July 1, 2015.

The minimum loan amount is $300 and the maximum term loan amount is $1,500. The maximum loan limit is $3,000 per year and up to a maximum of $12,000 over a college lifetime. The origination Fee is a non-refundable fee of 5% of the loan amount, but not more than $50.00, is deducted from the first disbursement of the loan. The program is also designed to provide loan discharge to students who graduate with a minimum 3.5 cumulative Grade Point Average in the program of study for which the loan was received.

William D. Ford Federal Direct Student Loans

Starting Fall Semester 2012, the William D. Ford Direct Loan Program (Direct Loans) became available at Georgia Piedmont Technical College (GPTC). Direct Loans are either subsidized (the government pays the interest while the student is in school) or unsubsidized (Interest accrues from the date that the loan is originated. Payments may be deferred until after the student stops attending school).

A Federal Direct Subsidized Loan is a need-based loan, which means the amount you may be eligible to receive is based on 'financial need'. The Free Application for Federal Student Aid (FAFSA) is the document utilized to determine 'financial need'. The federal government pays the interest that accrues on a loan while the student is in school, during the grace period after leaving school or graduating, and during eligible deferment periods.

A Federal Direct Unsubsidized Loan is a non-need based loan, which means the amount a student may be eligible to borrow is not based on financial need. If a student receives an unsubsidized Direct Loan, the student will be responsible for all interest that accrues while enrolled, after the cease of enrollment, and after graduating

Payments to the loan balance may be deferred. You can opt to defer the interest payments to the loan balance, this may increase the size and cost of the loan.

Loan Origination Fees

A loan fee (also called an origination fee) is subtracted from each loan requested. The loan fee is the expense of borrowing the Direct Subsidized or Unsubsidized loan. The current origination fee is 1.69% and is subject to increase on July 1 and October 1.

Loan Eligibility Requirements

- Citizenship - You must be a U.S. citizen or an eligible non-citizen.
- Enrollment - You must be accepted for enrollment and enrolled at least half-time (six credit hours) at a participating school in an eligible program leading to an associate degree or diploma. You cannot apply if you are enrolled in another program at another school.
- Academic - You must maintain satisfactory academic progress in your course of study. That means successfully completing 67% of the hours attempted, maintaining a 2.0 GPA and completing the program within 150% of hours needed as outlined in GPTC's standards and statutory requirements.
- Non-Default - You must not be in default on an educational loan or owe a refund on an educational grant.
- High School - You must have a high school diploma or G.E.D.
- Financial Need - You must complete the Free Application for Federal Student Aid (FAFSA) and submit any required documents to complete your student financial aid file.
- Entrance Loan Counseling - You must complete Entrance Loan Entrance Counseling before student loan funds will be disbursed to you. In addition, you must complete Exit Loan Counseling when you leave school.
- Master Promissory Note- You must complete the Master Promissory Notes, read the loan disclosure information, and provide references.
- You must meet all of the other Federal Direct Loan program eligibility requirements prescribed by law at the time your loan application is processed.

Repayment begins six months after you graduate or drop below half-time enrollment (six credit hours). If you receive a loan and Withdraw, Graduate, or Drop below six hours you must contact Student Financial Services so we can counsel you regarding your loan status. Please keep in mind that if you withdraw you may owe part of your loan funds back immediately.

It is GPTC's policy to have (2) loan disbursements each semester. The first disbursement will be released after 30 days from the start date of the semester. The second disbursement will be released shortly after midterm.

Accepting Terms and Conditions and Award Offer

Students have to accept the Terms and Conditions in regards to all funds awarded. Students with loans are automatically awarded loans based on eligibility. Students have to accept, adjust, or decline the award in Banner web. After the student completes the login to Banner web, follow the below steps to first accept the Terms and Conditions. Then accept the Award Offer.

- Select Student Services and Financial Aid & Financial Aid
- Select Award Information, Current Award Year
- Select Terms and Conditions to accept
- Select Accept Award Offer to accept, adjust, or decline

Veterans Educational Services (VA)

The Georgia Piedmont Technical College Office of Student Financial Services assists armed services veterans and other students eligible for veteran benefits through the US Department of Veterans Affairs (VA).

VA students must complete a Veterans Data Sheet available in the Special Services/Veteran Center office along with any required documentation such as, but not limited to a DD214, COE (Certificate of Eligibility), etc., to the Veteran Support Liaison.

VA students receiving benefits from Chapter 35, Chapter 30 or Chapter 1606 should be prepared to sustain initial costs, if not receiving other financial aid assistance since benefits are sent directly to the student and may not begin for several weeks after enrollment.

Once a VA student enrolls he/she must submit a copy of their registration invoice to the Veteran Support Liaison. Students must adhere to taking courses within their program of study as indicated on their VA form. VA students are required to report changes in program of study, course load, withdrawals or interruptions in attendance to the Veteran Support Liaison to minimize personal liability from over-payment of benefits.

Veterans are encouraged to contact Lisa Peters, Veteran Support Liaison, 404-297-9522, extension 1154, petersl@gptc.edu, Room A170, DeKalb Campus, to help facilitate the benefits process.

Other Scholarships

Several business and civic organizations as well as the Georgia Piedmont Technical College Foundation provide scholarships to qualified students. Students are encouraged to go to the Georgia Piedmont Technical College website at: http://www.gptc.edu/content.cfm?PageCode=foundation_scholarships and review the criteria for the scholarships available. Students should also search the internet for available scholarships through employers and other sources.

Satisfactory Academic Progress (SAP)

Federal and state regulations require schools participating in state and federal financial aid programs to have a Satisfactory Academic Progress (SAP) policy that measures how students are performing academically in their program of study to remain eligible for financial aid assistance.

There are three components of the SAP policy that all students must meet in order to maintain eligibility. It is the student's responsibility to be aware of the SAP standards and how they affect their eligibility for aid. These standards are qualitative, quantitative and the maximum time frame. Students will be evaluated at the end of each semester for compliance with the SAP policy.

Qualitative Standard (GPA) - In order to maintain eligibility for federal financial aid a student must maintain a cumulative GPA of 2.0. The cumulative GPA includes grades of A, B, C, D, F, and WF. Please note that the state requirement for the HOPE Grant is 3.0 as previously noted, at the designated checkpoints.

Quantitative Standard (Completion Ratio) - Students must complete and pass 67% of all courses attempted. To determine the 67% completion ratio divide the cumulative number of hours completed by the number of hours attempted. Courses receiving grades of IP, W, WF, F, and I are not completed hours but count as attempted hours.

Maximum Time Frame - A student may attempt no more than 150% of the number of hours required for their program of study. (Example: A student is enrolled in a program in the catalog that requires 80 hours to complete the program. A student may receive financial aid assistance for no more than 120 hours (80 x 150% = 120).

Failure to Meet Satisfactory Academic Progress Requirements

Students who do not maintain a cumulative 2.0 GPA and complete 67% of their attempted hours, or those who exceed the maximum time frame for completion of the program of study will be placed on SAP Warning. The warning period will allow the student to continue receiving aid for one semester only. If the GPA and completion rate are raised at the end of that semester and the student is still within the maximum time frame, then the student will be considered in good standing and continue to receive aid. If the student is not making SAP at the end of the warning period the aid will be suspended.

Appeals

Students on suspension may appeal to the SAP Appeals Committee. The appeal must be documented in writing by submitting a Satisfactory Academic Progress Appeal/Academic Plan. The appeal committee will only approve appeals if extenuating circumstances beyond the student's control are clearly documented. The strategy/strategies that the student will take to ensure success must be indicated on the appeal form and becomes the student's Academic Plan for success in completing the program of study. If the appeal is approved the student is placed on Probation Status. Students on Probation Status will be reviewed at the end of each semester to determine if they are meeting the SAP standard. Students who do not meet the SAP standard will have their financial aid suspended. The decision of the Appeals Committee is final and students will be notified by GPTC e-mail of the decision.

Information on the Satisfactory Academic Policy (SAP) and the appeal form can be found on our website at: http://www.gptc.edu/SAP

All Student Financial Services information is subject to change.

CAMPUS LIFE

Georgia Piedmont Technical College is committed to meeting the educational needs of students who commute daily to classes. While no attempt is made to duplicate or replace that portion of the student's life environment filled by the home, religious affiliation, or community organizations, it is recognized that students benefit from involvement in campus organizations and activities. The student's role in decision-making at Georgia Piedmont Technical College focuses upon student life on campus and the learning environment of the classrooms and laboratories of the College. The College has representative student body input through student organizations to address matters such as clubs, social activities, and intramural events. The College involves students in the process of evaluating the academic environment through their individual confidential written evaluations conducted periodically during the school year and their participation on program advisory committees.

CLUBS AND ORGANIZATIONS

Accounting Club

Accounting Club promotes growth and professional development of accounting and business students. This organization seeks to develop leadership skills through student participation in educational, business, civic, and social activities. The GPTCAC assists students in establishing career goals and promotes high standards of integrity, work ethics, and scholarship. Membership in this organization means student membership within the Georgia Society of CPA's (GSCPA).

The Cosmetology Club

a student organization which focuses on the competencies that business and industry representatives have deemed critical to job success, such as professionalism, customer service and community service. The club promotes the artistry and creativity in the field of cosmetology.

Criminal Justice Club

We are a criminal justice club for students and professionals in the field. Some of the clubs goals are to improve criminal justice through educational activities, foster professionalism in law enforcement personnel and agencies, promote professional, academic, and public awareness of criminal justice issues and encourage the establishment and expansion of higher education and professional training in criminal justice.

Association of Information Technology Professionals

An organization providing superior leadership and education in Information Technology. AITP is dedicated to using the synergy of Information Technology partnerships to provide education and benefits to our members, and to working with the industry to assist in the overall promotion and direction of Information Technology.

Health & Wellness

The Health & Wellness Program encompasses two areas, health & fitness and recreational sports. A variety of activities are available. Teams are formed, and competition occurs throughout the year in bowling, basketball and soccer and others activities.

Distinguished Gentlemen's Club (DGC)

DGC is an organization that promotes achievement in academics and excellence in character. It is the purpose of DGC to serve and represent the student body, and to provide and channel through which students may exhibit leadership; to promote positive and instructional guidance in student preparation for the workforce, to encourage professionalism in appearance, communication skills, and to promote college spirit and loyalty.

The Humanities Society (THS)

An organization that explores diverse cultures and their contributions to the humanities. It is the purpose of THS to embrace music, literature, philosophy and art from various ethnicities. Moreover, THS is an organization that immerses students into theatre and its applicability to the human condition. Members benefit from attending local cultural venues that provide a channel whereby they can experience and embrace social issues in present day society.

Future Educator of Young Children (FEYC)

Affiliated with NAEYC and GAYC, membership is for individuals enrolled in Early Childhood Education courses. The purpose of the club is to further an understanding of Early Childhood beyond the boundaries of the classroom and to provide a forum for the members to discuss issues pertinent to the field of Early Childhood Education. It intends to inform members concerning job opportunities and continued educational possibilities. This chapter will also assist the community through charitable outreach through literacy based programs.

Ladies In Action (LIA)

This organization is designed to cultivate and enhance empowerment. Our purpose is to represent the student body and cultivate opportunities of leadership through structured activities such as education, etiquette, skills building, networking, and mentoring, as well as personal and professional development. Students must be committed to service and excellence. The Ladies in Action will strive to achieve excellence in all its endeavors.

Lambda Epsilon Chi (LEX)

Exists to recognize persons who have demonstrate superior academic performance in an established program of paralegal assistant studies offered at the institution that is an Institutional member in good standing of the American Association of Paralegal Education. Student must complete no less than two-thirds (2/3) of the program requirement with an overall grade point average of at leads 3.25, plus a grade point average in their paralegal courses of at least 3.5 in order to be considered for admission to LEX.

Mu Lambda Tau (MLT)

MLT enables students to further their knowledge of Clinical Laboratory Technology and to encourage their participation in local, state, regional, and national professional organizations. Many of these students are also members of the Georgia Society of the American Society of Clinical Laboratory Science (GA-ASCLS). The mission is to make a positive impact in the health care through leadership that will assure excellence in the practice of laboratory medicine.

Phi Beta Lambda (PBL)

A non-profit educational association for students preparing for career in business, entrepreneurial, or business-related fields. Its purpose is to promote interest in the field of business and develop leadership qualities in students preparing for business careers.

SkillsUSA

An organization for trade, industrial, technical and health occupation students. It offers leadership, citizenship, and character development programs to complete skill training. SkillsUSA members work together to improve the College, the work place, and the community; they also have an opportunity to compete in local, state and national skill Olympics for recognition and achievement awards in their chosen occupational skills.

The Student Veteran Organization (SVO)

The club provides a forum where Student-Veterans can meet fellow Student-Veterans at the college, support and encourage one another, and foster a spirit of success through social events, participation in Campus Life.

United Media Minds

UMM allows the members hand on experience with every position in the TV studio. The place for students writing, scripting, and producing productions in TV, Film, and Audio. We welcome creative mind and willingness to learn.

The Student Government Association (SGA)

The Student Government Association is composed of elected officers and members from the student body. The purpose of the SGA is to serve and represent the student body, provide a channel through which students may exhibit leadership, recommend activities that enhance student life outside the classroom, and provide for constructive discussions leading to improvement of the College. An additional purpose is to improve communication among students, faculty, staff, and the community that will promote a commitment and loyalty to
Georgia Piedmont Technical College.

HONOR SOCIETIES / AWARD PROGRAMS

GOAL Award Program

The Georgia Occupational Award of Leadership (GOAL) is a recognition program jointly conducted by the Georgia Chamber of Commerce and the Technical College System of Georgia. Its purpose is to recognize the dignity and importance of technical education in today's world. Objectives of GOAL are as follows:

- To spotlight the role of technical training in our modern economy.
- To reward those students who excel in learning a gainful skill.
- To stimulate greater pride in workmanship.
- To generate public respect and appreciation for the working person.
- To emphasize the dignity of work in our society.

All technical college students who have completed one term of enrollment are eligible to compete for both local and statewide honors and prizes. The first requirement is that the student be nominated by an instructor to the College's Screening Committee.

Honors Assembly

The Honors Assembly is held annually to honor selected students for excellence in their scholastic achievement. Other students and organizations are also recognized for their outstanding contributions to the life of the Georgia Piedmont Technical College community.

National Technical Honor Society (NTHS)

The NTHS is open to all students in degree and diploma programs. Students must have completed 25 hours with a 3.5 Grade Point Average.

Phi Theta Kappa (ΦΘΚ)

ΦΘΚ is an international honor society for two-year institutions offering associate degree programs. Candidates for membership must have completed 40 credit hours of associate degree work with a Grade Point Average (GPA) of 3.5, adhere to the school conduct code, and possess recognized qualities of citizenship. Phi Theta Kappa has as its purpose the promotion of scholarships, the development of leadership and service, and the cultivation of fellowship among qualified students.

Who's Who Among Students in American Junior Colleges

Who's Who is an organization that recognizes outstanding achievement. Membership is by selection and is based on scholarship, leadership, participation in extracurricular activities, and general citizenship.

SPECIAL PROGRAMS AND SERVICES

Evening / Weekend Classes

Evening and Weekend credit classes are provided to meet the diverse educational needs of students. The admission requirements, application deadlines, and other regulations are the same as those for other students. Evening and Weekend students must complete an application for admission to the College and present all material required and described under Admissions and Placement. Registration for classes offered during evening or weekend times is held during the same period as registration for day classes. The evening or weekend classes contain the same material and requirements as day classes. Each student is expected to meet the standards of performance and pass the examinations day students are required to complete. Grades and progress toward graduation are based on the same system applicable to full-time students. As a general rule, students with full-time employment taking classes in the evening or weekends are encouraged to take no more than two classes per term. Evening classes are offered Monday through Thursday evenings each week, with various classes meeting from one to four times per week. Weekend classes are offered on Saturday only.

Distance Learning (web-based/on-line)

Distance learning is a convenient alternative to taking courses in a traditional classroom setting. It allows the student to learn almost anywhere and anytime according to his or her individual schedule. It also offers the unique opportunity to take a class through the Internet without having to come on campus on a regular basis. To achieve the best results in a distance learning course, students must be able to work independently with little or no supervision. The distance learning courses are no different from the regular courses taught on campus in the amount of time it takes to do the lessons and assignments. Students have ample opportunities to interact with the instructor and other students through electronic means. Students must be well organized and have a basic understanding of computer functions to be successful in a distance learning course.

Off-Campus Centers

Georgia Piedmont Technical College offers classes for academic credit at the following locations: DeKalb Campus, Newton Campus, Newton Campus Building D and Conference Center, Regional Transportation Center, South DeKalb Campus, and Rockdale Career Academy. Credit classes offered through the Move On When Ready program may be offered at area high schools, and are generally limited to students at those high schools.

Classes for non-credit, including Adult Basic Education, Economic Development and Continuing Education are offered at the following locations: DeKalb Campus, Community Education Center, Paul M. Starnes Center, Newton Campus, Newton Campus Building D and Conference Center, Rockdale Center, Rockdale Career Academy, Morgan County Center and South DeKalb Campus. Non-credit classes may be offered at other locations depending on interest and availability.

SPECIAL SERVICES

The Special Services office provides support to the following students: Disabled, International students on F-1/M-1 Visa, Special Populations, Veterans, Veteran Dependents, Active Duty Military, and WIOA participants.

Disability Services offers assistance to students with documented physical, emotional/mental, hearing, visual, learning, and other health impairments. Academic adjustments are individualized based on current/appropriate documentation. Types of services are: career guidance, academic assessment/placement, assistive classroom technology, interpreters, and referral to community service agencies. Services must be requested and paperwork completed through the Disability Services Office in order to receive academic adjustments. Academic adjustments guidelines follow ADA AA/504, Georgia State Laws and Technical College System of Georgia regulations. For additional information, please contact Paula Greenwood, Disability Services Office (404) 297-9522, extension 1155, greenwop@gptc.edu or the College website.

International Student Services are available for international students attending Georgia Piedmont Technical College on an F-1 or an M-1 Visa. The International Student Advisor provides a streamlined admissions process, as well as guidance in maintaining Visa status. For additional information, contact Lisa Peters, International Student Office, (404) 297-9522, extension 1154, petersl@gptc.edu or the College website.

Equity / Special Populations Services serve single parents, displaced homemakers and students that are enrolled in nontraditional programs. The program offers customized workshops and seminars providing career testing and exploration, academic preparation, and review, as well as workshops and seminars that address life issues such as stress management, parenting skills, self-esteem improvement, and job readiness training.

This program also provides tangible support services such as a lending library that allows students to borrow text books on a semester basis, and MARTA transportation assistance. While the program specifically focuses on the needs of single parents and nontraditional students, all workshops and seminars are open to all students.

A single parent is defined as one who is legally unmarried or legally separated from a spouse, who has full or partial custody of at least one minor child and who is in need of employment or career training.

A displaced homemaker is a parent who has been performing unpaid labor in the home, who has difficulty in securing employment, and who has been dependent upon the income of another but can no longer depend on that income.

A nontraditional student would be any male or female that is enrolled in a program of study at a technical college where the opposite gender accounts for more than 70%, such as a male student enrolled in Health and Professional Services or a female in Automotive Technology.
For additional information, please contact Roz Bogle 404-297-9522, extension 1280 or bogler@gptc.edu or the College website.

Veteran and Military Support Center facilitates the VA benefit and certification process, provides assistance, support and guidance to veterans, veteran dependents and active service members regarding all aspects of enrollment. For additional information, please contact Lisa Peters 404-297-9522, extension 1154, petersl@gptc.edu or the College website.

Workforce Innovation and Opportunity Act (WIOA) Program

WIOA is the nation's principal workforce development legislation, which provides funds to address the employment and training needs of dislocated workers, low-income adults and youth to ultimately help Georgia businesses meet the needs for today, tomorrow and the future. Contact your local county Workforce Development Office for more information. For additional information, please contact Lisa Peters 404-297-9522, extension 1154 or petersl@gptc.edu.

Economic Development Programs

Business and Community Services – Corporate programs and services are scheduled on an as needed basis to assist organizations with workforce development needs. Schedules are flexible to meet client requirements. This may include training consultation, organizational development, workshops, seminars and customized training. Retraining Tax Credits are provided for certain organization and technology changes.

Courses and workshops are available in Customer Service, Leadership and Team Development, Technical Skills, Computer Software Applications and Automation, Workplace Spanish and other Languages, Communications, Job Specific Skills Training for Industrial and Service Operations, Occupational Health and Safety, Maintenance and Advanced Technology. Additional programs may be designed to meet specific performance requirements.

Quick Start services for eligible new, expanding, and existing companies may be available at no cost.

Customized Programs –In response to business needs, customized programs are offered by the Office of Economic Development to include customer service, manufacturing, maintenance assessments and supervisory classes.

Online Courses – Through Ed2Go over 350 non-credit, instructor facilitated online courses covering a variety of professional and special interest topics are offered at prices beginning as low as $129 per course. A simple click to www.ed2go.com/gptc/ opens the door to exciting non-credit learning. Other online training includes software applications, telecommunications, industrial maintenance and safety.

Community Continuing Education – Non-credit open enrollment programs are available each term for individuals seeking professional and personal development. Programs are available in a number of occupational areas to enable individuals to earn continuing education units (CEU's) required to maintain licenses and certifications.

Language – Workplace Spanish – Georgia Piedmont Technical College offers Spanish you can use! Spanish spoken at your place of business is the target of this new training series. Effective communication in public safety and public service is increasingly important with changing demographics. Emergency medical and office personnel face enormous challenges every day. Business communication is easier with a command of specific phrases and questions your employees need for improved productivity and customer relations. These courses can be taught at a company site with a group of at least six persons.

Work Keys – The National Career Readiness Certificate enables individuals to demonstrate to employers a fitness for employment as well as readiness for increased salaries and promotions. Earning a National Career Readiness Certificate can be your ticket to the job you've always wanted. The Certificate verifies your work readiness skill level to potential employers and demonstrates your commitment to success. If you want to improve your skills, Georgia Piedmont Tech also offers easy-to-access training programs. All of this adds up to a competitive advantage, better job opportunities and a brighter future.

Continuing Education (non-credit) classes and seminars are subject to cancellation in the event of inadequate enrollment. Continuing Education (non-credit) classes and seminars cannot be converted to credits and they cannot count toward degrees, diplomas, or technical certificates of credit; and are not covered by HOPE.

For more information on Economic Development Programs, call 404-297-9522 extension 5000.

ADULT EDUCATION PROGRAMS

Adult Basic Education

The Adult Basic Education (ABE) program offers personalized instruction that meets the needs of adults and allows them to progress at their own pace. The program of instruction includes developing proficiency in reading, writing, and math. Instruction is designed to help individuals develop knowledge and skills needed to gain employment or increase employment opportunities, as well as to improve the quality of life of the individual and his or her family. Instructional materials intended for adult learners are used to teach all subject areas. All classes are provided free of charge and are offered during the day and evening at locations throughout DeKalb, Rockdale, Newton, and Morgan counties. For additional information contact the Adult Education Office, (404) 297-9522, extension 4000 or visit the GPTC website at www.gptc.edu.and click on the Adult Education tab.

General Education Development

The General Education Development (GED) program provides the means by which Georgia residents may obtain a high school equivalency diploma. Persons who have not graduated from high school in the United States or Canada, have not previously earned a GED® score sufficient to qualify for a high school equivalency credential, and who are eighteen years or older are eligible to take the GED® exam. Individuals sixteen or seventeen years old must complete the process for underage students which requires the provision of documentation in the form of a withdrawal letter from the school last attended. The GED high school equivalency diploma is issued to persons who successfully pass a series of four tests in the areas of social studies, science, reasoning through language arts, and mathematical reasoning. Classes to prepare individuals for the examination are provided free of charge and are offered day and evening, Monday through Thursday, at locations throughout DeKalb, Rockdale, Newton, and Morgan counties. The GED® exam is administered numerous times each week at the Paul M. Starnes Center and Newton County Campus. Valid official photo identification and proof of Social Security number are required and must be presented on the day of the exam. For additional information concerning the GED program contact the Adult Education Office, (404) 297-9522, extension 4000. For additional information about GED® testing contact the Testing Center, (404) 297-9522, extension 2516 (Starnes Center) or (404) 297-9522, extension 3100 (Newton Campus) .

English as a Second Language

English as a Second Language (ESL) instruction is available for all levels of English proficiency, from pre-literate to advanced. Every component of language acquisition, including speaking, listening, reading, and writing is incorporated into daily instruction. In addition, classes with an emphasis on civics education and U.S. citizenship preparation are also available. Computer labs equipped with ESL software are open beyond classroom hours to reinforce instruction. Classes are provided free of charge and are offered during the day and evening, at locations throughout DeKalb County. Evening classes are available in Rockdale County. For additional information contact the Adult Education Office, (404) 297-9522, extension 4000.

STUDENT RIGHT TO KNOW DISCLOSURE

The Georgia Piedmont Technical College Student Right to Know Disclosure identifies where to find institutional information and discloses the graduation rate for full -time / first-time enrolled students as well as campus crime statistics. It is a federal mandate designed to help enrolled and prospective students make informed decisions. More detailed information can be found on the Georgia Piedmont Technical College website: www.gptc.edu → Student Services → Campus Resources → Security.

INFORMATION	WHERE IT CAN BE FOUND
• Tuition and fees charged to full-time and part-time student	**Catalog**
• Estimates of costs for necessary books and supplies	**Application and Programs of Study Curriculum Sheets**
• Additional program costs for enrolled or prospective students	**Programs of Study Curriculum Sheets**
• The refund policy for the return of unearned tuition and fees or other refundable costs	**Catalog**
• The requirements and procedures for officially withdrawing from Georgia Piedmont Technical College	**Catalog**
• The Financial Aid refund policy	**Catalog**
• Current degree programs and other educational and training programs	**Catalog**
• Instructional, laboratory, and other physical facilities related to the Program of Studies	**Catalog**
• Georgia Piedmont Technical College faculty and other academic personnel	**Catalog**
• Names of associations, agencies, or governmental bodies that provide accreditation, approval, or licensing	**Catalog**
• Procedures for reviewing documents which describe accreditation, approval, and licensing	**Office of AVP of Academic Affairs**
• Special facilities and services available to disabled students	**Catalog**

- Persons designated and available to provide "Student Right to Know" information:

Title	Campus	Telephone No.	Extension
Executive Vice President of Academic and Student Affairs	DeKalb	(404) 297-9522	1752
Associate Vice President Enrollment Management & Student Affairs	DeKalb	(404) 297-9522	1752
Dean of Student Affairs	DeKalb	(404) 297-9522	1182
Registrar	DeKalb	(404) 297-9522	1244
Assistant Registrar	DeKalb	(404) 297-9522	3120
Director Of Admissions	DeKalb	(404) 297-9522	1152
Disability Services Advisor	DeKalb	(404) 297-9522	1155
Director of Advising, Career and Retention Services	DeKalb	(404) 297-9522	1125
Assessment Specialist	DeKalb	(404) 297-9522	1571
Director of Student Financial Services	DeKalb	(404) 297-9522	1110
Asst. Director of Student Financial Services	DeKalb	(404) 297-9522	1289
Public Safety Police / Security	DeKalb	(404) 297-9522	1299
Public Safety Police / Security	Newton	(404) 297-9522	3117
Student Activities / SGA	DeKalb	(404) 297-9522	1291

- Students enrolled abroad – A student enrolled in a program of study abroad that has been approved for credit by Georgia Piedmont Technical College may be considered as enrolled at Georgia Piedmont Technical College for the purpose of applying for assistance under the Title IV, HEA programs.

- Graduation rate for full-time/first-time enrolled students – A high employer demand for technical skills and a need for employee skill upgrading have encouraged large numbers of students to attend Georgia Piedmont Technical College at less than full-time, and many choose to complete their educational objectives without receiving an award. The graduation rate for full-time/first time enrolled students tracked for latest reported cohort (Fall 2012) was 37%. The student retention rate for the latest reported cohort (Fall 2015) was 71.9%.

- Campus crime statistics:

Categories	2013	2014	2015
Homicide			
Murder and Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses			
Forcible	0	0	0
Non-forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	1	0	0
Arson	0	0	0

- Arrests and Referrals for Campus Disciplinary Action:

	2013	2014	2015
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapon Possessions	0	0	0
Domestic Violence	0	0	1
Dating Violence	0	0	0
Stalking	0	1	0
Hate Crimes	0	0	0

PROGRAMS OF STUDY

Students who enter Georgia Piedmont Tech may select from over 100 programs of study. Depending on program objectives and the number of semesters or courses required, a degree or diploma is awarded upon the successful completion of all required courses in the chosen program of study. Career Programs are designed for students who wish to complete a technical program which will prepare them to enter employment at a level of competence requiring more than a high school education but less than a four-year college or university degree. Students who complete a career program will be eligible for an Associate in Applied Science Degree (A.A.S.) or a diploma. A program of study or course may not be offered because of insufficient enrollment. Students should inquire about particular program offerings before enrolling. In addition to degree and diploma programs, selected courses are offered in some programs. These include evening courses offered through the Adult Education Division and off-campus courses offered through the School of Business Information Systems and School of Industrial Technologies.

CAREER PROGRAMS LEADING TO A.A.S. DEGREES AND DIPLOMAS

Career programs are specifically designed for students who wish to prepare for a career through an intensive program of specialized study and general studies. They are also planned for students who wish to broaden and enrich their general education in preparation for a more enlightened and effective participation in society. Students must complete credits hours of electives and/or technical electives required by State Standards for a specific program of study. While the emphasis in career education is on specialized offerings, each A.A.S. Degree program includes a selection of courses from an approved core of Arts and Science including the areas of English, Mathematics/Natural Sciences, and Social/ Behavioral Sciences (listed below).

Area I – English / Communications

Courses			Credits
ENGL	1101	Composition and Rhetoric	3
ENGL	1102	Literature and Composition	3
SPCH	1101	Public Speaking	3

Area II – Social / Behavioral Sciences

ECON	1101	Principles of Economics	3
ECON	2105	Principles of Macroeconomics	3
ECON	2106	Principles of Microeconomics	3
HIST	1111	World History I	3
HIST	1112	World History II	3
HIST	2111	American History I	3
HIST	2112	American History II	3
POLS	1101	American Government	3
PSYC	1101	Introduction to Psychology	3
SOCI	1101	Introduction to Sociology	3

Area III – Natural Sciences / Mathematics

BIOL	1111	Biology I	3
BIOL	1111L	Biology I Lab	1
BIOL	1112	Biology II	3
BIOL	1112L	Biology II Lab	1
CHEM	1211	Chemistry I	3
CHEM	1211L	Chemistry I Lab	1
CHEM	1212	Chemistry II	3
CHEM	1212L	Chemistry II Lab	1
MATH	1101	Mathematical Modeling	3
MATH	1103	Quantitative Skill and Reasoning	3
MATH	1111	College Algebra	3
MATH	1113	Precalculus	3
MATH	1127	Introduction to Statistics	3
MATH	1131	Calculus I	4
MATH	1132	Calculus II	4

PHYS	1110	Conceptual Physics	3
PHYS	1110L	Conceptual Physics Lab	1
PHYS	1111	Introductory Physics I	3
PHYS	1111L	Introductory Physics I Lab	1
PHYS	1112	Introductory Physics II	3
PHYS	1112L	Introductory Physics II Lab	1

Area IV – Humanities / Fine Arts

ARTS	1101	Art Appreciation	3
ENGL	2130	American Literature	3
ENGL	2310	English Literature from the Beginnings to 1700	3
HUMN	1101	Introduction to Humanities	3
MUSC	1101	Music Appreciation	3
RELG	1101	Introduction to World Religions	3

College Level Mathematics (MATH 11XX)

MATH	1101	Mathematical Modeling	3
MATH	1103	Quantitative Skill and Reasoning	3
MATH	1111	College Algebra	3
MATH	1127	Introduction to Statistics	3

Standard Course Substitutions

ENGL1101 can substitute for ENGL1010.
College Level Mathematics (see above) can substitute for MATH1011, MATH1012, or MATH1013.
PSYC1010 or PSYC1101 can substitute for EMPL1000.
PSYC1101 can substitute for PSYC1010

Degree Courses Not Considered Area Courses

BIOL	2113	Anatomy and Physiology I	3
BIOL	2114	Anatomy and Physiology II	3
ENGL	1105	Technical Communications	3
PSYC	1150	Industrial / Organizational Psychology	3
PSYC	2250	Abnormal Psychology	3

Selecting Electives

Students seeking advice as to which elective course to take as a part of their program of study should consider their specific educational and employment goals. For assistance in making these choices, students are encouraged to see their faculty advisor.

Arts and Sciences

AF53 Interdisciplinary Studies
ASSOCIATE OF APPLIED SCIENCE

Minimum Credit Hours for Graduation   61

Program Description: The Associate of Applied Science (AAS) Degree in Interdisciplinary Studies allows customization of the program of study based on a student's individual academic and professional goals. Interdisciplinary studies is an option for students who wish to combine coursework from various disciplines into a single degree program if his or her specific goals and interests cannot be met through a school's existing majors, minors and electives. Students should work closely with a faculty advisor to strategically select coursework from designated areas of concentration that best suits their career path. Learning opportunities develop academic and professional knowledge and skills required for job acquisition or continued education.

Program Courses	Credits
General Education Core (required minimum: 21 Semester Credit Hours)	
Area I – Language Arts/Communication	
ENGL 1101 Composition and Rhetoric	3
Choose 3 hours from the Area I courses below:	
ENGL 1102 Literature and Composition	3
ENGL 1105 Technical Communications	3
SPCH 1101 Public Speaking	3
Area II – Social/Behavioral Sciences	
Choose 3 hours from the Area I courses below:	
ECON 1101 Principles of Economics	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
POLS 1101 American Government	3
PSYC 1101 Introduction to Psychology	3
SOCI 1101 Introduction to Sociology	3
Area III – Natural Sciences/Mathematics	
MATH 1101 Mathematical Modeling	3

Accounting

AC13 Accounting
ASSOCIATE OF APPLIED SCIENCE

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.

Program Courses		Credits
General Education Core (required minimum: 15 Semester Credit Hours)		
ENGL 1101	Composition and Rhetoric	3
MATH 11XX	College Level Mathematics	3
Area II	Social/Behavioral Sciences Elective	3
Area IV	Humanities/Fine Arts Elective	3
Area I, II, III, or IV Elective		3
Occupational Courses		
ACCT 1100	Financial Accounting I	4
ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3
ACCT 1120	Spreadsheet Applications	4
ACCT 1125	Individual Tax Accounting	3
ACCT 1130	Payroll Accounting	3
ACCT 2000	Managerial Accounting	3
BUSN 1440	Document Production	4
ACCT Electives – 9 credits from the following courses:		
	ACCT 2100, ACCT 2110, ACCT 2120, ACCT 2135, ACCT 2140, ACCT 2145, ACCT 2150, ACCT 2155, ACCT 2160,	
	or in consultation with your Faculty Advisor.	9
General Electives – 9 credits.		
	Please schedule an appointment with your faculty advisor for more information.	9
COMP 1000	Introduction to Computer Literacy	3

AC12 Accounting
Diploma

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.

Program Courses		Credits
Basic Skills Courses		
ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development	2
Select one of the following:		
MATH 1011	Business Math	3
MATH 1012	Foundations of Mathematics	3
Occupational Courses		
ACCT 1100	Financial Accounting I	4
ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3
ACCT 1120	Spreadsheet Applications	4
ACCT 1125	Individual Tax Accounting	3
ACCT 1130	Payroll Accounting	3
BUSN 1440	Document Production	4
ACCT Elective from the following courses:		
	ACCT 2000, ACCT 2100, ACCT 2110, ACCT 2120, ACCT 2135, ACCT 2140, ACCT 2145, ACCT 2150, ACCT 2155, ACCT 2160,	
	or in consultation with your Faculty Advisor.	3
Select one of the following:		
MKTG 1130	Business Regulations and Compliance	3
MKTG 2010	Small Business Management	3
COMP 1000	Introduction to Computer Literacy	3

AAA1 Auditing and Assurances Specialist
Technical Certificate of Credit

Minimum Credit Hours for Graduation   18

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.

Program Courses		Credits
ACCT 1125	Individual Tax Accounting	3
ACCT 1130	Payroll Accounting	3
ACCT 2000	Managerial Accounting	3
ACCT 2120	Business Tax Accounting	3
ACCT 2140	Legal Environment of Business	3
ACCT 2150	Principles of Auditing	3

CAY1 Computerized Accounting Specialist
Technical Certificate of Credit

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.

Program Courses		Credits
ACCT 1100	Financial Accounting I	4
ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3
ACCT 1120	Spreadsheet Applications	4
Technical Elective from the following courses:		
	BAFN1110, BAFN2200, BUSN1420, BUSN 1440, MGMT1125, MKTG1130, MKTG2010, or in consultation with your Faculty Advisor.	3
COMP 1000	Introduction to Computer Literacy	3

OA31 Office Accounting Specialist
Technical Certificate of Credit

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.

Program Courses		Credits
ACCT 1100	Financial Accounting I	4
ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3
COMP 1000	Introduction to Computer Literacy	3

PA61 Payroll Accounting Specialist
Technical Certificate of Credit

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.

Program Courses		Credits
ACCT 1100	Financial Accounting I	4
ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3
ACCT 1130	Payroll Accounting	3
COMP 1000	Introduction to Computer Literacy	3

TPS1 Tax Preparation Specialist
Technical Certificate of Credit

Minimum Credit Hours for Graduation   17

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.

Program Courses		Credits
ACCT 1100	Financial Accounting I	4
ACCT 1105	Financial Accounting II	4
ACCT 1125	Individual Tax Accounting	3
ACCT 2120	Business Tax Accounting	3
COMP 1000	Introduction to Computer Literacy	3

Advanced Manufacturing Center

MEM1 MOWR Electrical Maintenance Technician
Technical Certificate of Credit

Minimum Credit Hours for Graduation   26

Program Description: Industrial system maintenance personnel, technicians, electricians, millwrights, and other related jobs are charged with inspecting, maintaining, troubleshooting, and repairing commercial and industrial mechanical and electrical systems. These systems are found in manufacturing applications, assembly lines, and production facilities. The complex machinery found in each of these situations need technicians to install, service, troubleshoot, maintain, and repair the machinery in order for the companies to maintain a high level of productivity.

Program Courses		**Credits**
General Education Core		
ENGL 1010	Fundamentals of English	3
MATH 1012	Foundations of Mathematics	3
Occupational Courses		
IDFC 1007	Industrial Safety Procedures	2
IDSY 1101	DC Circuit Analysis	3
IDFC 1105	AC Circuit Analysis	3
IDSY 1110	Industrial Motor Controls I	4
IDSY 1120	Basic Industrial PLCs	4
IDSY 1130	Industrial Wiring	4

MMP1 MOWR Manufacturing Production Assistant
Technical Certificate of Credit

Minimum Credit Hours for Graduation   17

Program Description: The MOWR Manufacturing Production Assistant certificate program is designed to acquaint students with production manufacturing processes, including the principles of precision, predictive, and preventive maintenance. The sequence of courses introduces systems and procedures associated with quality and productivity in the manufacturing environment, including lean manufacturing, statistical control, and process capability.

Program Courses		**Credits**
General Education Core		
ENGL 1010	Fundamentals of English	3
MATH 1012	Foundations of Mathematics	3
Occupational courses		
AUMF 1560	Manufacturing Production	1
IDSY 1240	Maintenance for Reliability	4
MEGT 1010	Manufacturing Processes	3
MEGT 2100	Manufacturing Quality Control	3

Air Conditioning Technology

ACT3 Air Conditioning Technology
ASSOCIATE OF APPLIED SCIENCE

Minimum Credit Hours for Graduation   66

Program Description: The Air Conditioning Technology 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 skill required for job acquisition, retention, and advancement. The program emphasizes a combination of theory and practical application necessary for successful employment.

Program Courses			Credits
General Education Core (required minimum: 15 Semester Credit Hours)			
ENGL	1101	Composition and Rhetoric	3
MATH	11XX	College Level Mathematics	3
Area	II	Social/Behavioral Sciences Elective	3
Area	IV	Humanities/Fine Arts Elective	3
Area	I, II, III, or IV Elective		3
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
AIRC	2040	Residential Systems Designs	4
AIRC	2070	Commercial Refrigeration Design	4
COMP	1000	Introduction to Computer Literacy	3

ACT2 Air Conditioning Technology
Diploma

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.

Program Courses		Credits
Basic Skills courses		
ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development	2
MATH 1012	Foundations of Mathematics	3
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 Computer Literacy	3

ACK1 Air Conditioning Electrical Technician
Technical Certificate of Credit

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.

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

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.

Program Courses		Credits
AIRC 1005	Refrigeration Fundamentals	4
AIRC 1010	Refrigeration Principles and Practices	4
AIRC 1020	Refrigeration Systems Components	4

Automotive Technology

AT23 Automotive Technology
ASSOCIATE OF APPLIED SCIENCE

Minimum Credit Hours for Graduation   65

Program Description: The Automotive Technology Associates Degree program is a sequence of courses designed to prepare students for careers in the automotive service and repair profession. Learning opportunities enable students to develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of automotive mechanics theory and practical application necessary for successful employment. Program graduates receive an Auto Technology Associates degree that qualifies them as entry-level technicians.

Program Courses	Credits
General Education Core (required minimum: 15 Semester Credit Hours)	
ENGL 1101 Composition and Rhetoric	3
MATH 11XX College Level Mathematics	3
Area II Social/Behavioral Sciences Elective	3
Area IV Humanities/Fine Arts Elective	3
Area I, II, III, or IV Elective	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
AUTT 2010 Automotive Engine Repair	6
AUTT 2020 Automotive Manual Drive Train and Axles	4
AUTT 2030 Automotive Automatic Transmissions and Transaxles	5
Select one of the following courses:.	3
AUTT 1070 Automotive Internship	4
AUTT 2100 Alternate Fuels	3
WELD 1000 Introduction to Welding	3
COMP 1000 Introduction to Computer Literacy	3

AT14 Automotive Technology
Diploma

Minimum Credit Hours for Graduation   58

Program Description: The Automotive Technology Diploma program is a sequence of courses designed to prepare students for careers in the automotive service and repair profession. Learning opportunities enable students to develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of automotive mechanics theory and practical application necessary for successful employment. Program graduates receive an Auto Technology diploma that qualifies them as well rounded entry-level technicians.

Program Courses		Credits
Basic Skills courses		
ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development	2
MATH 1012	Foundations of Mathematics	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
AUTT 2010	Automotive Engine Repair	6
AUTT 2020	Automotive Manual Drive Train and Axles	4
AUTT 2030	Automotive Automatic Transmissions and Transaxles	5
Select one of the following courses:.		3
AUTT 1070	Automotive Internship	4
AUTT 2100	Alternate Fuels	3
WELD 1000	Introduction to Welding	3
COMP 1000	Introduction to Computer Literacy	3

AF12 Automotive Fundamentals
Diploma

Minimum Credit Hours for Graduation   40

Program Description: The Automotive Fundamentals Diploma program is a sequence of courses designed to prepare students for careers in the automotive service and repair profession. Learning opportunities enable students to develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of automotive mechanics theory and practical application necessary for successful employment. Program graduates receive an Auto Fundamentals diploma that qualifies them as entry-level technicians.

Program Courses		Credits
Basic Skills courses		
ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development	2
MATH 1012	Foundations of Mathematics	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 Computer Literacy	3

MLV2 Mobility/Light Vehicle Technician
Diploma

Minimum Credit Hours for Graduation   50

Program Description: The Mobility Light Vehicle Technician Diploma program is a sequence of courses designed to prepare students for careers in the mobility bus / light vehicle 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 bus mechanical theory and practical application necessary for successful employment. Program graduates receive a Mobility Light Vehicle diploma that qualifies them as entry-level technicians.

Program Courses		Credits
Basic Skills courses		
ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development	2
MATH 1012	Foundations of Mathematics	3
Occupational courses		
AUTT 1020	Automotive Electrical Systems	7
AUTT 1030	Automotive Brake Systems	4
AUTT 1050	Automotive Suspension and Steering Systems	4
AUTT 1060	Automotive Climate Control Systems	5
AUTT 2020	Automotive Manual Drive Train and Axles	4
AUTT 2030	Automotive Automatic Transmissions and Transaxles	5
DIET 1030	Diesel Engines	6
TRST 1000	Transit Industry Fundamentals	1
TRST 1030	Mobility Van Body Systems	3
COMP 1000	Introduction to Computer Literacy	3

AA71 Automotive Transmission/Transaxle Tech Specialist
Technical Certificate of Credit

Minimum Credit Hours for Graduation   18

Program Description: The Automotive Transmission/Transaxle Tech Specialist certificate program provides students with the skills to enter the automotive industry as an entry level transmission, transaxle, and drive line technician. Topics covered include: shop safety, basic electrical/electronic theory and diagnosis, manual transmission/transaxle operation and diagnosis, automatic transmission/transaxle operation and diagnosis, axles operation and diagnosis, differentials operation and diagnosis, and 4WD/AWD systems operation and diagnosis.

Program Courses		Credits
AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems	7
AUTT 2020	Automotive Manual Drive Train and Axles	4
AUTT 2030	Automotive Automatic Transmissions and Transaxles	5

AE41 Auto Electrical/Electronic Systems Technician
Technical Certificate of Credit

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.

Program Courses		Credits
AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems	7

AE51 Automotive Engine Performance Technician
Technical Certificate of Credit

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.

Program Courses		Credits
AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems	7
AUTT 1040	Automotive Engine Performance	7

AE61 Automotive Engine Repair Technician
Technical Certificate of Credit

Minimum Credit Hours for Graduation   15

Program Description: The Automotive Engine Repair Technician certificate program provides the student with entry level automotive engine repair skills. Topics include: basic shop safety, basic electrical/electronic diagnosis, principles of engine operation, basic engine diagnosis, and basic engine repair procedures.

Program Courses		Credits
AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems	7
AUTT 2010	Automotive Engine Repair	6

AH21 Automotive Climate Control Technician
Technical Certificate of Credit

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.

Program Courses		Credits
AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems	7
AUTT 1060	Automotive Climate Control Systems	5

ASG1 Automotive Chassis Technician Specialist
Technical Certificate of Credit

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.

Program Courses		Credits
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

ALR1 Auto Maintenance and Light Repair Tech
Technical Certificate of Credit

Minimum Credit Hours for Graduation   20

Program Description: The Auto Maintenance and Light Repair TCC prepares students for entry level maintenance and repair positions in auto service shops. Students will learn the basic repair and maintenance operations in all eight ASE areas of passenger vehicles and light trucks. Graduates of this TCC will be able to pursue master level auto knowledge in the auto technology diploma or degree programs.

Program Courses		**Credits**
AUTT 1010	Automotive Technology Introduction	2
AUTT 1011	Basic Auto Maintenance and Light Repair I	6
AUTT 1012	Auto Maintenance and Light Repair II	6
AUTT 1013	Auto Maintenance and Light Repair III	6

Banking and Finance

BAF3 Banking and Finance
ASSOCIATE OF APPLIED SCIENCE

Minimum Credit Hours for Graduation   64

Program Description: The Banking and Finance Program prepares students for employment in a variety of positions in today's banking, insurance, mortgage, and financial services industries. The program provides learning opportunities that assist and reinforce industry needs. The program emphasizes a combination of advanced Banking and Finance theory and the practical application necessary for successful employment. The program is designed for new, current, or returning students for skill and knowledge enhancement.

Program Courses		Credits
General Education Core (required minimum: 15 Semester Credit Hours)		
ENGL 1101	Composition and Rhetoric	3
MATH 11XX	College Level Mathematics	3
Select one of the following:		
ECON 1101	Principles of Economics	3
ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
Area IV	Humanities/Fine Arts Elective	3
Area I, II, III, or IV Elective		3
Occupational courses		
ACCT 1100	Financial Accounting I	4
ACCT 1105	Financial Accounting II	4
ACCT 1120	Spreadsheet Applications	4
BAFN 1100	Introduction to Banking and Finance	3
BAFN 1105	Bank Business and Information Systems	3
BAFN 1110	Money and Banking	3
BAFN 1115	Personal Financial Planning	3
BAFN 2200	Finance	3
BAFN 2205	Real Estate Finance	3
BAFN 2210	Contemporary Bank Management	3
BAFN 2215	Investments	3
BUSN 1440	Document Production	4
MKTG 1130	Business Regulations and Compliance	3
Technical Elective from the following courses:		
	BAFN 1300, MGMT 1100, MKTG 1100, MKTG 1160, MKTG 2010, or in consultation with your Faculty Advisor	3
COMP 1000	Introduction to Computer Literacy	3

BAF2 Banking and Finance
Diploma

Minimum Credit Hours for Graduation   51

Program Description: The Banking and Finance Program prepares students for employment in a variety of positions in today's banking, insurance, mortgage, and financial services industries. The program provides learning opportunities that assist and reinforce industry needs. The program emphasizes a combination of advanced Banking and Finance theory and the practical application necessary for successful employment. The program is designed for new, current, or returning students for skill and knowledge enhancement.

Program Courses		Credits
Basic Skills courses		
ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development	2
MATH 1011	Business Math	3
Occupational courses		
ACCT 1100	Financial Accounting I	4
ACCT 1105	Financial Accounting II	4
ACCT 1120	Spreadsheet Applications	4
BAFN 1100	Introduction to Banking and Finance	3
BAFN 1105	Bank Business and Information Systems	3
BAFN 1110	Money and Banking	3
BAFN 1115	Personal Financial Planning	3
BAFN 2200	Finance	3
BUSN 1440	Document Production	4
MKTG 1130	Business Regulations and Compliance	3
MKTG 1160	Professional Selling	3
Technical Elective from the following courses:		
	BAFN 1300, BAFN 2210, BAFN 2215 , MGMT 1100, MKTG 1100,	
	or in consultation with your Faculty Advisor	3
COMP 1000	Introduction to Computer Literacy	3

BA11 Banking and Finance Fundamentals
Technical Certificate of Credit

Minimum Credit Hours for Graduation   20

Program Description: The Banking and Finance Program prepares students for employment in a variety of positions in today's banking, insurance, mortgage, and financial services industries. The program provides learning opportunities that assist and reinforce industry needs. The program emphasizes a combination of advanced Banking and Finance theory and the practical application necessary for successful employment. The program is designed for new, current, or returning students for skill and knowledge enhancement.

Program Courses		Credits
MATH 1011	Business Math	3
ACCT 1100	Financial Accounting I	4
ACCT 1120	Spreadsheet Applications	4
BAFN 1100	Introduction to Banking and Finance	3
Technical Elective from the following courses:		
	BAFN 1110, BAFN 1115, BAFN 2200, BAFN 2205, MGMT 1100, MKTG 1100, MKTG 1160	3
COMP 1000	Introduction to Computer Literacy	3

Minimum Credit Hours for Graduation   16

Program Description: This technical certification prepares students for a financial services position in a financial institution. It emphasizes financial investment types, insurance, stock and bond markets, financial services, bank loan demand, accounting, and financial calculator problem solving. The certificate is designed to further the expertise of professionals, the programs allow students to broaden their knowledge without having to make an extensive time commitment.

Program Courses		Credits
MATH 1100	Quantitative Skills and Reasoning	3
ACCT 1100	Financial Accounting I	4
BAFN 1105	Bank Business and Information Systems	3
BAFN 1115	Personal Financial Planning	3
BAFN 2200	Finance	3

Barbering

BA12 Barbering
Diploma

Minimum Credit Hours for Graduation   56

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.

Program Courses		Credits
Basic Skills courses		
ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development	2
MATH 1012	Foundations of Mathematics	3
Occupational courses		
BARB 1000	Introduction to Barber/Styling Implements	3
BARB 1010	Science: Sterilization, Sanitation, and Bacteriology	3
BARB 1022	Haircutting and Shampooing I	3
BARB 1024	Haircutting and Shampooing II	3
BARB 1030	Haircutting/Basic Styling	3
BARB 1040	Shaving	3
BARB 1050	Science: Anatomy and Physiology	3
BARB 1060	Introduction to Color Theory/Color Application	3
BARB 1072	Introduction Chemical Restructuring of Hair	3
BARB 1074	Advanced Chemical Restructuring of Hair	3
BARB 1082	Advanced Haircutting and Styling I	3
BARB 1084	Advanced Haircutting and Styling II	3
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 Computer Literacy	3

Building Automation Systems Technology

BAS3 Building Automation Systems Technology
ASSOCIATE OF APPLIED SCIENCE

Minimum Credit Hours for Graduation   63

Program Description: As a Building Automation Systems Technician the student will be prepared for a career in the Building Automation (also Energy Management and Controls) Industry. This industry encompasses a broad range of current technologies and disciplines to maintain comfort, control, and energy savings in residential and commercial HVAC systems and facilities. The student will be prepared to install, service, and sell controls equipment including but not limited to access controls, fire alarm systems, lighting controls, security systems, and HVAC controls. All commercial buildings now have some form of automation system and current technologies are integrating many of these systems into one. Graduates of this program will have the tools necessary to gain entry into this high paying and rewarding field.

Program Courses		Credits
General Education Core (required minimum: 15 Semester Credit Hours)		
ENGL 1101	Composition and Rhetoric	3
MATH 1111	College Algebra	3
Area II	Social/Behavioral Sciences Elective	3
Area IV	Humanities/Fine Arts Elective	3
Area I, II, III, or IV Elective		3
Occupational courses		
AIRC 1005	Refrigeration Fundamentals	4
AIRC 1010	Refrigeration Principles and Practices	4
AIRC 1020	Refrigeration Systems Components	4
BUAS 1010	BAS Fundamentals	2
BUAS 1020	BAS Electrical Concepts I	3
BUAS 1030	BAS Electrical Concepts II	3
BUAS 1040	BAS Devices	3
BUAS 1050	BAS Network Architecture	3
BUAS 1060	BAS Advanced Electrical Concepts	3
BUAS 2010	BAS Commercial HVAC/R & Controls	3
BUAS 2020	BAS Logic & Programming	4
BUAS 2030	BAS Design & Installation	4
BUAS 2040	BAS Integration	5
BUAS 2050	BAS Internship	3

BAS4 Building Automation Systems Technology
Diploma

Minimum Credit Hours for Graduation   51

Program Description: As a Building Automation Systems Technician the student will be prepared for a career in the Building Automation (also Energy Management and Controls) Industry. This industry encompasses a broad range of current technologies and disciplines to maintain comfort, control, and energy savings in residential and commercial HVAC systems. The student will be prepared to install, service, and sell controls equipment including but not limited to access controls, fire alarm systems, lighting controls, and HVAC control systems. All commercial buildings now have some form of automation system and current technologies are integrating many of these systems into one. Graduates of this program will have the tools necessary to gain entry into this high paying and rewarding field.

Program Courses		Credits
Basic Skills courses		
ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development	2
MATH 1013	Algebraic Concepts	3
Occupational courses		
AIRC 1005	Refrigeration Fundamentals	4
AIRC 1010	Refrigeration Principles and Practices	4
AIRC 1020	Refrigeration Systems Components	4
BUAS 1010	BAS Fundamentals	2
BUAS 1020	BAS Electrical Concepts I	3
BUAS 1030	BAS Electrical Concepts II	3
BUAS 1040	BAS Devices	3
BUAS 1050	BAS Network Architecture	3
BUAS 1060	BAS Advanced Electrical Concepts	3
BUAS 2010	BAS Commercial HVAC/R & Controls	3
BUAS 2020	BAS Logic & Programming	4
BUAS 2030	BAS Design & Installation	4
Technical Elective from the following courses:		
	AIRC 1030, AIRC 1050, BUAS 2040, BUAS 2050	3

ST31 Sustainable Technologies Core
Technical Certificate of Credit

Minimum Credit Hours for Graduation   23

Program Description: The Sustainable Technologies (ST) TCC will prepare the student for an entry-level position in a building technologies-focused organization. Building owners and building contracting firms must consider the environmental impacts of their activities and the alternative options which are now available to them. The field of building technologies has grown tremendously in the past 10 years with the advent of advanced building control systems, smart grid technologies, alternative energy like wind and solar power, investment-grade energy audits, and the new Leadership in Energy and Environmental Design (LEED) standards. A student of this program will learn the skills necessary to gain entry-level employment in a building-technologies or building management company.

Program Courses		Credits
ENGL 1101	Composition and Rhetoric	3
SPCH 1101	Public Speaking	3
GRBT 1010	Sustainable Concepts	4
GRBT 1020	Sustainable Energy	4
GRBT 1030	Sustainable Buildings	3
GRBT 2000	Sustainable Communications	3
Technical Elective from the following courses:		
	AIRC 1005, AIRC 1010, AIRC 1020, AIRC 1030, AIRC 1050, BUAS 1010, BUAS 1020	3

Business Administration

BA13 Business Administration
ASSOCIATE OF APPLIED SCIENCE

Minimum Credit Hours for Graduation   63

Program Description: The Business Administration Associate of Applied Science degree is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in today's business and office environment. This program will provide graduates with skills for employment in both private and public agencies.

Program Courses			Credits
General Education Core (required minimum: 15 Semester Credit Hours)			
ENGL 1101	Composition and Rhetoric		3
MATH 1111	College Algebra		3
Area II	Social/Behavioral Sciences Elective		3
Area IV	Humanities/Fine Arts Elective		3
Area I, II, III, or IV Elective			3
Occupational courses			
ACCT 1100	Financial Accounting I		4
ACCT 1105	Financial Accounting II		4
Select one of the following:			
ACCT 1120	Spreadsheet Applications		4
BUSN 1410	Spreadsheet Concepts and Applications		4
BAFN 1110	Money and Banking		3
BAFN 1115	Personal Financial Planning		3
BUSN 1400	Word Processing Applications		4
BUSN 1420	Database Applications		4
BUSN 1440	Document Production		4
MGMT 1100	Principles of Management		3
MKTG 1130	Business Regulations and Compliance		3
MGMT 1125	Business Ethics		3
MGMT 2115	Human Resource Management		3
MKTG 1100	Principles of Marketing		3
COMP 1000	Introduction to Computer Literacy		3

Business and Office Technology

BA23 Business Technology
ASSOCIATE OF APPLIED SCIENCE

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, 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 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.

Program Courses		**Credits**
General Education Core (required minimum: 15 Semester Credit Hours)		
ENGL 1101	Composition and Rhetoric	3
MATH 11XX	College Level Mathematics	3
Area II	Social/Behavioral Sciences Elective	3
Area IV	Humanities/Fine Arts Elective	3
Area I, II, III, or IV Elective		3
Occupational courses		
ACCT 1100	Financial Accounting I	4
BUSN 1190	Digital Technologies in Business	2
BUSN 1240	Office Procedures	3
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
BUSN 1440	Document Production	4
BUSN 2160	Electronic Mail Applications	2
BUSN 2190	Business Document Proofreading and Editing	3
BUSN 2210	Applied Office Procedures	3
MGMT 1100	Principles of Management	3
BUSN Electives – 6 credits from the following courses:		
	BUSN 1100, BUSN 1180, BUSN 1230, BUSN 1250, BUSN 1310, BUSN 1320, BUSN 1330, BUSN 1340, BUSN 2170, BUSN 2220, BUSN 2230, BUSN 2240, BUSN 2250, or in consultation with your Faculty Advisor	6
COMP 1000	Introduction to Computer Literacy	3

BA22 Business Technology
Diploma

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, and presentation 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.

Program Courses		Credits
Basic Skills courses		
ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development	2
Select one of the following:		
MATH 1011	Business Math	3
MATH 1012	Foundations of Mathematics	3
Occupational courses		
ACCT 1100	Financial Accounting I	4
BUSN 1400	Word Processing Applications	4
BUSN 1440	Document Production	4
BUSN 2190	Business Document Proofreading and Editing	3
COMP 1000	Introduction to Computer Literacy	3

Select one of the following specializations:

Business Administrative Assistant

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

BUSN Electives – Select two of the following:
BUSN 1100, BUSN 1180, BUSN 1230, BUSN 1250, BUSN 1310, BUSN 1320, BUSN 1330, BUSN 1340, BUSN 2170, BUSN 2220, BUSN 2230, BUSN 2240,BUSN 2250, or in consultation with your Faculty Advisor   6

Medical Administrative Assistant

ALHS 1011	Structure and Function of the Human Body	5
ALHS 1090	Medical Terminology for Allied Health Sciences	2
BUSN 2340	Healthcare Administrative Procedures	4
BUSN 2370	Healthcare Coding	3
MAST 1120	Human Diseases	3

BUSN Electives – Select three of the following:
BUSN 1100, BUSN 1180, BUSN 1230, BUSN 1250, BUSN 1310, BUSN 1320, BUSN 1330, BUSN 1340, BUSN 2170, BUSN 2220, BUSN 2230, BUSN 2240, BUSN 2250, or in consultation with your Faculty Advisor   9

LA11 Legal Administrative Assistant
Technical Certificate of Credit

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. Students who complete the certificate should acquire the skills and knowledge to successfully sit for the Professional Legal Secretary certification exam.

Program Courses		Credits
ENGL 1010	Fundamentals of English I	3
ACCT 1100	Financial Accounting I	4
BUSN 1230	Legal Terminology	3
BUSN 1240	Office Procedures	3
BUSN 1400	Word Processing Applications	4
BUSN 1440	Document Production	4
BUSN 2220	Legal Administrative Procedures	3
BUSN Electives – Select two of the following:		
	BUSN 1100, BUSN 1180, BUSN 1230, BUSN 1250, BUSN 1310, BUSN 1320, BUSN 1330, BUSN 1340, BUSN 2170, BUSN 2220, BUSN 2230, BUSN 2240, BUSN 2250, or in consultation with your Faculty Advisor	6
COMP 1000	Introduction to Computer Literacy	3

MB21 Medical Billing Clerk
Technical Certificate of Credit

Minimum Credit Hours for Graduation   20
Program Description: The Medical Billing Clerk program provides instruction in medical insurance and medical billing for reimbursement purposes.

Program Courses		Credits
ALHS 1011	Structure and Function of the Human Body	5
ALHS 1090	Medical Terminology for Allied Health Sciences	2
BUSN 1440	Document Production	4
BUSN 2370	Healthcare Coding	3
BUSN Electives – Select two of the following:		
	BUSN 1100, BUSN 1180, BUSN 1230, BUSN 1250, BUSN 1310, BUSN 1320, BUSN 1330, BUSN 1340, BUSN 2170, BUSN 2220, BUSN 2230, BUSN 2240, BUSN 2250, or in consultation with your Faculty Advisor	5
COMP 1000	Introduction to Computer Literacy	3

MF21 Medical Front Office Assistant
Technical Certificate of Credit

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

Program Courses		Credits
ENGL 1010	Fundamentals of English I	3
ALHS 1090	Medical Terminology for Allied Health Sciences	2
BUSN 1440	Document Production	4
BUSN 2340	Healthcare Administrative Procedures	4
BUSN Electives – Select two of the following:		
	BUSN 1100, BUSN 1180, BUSN 1230, BUSN 1250, BUSN 1310, BUSN 1320, BUSN 1330,		

BUSN 1340, BUSN 2170, BUSN 2220, BUSN 2230, BUSN 2240, BUSN 2250, or in consultation
with your Faculty Advisor   6
COMP 1000   Introduction to Computer Literacy   3

MF41 Microsoft Office Application Professional
Technical Certificate of Credit

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.

Program Courses		Credits
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
BUSN Elective – any other BUSN Course		3
COMP 1000	Introduction to Computer Literacy	3

Business Management

MD13 Business Management
ASSOCIATE OF APPLIED SCIENCE

Minimum Credit Hours for Graduation   64

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

Program Courses			Credits
General Education Core (required minimum: 15 Semester Credit Hours)			
ENGL 1101	Composition and Rhetoric		3
MATH 11XX	College Level Mathematics		3
Area II	Social/Behavioral Sciences Elective		3
Area IV	Humanities/Fine Arts Elective		3
Area I, II, III, or IV Elective			3
Occupational courses			
ACCT 1100	Financial Accounting I		4
MGMT 1100	Principles of Management		3
MGMT 1105	Organizational Behavior		3
Select one of the following:			
MGMT 1110	Employment Law		3
MKTG 1130	Business Regulations and Compliance		3
MGMT 1115	Leadership		3
MGMT 1120	Introduction to Business		3
MGMT 1125	Business Ethics		3
MGMT 2115	Human Resource Management		3
MGMT 2125	Performance Management		3
MGMT 2215	Team Project		3
COMP 1000	Introduction to Computer Literacy		3
Technical Elective from course selected in consultation with your Faculty Advisor			3

Select one of the following specializations:

Hospitality Operations

HRTM 1100	Introduction to Hotel, restaurant, and Tourism Management		3
HRTM 1160	Food and Beverage Management		3
HRTM 1201	Hospitality Marketing		3
Technical Electives from courses selected in consultation with your Faculty Advisor			6

Human Resources Management

MGMT 2120	Labor Management Relations		3
MGMT 2130	Employee Training and Development		3
Select one of the following:			
MGMT 2205	Service Sector Management		3
MGMT 2210	Project Management		3
Technical Elective from course selected in consultation with your Faculty Advisor			3

Property Management

AIPM 1101	Apartment Industry Foundations		3
AIPM 1115	Apartment Industry Internship		3
MGMT 2120	Labor Management Relations		3
MKTG 1130	Business Regulations and Compliance		3

Service Sector Management

MGMT 2130	Employee Training and Development	3
MGMT 2140	Retail Management	3
MGMT 2205	Service Sector Management	3
Technical Elective – course selected in consultation with your Faculty Advisor		3

MD12 Business Management
Diploma

Minimum Credit Hours for Graduation   48

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

Program Courses		**Credits**
Basic Skills courses		
ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development	2
Select one of the following:		
MATH 1011	Business Math	3
MATH 1012	Foundations of Mathematics	3
Occupational courses		
ACCT 1100	Financial Accounting I	4
MGMT 1100	Principles of Management	3
MGMT 1105	Organizational Behavior	3
MGMT 1115	Leadership	3
MGMT 1120	Introduction to Business	3
MGMT 1125	Business Ethics	3
MGMT 2115	Human Resource Management	3
MGMT 2125	Performance Management	3
MGMT 2215	Team Project	3
COMP 1000	Introduction to Computer Literacy	3
Technical Electives from courses selected in consultation with your Faculty Advisor		6
Select one of the following:		
MGMT 1110	Employment Law	3
MKTG 1130	Business Regulations and Compliance	3

TSM2 Transit Systems Manager
Diploma

Minimum Credit Hours for Graduation   39

Program Description: The Transit Systems Manager diploma program will prepare graduates for entry into a management or supervisory position in the transit industry. The program provides a solid foundation of management training including focus on labor relations, safety, conflict resolution, interpersonal relationships, communication skills, risk management, computer skills, employee training, and performance management.

Program Courses		Credits
Basic Skills courses		
ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development	2
MATH 1012	Foundations of Mathematics	3
Occupational courses		
MGMT 1100	Principles of Management	3
MGMT 1105	Organizational Behavior	3
MGMT 1110	Employment Law	3
MGMT 1115	Leadership	3
MGMT 2115	Human Resource Management	3
MGMT 2120	Labor Management Relations	3
MGMT 2125	Performance Management	3
MGMT 2130	Employee Training and Development	3
MGMT 2135	Management Communication Techniques	3
TRST 1000	Transit Industry Fundamentals	1
COMP 1000	Introduction to Computer Literacy	3

AI21 Apartment Industry Management
Technical Certificate of Credit

Minimum Credit Hours for Graduation   15

Program Description: This program consists of leadership practices with on-the-job training to teach practical skills. The program allows for the application of theoretical knowledge, information, and skills through management course electives. The internship course will provide training at apartment job sites.

Program Courses		Credits
AIPM 1101	Apartment Industry Foundations	3
AIPM 1115	Apartment Industry Internship	3
MGMT 1100	Principles of Management	3
MGMT 2120	Labor Management Relations	3
MKTG 1130	Business Regulations and Compliance	3

MAL1 Management and Leadership Specialist
Technical Certificate of Credit

Minimum Credit Hours for Graduation   18

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

Program Courses		Credits
MGMT 1100	Principles of Management	3
MGMT 1115	Leadership	3
MGMT 2125	Performance Management	3
MGMT 2130	Employee Training and Development	3
Select one of the following:		
MGMT 1110	Employment Law	3
MGMT 2120	Labor Management Relations	3
MKTG 1130	Business Regulations and Compliance	3
COMP 1000	Introduction to Computer Literacy	3

SS31 Supervisor/Management Specialist
Technical Certificate of Credit

Minimum Credit Hours for Graduation   12

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

Program Courses		Credits
MGMT 1100	Principles of Management	3
MGMT 1115	Leadership	3
MGMT 2115	Human Resource Management	3
Select one of the following:		
MGMT 1110	Employment Law	3
MGMT 2120	Labor Management Relations	3
MKTG 1130	Business Regulations and Compliance	3

SSM1 Service Sector Management Specialist
Technical Certificate of Credit

Minimum Credit Hours for Graduation   18

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

Program Courses		Credits
MGMT 1100	Principles of Management	3
MGMT 2125	Performance Management	3
MGMT 2130	Employee Training and Development	3
MGMT 2205	Service Sector Management	3
Select one of the following:		
MGMT 2140	Retail Management	3
MGMT 2210	Project Management	3
COMP 1000	Introduction to Computer Literacy	3

Minimum Credit Hours for Graduation   13

Program Description: The Transit Supervisory Certification TCC will focus on supervision in the transit service sector with special emphasis on supervisory and management skills, and the understanding of organizational principles and procedures. Topics covered will include labor relations, conflict resolution, interpersonal relationship skills and communication skills.

Program Courses		**Credits**
MGMT 1100	Principles of Management	3
MGMT 1110	Employment Law	3
MGMT 2115	Human Resource Management	3
MGMT 2120	Labor Management Relations	3
TRST 1000	Transit Industry Fundamentals	1

Clinical Laboratory Technology

CLT3 Clinical Laboratory Technology
ASSOCIATE OF APPLIED SCIENCE

Minimum Credit Hours for Graduation   73

Program Description: Clinical Laboratory Technology is a 6 semester associate of applied science degree program. Students learn to perform clinical laboratory procedures under the supervision of a qualified pathologist and/or clinical laboratory scientist. Classroom training is integrated with clinical experiences under the medical direction of cooperating hospitals. Graduation from this program allows students to take a national certification examination which is necessary for clinical employment.

Program Courses	Credits
General Education Core (required minimum: 16 Semester Credit Hours)	
ENGL 1101 Composition and Rhetoric	3
Select one of the following:	
MATH 1101 Mathematical Modeling	3
MATH 1103 Quantitative Analysis	3
MATH 1111 College Algebra	3
HUMN 1101 Introductory to Humanities	3
PSYC 1101 Introductory Psychology	3
CHEM 1211 Chemistry I	3
CHEM 1211L Chemistry Lab I	1
Area I, II, III, or IV 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	
CLBT 1010 Introduction to Clinical Laboratory Technology	2
CLBT 1030 Urinalysis/Body Fluids	2
CLBT 1040 Hematology/Coagulation	5
CLBT 1050 Serology/Immunology	3
CLBT 1060 Immunohematology	4
CLBT 1070 Clinical Chemistry	4
CLBT 1080 Microbiology	5
CLBT 2090 Clinical Urinalysis, Serology and Preanalytic Specimen Process Practicum	3
CLBT 2100 Clinical Immunohematology Practicum	4
CLBT 2110 Clinical Hematology/Coagulation Practicum	4
CLBT 2120 Clinical Microbiology Practicum	4
CLBT 2130 Clinical Chemistry Practicum	4
CLBT 2200 CLT Certification Review	2

The Clinical Laboratory Technology program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL 60018, (773) 714-8880, www.naacles.org.
:

Clinical Laboratory Technology practicum hospital/clinical sites

Atlanta VA Medical Center
1670 Claremont Road
Decatur, GA 30033

DeKalb Medical Center
2701 North Decatur Road
Decatur, GA 30033

Children's Healthcare of Atlanta
1600 Tullie Circle
Atlanta, GA 30342

Emory University Hospital Midtown
550 Peachtree St, Davis-Fischer Building
Atlanta, GA 30308

Emory St. Joseph's Hospital
5665 Peachtree Dunwoody Rd
Atlanta, Ga 30342

Emory Johns Creek Hospital
6325 West Johns Creek Crossing
Duluth, GA 30097

Grady Health Systems
80 Butler Street
Atlanta, GA 30335

Georgia Cancer Specialists
1872 Montreal Road
Tucker, GA 30084

Henry Medical Center
1133 Eagle's Landing Parkway
Stockbridge, GA 30281

Kaiser Permanente
3495 Piedmont Rd
Atlanta, GA, 30305

Northside Hospital
1000 Johnson Ferry Road NE
Atlanta, GA 30342

Piedmont Hospital
1968 Piedmont Road
Atlanta, GA 30306

Piedmont Newton Medical Center
5126 Hospital Drive NE
Covington, GA 30014

Piedmont Henry Medical Center
1133 Eagle's Landing Parkway
Stockbridge, GA 30281

Quest Diagnostics
1777 Montreal Circle
Tucker, GA 30084

Rockdale Hospital
1412 Milstead Avenue, NE
Conyers, GA 30012

Southern Regional Hospital
11 Upper Riverdale Road, SW
Riverdale, GA 30274

PT21 Phlebotomy Technician
Technical Certificate of Credit

Minimum Credit Hours for Graduation   24
Program Description: The Phlebotomy Technician program educates students to collect blood and process blood and body fluids. Phlebotomy technicians typically work in concert with clinical laboratory personnel and other healthcare providers in hospitals or other healthcare facilities. Topics covered include human anatomy, anatomical terminology, venipuncture, and clinical practice.

Program Courses		**Credits**
ENGL 1010	Fundamentals of English I	3
ALHS 1011	Structure and Function of the Human Body	5
ALHS 1040	Introduction to Health Care	3
ALHS 1090	Medical Terminology for Allied Health Sciences	2
PHLT 1030	Introduction to Venipuncture	3
PHLT 1050	Clinical Practice	5
COMP 1000	Introduction to Computer Literacy	3

Commercial Refrigeration

CR13 Commercial Refrigeration
ASSOCIATE OF APPLIED SCIENCE

Minimum Credit Hours for Graduation   73

Program Description: As a Commercial Refrigeration Technician the student will be prepared for a career in the commercial refrigeration industry. This industry is differentiated from the air conditioning industry by both the temperatures maintained, 45 degrees F and lower, and equipment serviced. The commercial refrigeration field encompasses such prevalent equipment as refrigerators, freezers, soft drink machines, water coolers, ice machines, cryo-freezers as found in hospitals and research laboratories, and a range of others. The student will be prepared to install, service, and sell commercial refrigeration equipment. This award will allow graduate to work in sales as well as be trained as an application's Engineer.

Program Courses		Credits
General Education Core (required minimum: 15 Semester hours)		
ENGL 1101	Composition and Rhetoric	3
SPCH 1101	Public Speaking	3
MATH 1111	College Algebra	3
Select one of the following:		
MATH 1113	Precalculus	3
PHYS 1111	Introductory Physics I **AND**	3
PHYS 1111L	Introductory Physics Lab I	1
Area II	Social/Behavioral Sciences	3
Area IV	Humanities/Fine Arts Elective	3
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 2004	Thermodynamics of Refrigeration	2
AIRC 2030	Light Commercial Air Conditioning Internship/Practicum	8
AIRC 2070	Commercial Refrigeration Design	4
AIRC 2080	Commercial Refrigeration Application	4
AIRC 2090	Troubleshooting and Servicing Commercial Refrigeration	4
ELCR 1010	Direct Current Circuits	6
Technical Elective		3

Minimum Credit Hours for Graduation   55

Program Description: As a Commercial Refrigeration Technician the student will be prepared for a career in the commercial refrigeration industry. This industry is differentiated from the air conditioning industry by both the temperatures maintained, 45 degrees F and lower, and equipment serviced. The commercial refrigeration field encompasses such prevalent equipment as refrigerators, freezers, soft drink machines, water coolers, ice machines, cryo-freezers as found in hospitals and research laboratories, and a range of others. The student will be prepared to install, service, and sell refrigeration equipment.

Program Courses	Credits
Basic Skills courses	
ENGL 1010 Fundamentals of English I	3
EMPL 1000 Interpersonal Relations and Professional Development	2
MATH 1012 Foundations of Mathematics	3
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 2004 Thermodynamics of Refrigeration	2
AIRC 2070 Commercial Refrigeration Design	4
AIRC 2080 Commercial Refrigeration Application	4
AIRC 2090 Troubleshooting and Servicing Commercial Refrigeration	4
ELCR 1010 Direct Current Circuits	6
Technical Elective	3

Commercial Truck Driving

CSQ1 Commercial Straight Truck and Passenger Driving
Technical Certificate of Credit

Minimum Credit Hours for Graduation   9

Program Description: The Commercial Straight Truck and Passenger Driving certificate program is designed to address the needs of the trucking industry in Georgia. It provides basic training in the principles and skills of commercial straight truck and passenger driving operations. Through this program, students will obtain the necessary knowledge, skills, and attitudes to enable them to become a safe, skilled, professional, class B commercial truck driver. It teaches them to operate commercial straight trucks and passenger vehicles of all different sizes and descriptions on all types of roads. The program prepares students for the Georgia CDL Skills Exam.

Program Courses		Credits
CTDL 1010	Fundamentals of Commercial Driving	3
CTDL 1050	Straight Truck/Passenger Vehicle Basic Operation a	2
CTDL 1060	Straight Truck and Passenger Vehicle Advanced Operation	4

CT61 Commercial Truck Driving
Technical Certificate of Credit

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. The CTD program prepares students for the Georgia CDL Skills Exam.

Program Courses		Credits
CTDL 1010	Fundamentals of Commercial Driving	3
CTDL 1020	Combination Vehicle Basic Operation and Range Work	2
CTDL 1030	Combination Vehicle Advanced Operations	4

Computer Graphics and Design

DT13 Drafting Technology
ASSOCIATE OF APPLIED SCIENCE

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.

Program Courses		**Credits**
General Education Core (required minimum: 15 Semester Credit Hours)		
ENGL 1101	Composition and Rhetoric	3
MATH 1111	College Algebra	3
Select one of the following:		
MATH 1112	College Trigonometry	3
MATH 1113	Precalculus	3
Area II	Social/Behavioral Sciences Elective	3
Area IV	Humanities/Fine Arts Elective	3
Occupational courses		
DFTG 1101	CAD Fundamentals	4
DFTG 1103	Multiview/Basic Dimensioning	4
Select one of the following specializations:		
Mechanical Drafting		
DFTG 1105	3D Mechanical Modeling	4
DFTG 1107	Advanced Dimensioning/Sectional Views	4
DFTG 1109	Auxiliary Views/Surface Development	4
DFTG 1111	Fasteners	4
DFTG 1113	Assembly Drawings	4
Technical Electives:17 credits		17
Architectural Drafting		
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
Technical Electives: 17 credits		17

DT12 Drafting Technology
Diploma

Minimum Credit Hours for Graduation   46

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

Program Courses	Credits
Basic Skills courses	
ENGL 1010 Fundamentals of English I	3
EMPL 1000 Interpersonal Relations and Professional Development	2
Select one of the following:	
MATH 1012 Foundations of Mathematics	3
MATH 1013 Algebraic Concepts	3
Occupational courses	
DFTG 1015 Practical Mathematics for Drafting Technology	3
DFTG 1101 CAD Fundamentals	4
DFTG 1103 Multiview/Basic Dimensioning	4
Technical Elective	3
Select one of the following specializations:	
Mechanical Drafting	
DFTG 1105 3D Mechanical Modeling	4
DFTG 1107 Advanced Dimensioning/Sectional Views	4
DFTG 1109 Auxiliary Views/Surface Development	4
DFTG 1111 Fasteners	4
DFTG 1113 Assembly Drawings	4
Technical Elective	4
Architectural Drafting	
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
Technical Elective	4

CP61 CAD Operator Mechanical
Technical Certificate of Credit

Minimum Credit Hours for Graduation   11

Program Description: All of the courses in the CAD Operator   Mechanical TCC program are embedded in the Drafting Technology diploma and degree programs. The CAD Operator TCC program provides students with the opportunity to continue on the career pathway toward advancement in the drafting profession. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in drafting practices and software. This TCC could also serve if needed as an exit point for high school dual enrolled students needing a point of exit for employment purposes.

Program Courses	Credits
DFTG 1103 Multiview/Basic Dimensioning	4
DFTG 1109 Auxiliary Views/Surface Development	4
Technical Elective	3

Minimum Credit Hours for Graduation   11

Program Description: All of the courses included in the Drafter's Assistant TCC program are embedded in either the Drafting Technology diploma or Degree programs. The Drafter's Assistant TCC endows students with the prospect to begin on the career pathway toward advancement in the drafting profession. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in drafting practices and software. This TCC could also serve if needed as an exit point for high school dual enrolled students needing a point of exit for employment purposes.

Program Courses		Credits
DFTG 1101	CAD Fundamentals	4
DFTG 1103	Multiview/Basic Dimensioning	4
Technical Elective		3

Computer Information Systems

CP23 Computer Programming
ASSOCIATE OF APPLIED SCIENCE

Minimum Credit Hours for Graduation   65

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

Program Courses			**Credits**
General Education Core (required minimum: 15 Semester Credit Hours)			
ENGL	1101	Composition and Rhetoric	3
MATH	11XX	College Level Mathematics	3
Area	II	Social/Behavioral Sciences Elective	3
Area	IV	Humanities/Fine Arts Elective	3
Area	I, II, III, or IV	Elective	3
Occupational courses			
CIST	1001	Computer Concepts	4
CIST	1210	Introduction to Oracle Databases	4
CIST	1305	Program Design and Development	3
CIST	1510	Web Development I	3
CIST	1601	Information Security Fundamentals	3
CIST	2921	IT Analysis, Design, and Project Management	4
Technical Elective			3
Select one of the following:			
ACCT	1100	Financial Accounting I	4
BUSN	1300	Introduction to Business	3
MGMT	1120	Introduction to Business	3
COMP	1000	Introduction to Computer Literacy	3
Programming Language Courses (required five courses with at least two Tier II courses)			
Programming Language Courses Tier I			
CIST	2311	Visual Basic I	4
CIST	2341	C# Programming I	4
CIST	2371	Java Programming I	4
CIST	2361	C++ Programming I	4
CIST	2381	Mobile Application Development I	4
Programming Language Courses Tier II			
CIST	2312	Visual Basic II	4
CIST	2313	Visual Basic III	4
CIST	2342	C# Programming II	4
CIST	2362	C++ Programming II	4
CIST	2372	Java Programming II	4
CIST	2373	Java Programming III	4
CIST	2382	Mobile Application Development II	4
CIST	2383	User Experience	4

CP24 Computer Programming
Diploma

Minimum Credit Hours for Graduation   52

Program Description: The Computer Programming diploma program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Those interested in a Computer Programming diploma should be highly motivated individuals who are interested in becoming an Information Technology professional. Program graduates are to be competent in the technical areas of SQL, HTML, systems analysis and design, database management, networking concepts, and various programming languages.

Program Courses			Credits
Basic Skills courses			
ENGL	1010	Fundamentals of English I	3
EMPL	1000	Interpersonal Relations and Professional Development	2
MATH	1012	Foundations of Mathematics	3
Occupational courses			
CIST	1001	Computer Concepts	4
CIST	1210	Introduction to Oracle Databases	4
CIST	1305	Program Design and Development	3
CIST	1510	Web Development I	3
CIST	1601	Information Security Fundamentals	3
CIST	2921	IT Analysis, Design, and Project Management	4
COMP	1000	Introduction to Computer Literacy	3
Programming Language Courses (required five courses with at least two Tier II courses)			
Programming Courses Tier I			
CIST	2311	Visual Basic I	4
CIST	2341	C# Programming I	4
CIST	2361	C++ Programming I	4
CIST	2371	Java Programming I	4
CIST	2381	Mobile Application Development I	4
Programming Courses Tier II			
CIST	2312	Visual Basic II	4
CIST	2313	Visual Basic III	4
CIST	2342	C# Programming II	4
CIST	2362	C++ Programming II	4
CIST	2372	Java Programming II	4
CIST	2373	Java Programming III	4
CIST	2382	Mobile Application Development II	4
CIST	2383	User Experience	4

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 specialists.

Program Courses	Credits
General Education Core (required minimum: 15 Semester Credit Hours)	
ENGL 1101 Composition and Rhetoric	3
MATH 11XX College Level Mathematics	3
Area II Social/Behavioral Sciences Elective	3
Area IV Humanities/Fine Arts Elective	3
Area I, II, III, or IV Elective	3
Occupational courses	
CIST 1001 Computer Concepts	4
CIST 1122 Hardware Installation and Maintenance	4
Select one of the following:	
CIST 1130 Operating Systems Concepts	3
CIST 1135 Operating Systems and Virtual/Cloud Computing	4
CIST 1210 Introduction to Oracle Databases	4
CIST 1305 Program Design and Development	3
CIST 1401 Computer Networking Fundamentals	4
CIST 1601 Information Security Fundamentals	3
CIST 2122 A+ Preparation	3
CIST 2127 Comprehensive Word Processing Techniques	3
CIST 2128 Comprehensive Spreadsheet Techniques	3
CIST 2129 Comprehensive Database Techniques	3
CIST 2130 Desktop Support Concepts	3
CIST 2921 IT Analysis, Design, and Project Management	4
COMP 1000 Introduction to Computer Literacy	3

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 technical areas of computer technology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as computer support specialists.

Program Courses			**Credits**
Basic Skills courses			
ENGL 1010	Fundamentals of English I		3
EMPL 1000	Interpersonal Relations and Professional Development		2
MATH 1012	Foundations of Mathematics		3
Occupational courses			
CIST 1001	Computer Concepts		4
CIST 1122	Hardware Installation and Maintenance		4
Select one of the following:			
	CIST 1130	Operating Systems Concepts	3
	CIST 1135	Operating Systems and Virtual/Cloud Computing	4
CIST 1210	Introduction to Oracle Databases		4
CIST 1305	Program Design and Development		3
CIST 1401	Computer Networking Fundamentals		4
CIST 1601	Information Security Fundamentals		3
CIST 2122	A+ Preparation		3
CIST 2127	Comprehensive Word Processing Techniques		3
CIST 2128	Comprehensive Spreadsheet Techniques		3
CIST 2129	Comprehensive Database Techniques		3
CIST 2130	Desktop Support Concepts		3
CIST 2921	IT Analysis, Design, and Project Management		4
COMP 1000	Introduction to Computer Literacy		3

Minimum Credit Hours for Graduation   62

Program Description: Cyberattacks have grown in frequency and sophistication over the last few years, and many organizations are behind in their ability to detect these attacks. Analysts will be needed to come up with innovative solutions to prevent hackers from stealing critical information or creating havoc on computer networks. This program is designed to train individuals in both computer skills and Criminal Justice process and procedures.

Program Courses	Credits
Basic Skills courses	
ENGL 1101 Composition and Rhetoric	3
MATH 11XX College Level Mathematics	3
Area II Social/Behavioral Sciences Elective	3
Area IV Humanities/Fine Arts Elective	3
Area I, II, III, or IV Elective	3
Occupational courses	
CIST 1001 Computer Concepts	4
CIST 1122 Hardware Installation and Maintenance	4
Select one of the following:	
CIST 1130 Operating Systems Concepts	3
CIST 1135 Operating Systems and Virtual/Cloud Computing	4
CIST 1305 Program Design and Development	3
CIST 1401 Computer Networking Fundamentals	4
CIST 1601 Information Security Fundamentals	3
CIST 2602 Network Security	4
CIST 2612 Computer Forensics	4
CRJU 1010 Introduction to Criminal Justice	3
CRJU 1040 Principles of Law Enforcement	3
CRJU 1068 Criminal Law for Criminal Justice	3
CRJU 2050 Criminal Procedure	3
CRJU 2150 Cybercrime Investigations	3
COMP 1000 Introduction to Computer Literacy	3

DS13 Database Specialist
ASSOCIATE OF APPLIED SCIENCE

Minimum Credit Hours for Graduation   63

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

Program Courses	**Credits**

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

ENGL	1101	Composition and Rhetoric	3
MATH	11XX	College Level Mathematics	3
Area	II	Social/Behavioral Sciences Elective	3
Area	IV	Humanities/Fine Arts Elective	3
Area	I, II, III, or IV Elective		3

Occupational courses

CIST	1001	Computer Concepts	4

Select one of the following:

CIST	1130	Operating Systems Concepts	3
CIST	1135	Operating Systems and Virtual/Cloud Computing	4
CIST	1200	Database Management	4
CIST	1210	Introduction to Oracle Databases	4
CIST	1305	Program Design and Development	3
CIST	1601	Information Security Fundamentals	3

Select one of the following:

CIST	2311	Visual Basic I	4
CIST	2341	C# Programming I	4
CIST	2361	C++ Programming I	4
CIST	2371	Java Programming I	4
CIST	2921	IT Analysis, Design, and Project Management	4
COMP	1000	Introduction to Computer Literacy	3

Select one of the following specializations:

Oracle

CIST	2212	Oracle Database Administration I	4
CIST	2214	Oracle Database Administration II	4
CIST	2216	Oracle Advanced Topics	4
CIST	2431	Linux/Unix Introduction	4

SQL Server

CIST	2222	Administering Microsoft SQL Server	4
CIST	2224	Designing and Implementing Databases with Microsoft SQL Server	4
CIST	2411	Microsoft Client	4
CIST	2414	Microsoft Server Administrator	4

DS14 Database Specialist
Diploma

Minimum Credit Hours for Graduation   53

Program Description: The Computer Information Systems' Database Specialist program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as database specialists.

Program Courses	Credits

Basic Skills courses

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

Occupational courses

CIST 1001	Computer Concepts		4

Select one of the following:

CIST 1130	Operating Systems Concepts		3
CIST 1135	Operating Systems and Virtual/Cloud Computing		4
CIST 1200	Database Management		4
CIST 1210	Introduction to Oracle Databases		4
CIST 1305	Program Design and Development		3
CIST 1601	Information Security Fundamentals		3

Select one of the following:

CIST 2311	Visual Basic I		4
CIST 2341	C# Programming I		4
CIST 2361	C++ Programming I		4
CIST 2371	Java Programming I		4
CIST 2921	IT Analysis, Design, and Project Management		4
COMP 1000	Introduction to Computer Literacy		3

Select one of the following specializations:

Oracle

CIST 2212	Oracle Database Administration I		4
CIST 2214	Oracle Database Administration II		4
CIST 2216	Oracle Advanced Topics		4
CIST 2431	Linux/Unix Introduction		4

SQL Server

CIST 2222	Administering Microsoft SQL Server		4
CIST 2224	Designing and Implementing Databases with Microsoft SQL Server		4
CIST 2411	Microsoft Client		4
CIST 2414	Microsoft Server Administrator		4

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.

Program Courses		**Credits**
General Education Core (required minimum: 15 Semester Credit Hours)		
ENGL 1101	Composition and Rhetoric	3
MATH 11XX	College Level Mathematics	3
Area II	Social/Behavioral Sciences Elective	3
Area IV	Humanities/Fine Arts Elective	3
Area I, II, III, or IV Elective		3
Occupational courses		
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
Select one of the following:		
CIST 1130	Operating Systems Concepts	3
CIST 1135	Operating Systems and Virtual/Cloud Computing	4
CIST 1305	Program Design and Development	3
CIST 1210	Introduction to Oracle Databases	4
CIST 1401	Computer Networking Fundamentals	4
CIST 1601	Information Security Fundamentals	3
CIST 2122	A+ Preparation	3
Select one of the following:		
CIST 2311	Visual Basic I	4
CIST 2341	C# Programming I	4
CIST 2361	C++ Programming I	4
CIST 2371	Java Programming I	4
CIST 2381	Mobile Application Development I	4
COMP 1000	Introduction to Computer Literacy	3

Select one of the following specializations:

Linux/Unix

CIST 2431	UNIX/Linux Introduction	4
CIST 2432	UNIX/Linux Server	4
CIST 2433	UNIX/Linux Advanced Server	4
CIST 2434	UNIX/Linux Scripting	4

Microsoft

CIST 2411	Microsoft Client	4
CIST 2412	Microsoft Server Directory Services	4
CIST 2413	Microsoft Server Infrastructure	4
CIST 2414	Microsoft Server Administrator	4

Cisco

CIST 2451	Introduction to Networking	4
CIST 2452	Cisco Routing and Switching Essentials	4
CIST 2453	Cisco Scaling Networks	4
CIST 2454	Cisco Connecting Networks	4

NS14 Networking Specialist
Diploma

Minimum Credit Hours for Graduation   55

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 technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as networking specialists.

Program Courses			Credits
Basic Skills courses			
ENGL 1010	Fundamentals of English I		3
EMPL 1000	Interpersonal Relations and Professional Development		2
MATH 1012	Foundations of Mathematics		3
Occupational courses			
CIST 1001	Computer Concepts		4
CIST 1122	Hardware Installation and Maintenance		4
Select one of the following:			
CIST 1130	Operating Systems Concepts		3
CIST 1135	Operating Systems and Virtual/Cloud Computing		4
CIST 1210	Introduction to Oracle Databases		4
CIST 1305	Program Design and Development		3
CIST 1401	Computer Networking Fundamentals		4
CIST 1601	Information Security Fundamentals		3
CIST 2122	A+ Preparation		3
COMP 1000	Introduction to Computer Literacy		3
Select one of the following specializations:			
Linux/Unix			
CIST 2431	UNIX/Linux Introduction		4
CIST 2432	UNIX/Linux Server		4
CIST 2433	UNIX/Linux Advanced Server		4
CIST 2434	UNIX/Linux Scripting		4
Microsoft			
CIST 2411	Microsoft Client		4
CIST 2412	Microsoft Server Directory Services		4
CIST 2413	Microsoft Server Infrastructure		4
CIST 2414	Microsoft Server Administrator		4
Cisco			
CIST 2451	Introduction to Networking		4
CIST 2452	Cisco Routing and Switching Essentials		4
CIST 2453	Cisco Scaling Networks		4
CIST 2454	Cisco Connecting Networks		4

CA71 CompTIA A+ Certified Technician Preparation
Technical Certificate of Credit

Minimum Credit Hours for Graduation   17

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.

Program Courses			Credits
COMP 1000	Introduction to Computer Literacy		3
CIST 1001	Computer Concepts		4
CIST 1122	Hardware Installation and Maintenance		4
Select one of the following:			
CIST 1130	Operating Systems Concepts		3
CIST 1135	Operating Systems and Virtual/Cloud Computing		4
CIST 2122	A+ Preparation		3

CN71 Cisco Network Specialist
Technical Certificate of Credit

Minimum Credit Hours for Graduation   27

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.

Program Courses			Credits
CIST	1001	Computer Concepts	4
CIST	1401	Computer Networking Fundamentals	4
CIST	2451	Cisco Network Fundamentals	4
CIST	2452	Cisco Routing and Switching Essentials	4
CIST	2453	Cisco Scaling Networks	4
CIST	2454	Cisco Connecting Networks	4
COMP	1000	Introduction to Computer Literacy	3

CPB1 C# Programmer
Technical Certificate of Credit

Minimum Credit Hours for Graduation   22

Program Description: The C# Programmer certificate provides the opportunity for students and IT professionals to add C# programming language skills and NET skills to their IT knowledge base. Completers of this certificate are C# Programmers.

Program Courses			Credits
CIST	1210	Introduction to Oracle Databases	4
CIST	1305	Program Design and Development	3
CIST	1510	Web Development I	3
CIST	2341	C# Programming I	4
CIST	2342	C# Programming II	4
CIST	23XX	Programing Elective	4

CP21 C++ Programmer
Technical Certificate of Credit

Minimum Credit Hours for Graduation   19

Program Description: The C++ Programmer certificate provides the opportunity for students and IT professionals to add C++ program language skills and object oriented programming skills to their IT knowledge base. Completers of this certificate are C++ Programmers.

Program Courses			Credits
CIST	1210	Introduction to Oracle Databases	4
CIST	1305	Program Design and Development	3
CIST	2361	C++ Programming I	4
CIST	2362	C++ Programming II	4
CIST	23XX	Programing Elective	4

HD41 Help Desk Specialist
Technical Certificate of Credit

Minimum Credit Hours for Graduation   27

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

Program Courses			Credits
CIST	1001	Computer Concepts	4
CIST	1122	Hardware Installation and Maintenance	4
Select one of the following:			
	CIST 1130	Operating Systems Concepts	3
	CIST 1135	Operating Systems and Virtual/Cloud Computing	4
CIST	1401	Computer Networking Fundamentals	4
CIST	2127	Comprehensive Word Processing Concepts	3
CIST	2128	Comprehensive Spreadsheet Concepts	3
CIST	2130	Desktop Support Concepts	3
COMP	1000	Introduction to Computer Literacy	3

JP11 Java Programmer
Technical Certificate of Credit

Minimum Credit Hours for Graduation   22

Program Description: The Java Programmer certificate provides the opportunity for students and IT professionals to add Java program language skills and object oriented programming skills to their IT knowledge base. Completers of this certificate are Java Programmers.

Program Courses			Credits
CIST	1305	Program Design and Development	3
CIST	1510	Web Development I	3
CIST	1210	Introduction to Oracle Databases	4
CIST	2371	Java Programming I	4
CIST	2372	Java Programming II	4
CIST	23XX	Programing Elective	4

LA31 Linux/UNIX System Administrator
Technical Certificate of Credit

Minimum Credit Hours for Graduation   27

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

Program Courses			Credits
CIST	1001	Computer Concepts	4
Select one of the following:			
	CIST 1130	Operating Systems Concepts	3
	CIST 1135	Operating Systems and Virtual/Cloud Computing	4
CIST	1401	Computer Networking Fundamentals	4
CIST	2431	UNIX/Linux Introduction	4
CIST	2432	UNIX/Linux Server	4
CIST	2433	UNIX/Linux Advanced Server	4
CIST	2434	UNIX/Linux Scripting	4

MAD1 Mobile Application Developer
Technical Certificate of Credit

Minimum Credit Hours for Graduation   22

Program Description: The Mobile Application Developer TCC includes occupational and specialized courses designed to allow programming majors to augment their existing programs with Mobile Application Development concepts. This program will also allow professional programmers and web developers to add Mobile Application Development to their skill set. The need for new applications on mobile devices and tablets will help increase the demand for application software developers.

Program Courses			Credits
CIST	1305	Program Design and Development	3
CIST	1510	Web Development I	3
CIST	2381	Mobile Application Development	4
CIST	2382	Mobile Application Development II	4
CIST	2383	User Experience	4
CIST	23XX	Programing Elective	4

MS11 Microsoft Network Administrator
Technical Certificate of Credit

Minimum Credit Hours for Graduation   27

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

Program Courses			Credits
CIST	1001	Computer Concepts	4
Select one of the following:			
	CIST 1130	Operating Systems Concepts	3
	CIST 1135	Operating Systems and Virtual/Cloud Computing	4
CIST	1401	Computer Networking Fundamentals	4
CIST	2411	Microsoft Client	4
CIST	2412	Microsoft Server Directory Services	4
CIST	2413	Microsoft Server Infrastructure	4
CIST	2414	Microsoft Server Administrator	4

OD11 Oracle Database Administrator
Technical Certificate of Credit

Minimum Credit Hours for Graduation   31

Program Description: An Oracle Database Administrator (DBA) certificate program provides an opportunity for IT professionals to obtain knowledge to become database administrator.

Program Courses			Credits
CIST	1001	Computer Concepts	4
CIST	1200	Database Management	4
CIST	1210	Introduction to Oracle Databases	4
CIST	1305	Program Design and Development	3
CIST	2212	Oracle Database Administration I	4
CIST	2214	Oracle Database Administration II	4
CIST	2216	Oracle Advanced Topics	4
Select one of the following:			
	CIST 2311	Visual Basic I	4
	CIST 2341	C# Programming I	4
	CIST 2361	C++ Programming I	4
	CIST 2371	Java Programming I	4

PR21 PC Repair and Network Technician
Technical Certificate of Credit

Minimum Credit Hours for Graduation   15

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

Program Courses			Credits
CIST	1001	Computer Concepts	4
CIST	1122	Hardware Installation and Maintenance	4
Select one of the following:			
	CIST 1130	Operating Systems Concepts	3
	CIST 1135	Operating Systems and Virtual/Cloud Computing	4
CIST	1401	Computer Networking Fundamentals	4

SSD1 SQL Server Database Administrator
Technical Certificate of Credit

Minimum Credit Hours for Graduation   31

Program Description: The SQL Server Database Administrator program is designed to provide skills in designing and implementing databases.

Program Courses			Credits
CIST	1001	Computer Concepts	4
CIST	1210	Introduction to Oracle Databases	4
CIST	1305	Program Design and Development	3
CIST	2222	Administering Microsoft SQL Server	4
CIST	2224	Designing and Implementing Databases with Microsoft SQL Server	4
Select one of the following:			
CIST	2311	Visual Basic I	4
CIST	2341	C# Programming I	4
CIST	2361	C++ Programming I	4
CIST	2371	Java Programming I	4
CIST	2411	Microsoft Client	4
CIST	2414	Microsoft Server Administrator	4

VB11 Visual Basic Programmer
Technical Certificate of Credit

Minimum Credit Hours for Graduation   22

Program Description: The Visual Basic Programmer certificate provides the opportunity for students and IT professionals to add Visual Basic program language skills and net skills to their IT knowledge base. Completers of this certificate are Visual Basic Programmers.

Program Courses			Credits
CIST	1210	Introduction to Oracle Databases	4
CIST	1305	Program Design and Development	3
CIST	1510	Web Development I	3
CIST	2311	Visual Basic I	4
CIST	2312	Visual Basic II	4
CIST	23XX	Programming Elective	4

Construction

CCW1 Certified Construction Worker
Technical Certificate of Credit

Minimum Credit Hours for Graduation 9

Program Description: The Certified Construction Worker certificate program offers training in the construction industry providing students with the knowledge and skills they need to work effectively on a construction site.
Completion of the program qualifies graduates for entry level employment. Topics include safety, tool use and safety, materials and fasteners, and construction print reading.

Program Courses	Credits
Occupational courses	
COFC 1011 Overview of Building Construction Practices and Materials	3
COFC 1020 Professional Tool Use and Safety	3
COFC 1080 Construction Print Reading Fundamentals	3

Cosmetology

CO12 Cosmetology
Diploma

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.

Program Courses		Credits
Basic Skills courses		
ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development	2
MATH 1012	Foundations of Mathematics	3
Occupational courses		
COSM 1000	Introduction to Cosmetology Theory	4
COSM 1010	Chemical Texture Services	3
COSM 1020	Hair Care and Treatment	3
COSM 1030	Haircutting	3
COSM 1040	Styling	3
COSM 1050	Hair Color	3
COSM 1060	Fundamentals of Skin Care	3
COSM 1070	Nail Care and Advanced Techniques	3
COSM 1080	Physical Hair Services Practicum	3
COSM 1090	Hair Services Practicum I	3
COSM 1100	Hair Services Practicum II	3
COSM 1110	Hair Services Practicum III	3
COSM 1115	Hair Services Practicum IV	2
COSM 1120	Salon Management	3
COSM 1125	Skin and Nail Care Practicum	2
COMP 1000	Introduction to Computer Literacy	3

CI21 Cosmetology Instructor Training
Technical Certificate of Credit

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.

Program Courses		Credits
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

Minimum Credit Hours for Graduation 11

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

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

Criminal Justice

CJT3 Criminal Justice Technology
ASSOCIATE OF APPLIED SCIENCE

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.

Program Courses	Credits
General Education Core (required minimum: 15 Semester Credit Hours)	
ENGL 1101 Composition and Rhetoric	3
MATH 11XX College Level Mathematics	3
Area II Social/Behavioral Sciences Elective	3
Area IV Humanities/Fine Arts Elective	3
Area I, II, III, or IV Elective	3
Occupational courses	
CRJU 1010 Introduction to Criminal Justice	3
CRJU 1030 Corrections	3
CRJU 1040 Principles of Law Enforcement	3
CRJU 1068 Criminal Law for Criminal Justice	3
CRJU 1400 Ethics and Cultural Perspectives for Criminal Justice	3
CRJU 2020 Constitutional Law for Criminal Justice	3
CRJU 2050 Criminal Procedure	3
CRJU 2070 Juvenile Justice	3
COMP 1000 Introduction to Computer Literacy	3
Select one of the following:	
CRJU 2090 Criminal Justice Practicum	3
CRJU 2100 Criminal Justice Externship	3
Technical Electives: Select 15 credits from the following:	
BUSN 1230 Legal Terminology	3
CRJU 1021 Private Security	3
CRJU 1043 Probation and Parole	3
CRJU 1052 Criminal Justice Administration	3
CRJU 1062 Methods of Criminal Investigation	3
CRJU 1065 Community-Oriented Policing	3
CRJU 1075 Report Writing	3
CRJU 2060 Criminology	3
CRJU 2110 Homeland Security	3
CRJU 2201 Criminal Courts	3
FOSC 1206 Introduction to Forensic Science	3
FOSC 2010 Crime Scene Investigation I	4
FOSC 2011 Crime Scene Investigation II	4
FOSC 2014 Documentation and Report Preparation	4
FOSC 2150 Case Preparation and Courtroom Testimony	4

CJT2 Criminal Justice Technology
Diploma

Minimum Credit Hours for Graduation   58

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.

Program Courses		Credits
Basic Skills courses		
ENGL 1010	Fundamentals of English I	3
PSYC 1010	Basic Psychology	3
MATH 1012	Foundations of Mathematics	3
Occupational courses		
CRJU 1010	Introduction to Criminal Justice	3
CRJU 1030	Corrections	3
CRJU 1040	Principles of Law Enforcement	3
CRJU 1068	Criminal Law for Criminal Justice	3
CRJU 1400	Ethics and Cultural Perspectives for Criminal Justice	3
CRJU 2020	Constitutional Law for Criminal Justice	3
CRJU 2050	Criminal Procedure	3
CRJU 2070	Juvenile Justice	3
COMP 1000	Introduction to Computer Literacy	3
Select one of the following:		
CRJU 2090	Criminal Justice Practicum	3
CRJU 2100	Criminal Justice Externship	3
Technical Electives: Select three courses from the following:		
BUSN 1230	Legal Terminology	3
CRJU 1021	Private Security	3
CRJU 1043	Probation and Parole	3
CRJU 1052	Criminal Justice Administration	3
CRJU 1062	Methods of Criminal Investigation	3
CRJU 1065	Community-Oriented Policing	3
CRJU 1075	Report Writing	3
CRJU 2060	Criminology	3
CRJU 2110	Homeland Security	3
CRJU 2201	Criminal Courts	3
FOSC 1206	Introduction to Forensic Science	3
FOSC 2010	Crime Scene Investigation I	4
FOSC 2011	Crime Scene Investigation II	4
FOSC 2014	Documentation and Report Preparation	4
FOSC 2150	Case Preparation and Courtroom Testimony	4

9C21 911 Communications
Technical Certificate of Credit

Minimum Credit Hours for Graduation   12

Program Description: The 911 Emergency Communications Operator Technical Certificate of Credit prepares students to receive emergency calls by telephone, radio system or computer-aided dispatch system. They will be prepared to question callers to obtain the information needed to determine an appropriate course of action such as requesting calls for service from law enforcement, fire, and other emergency services. This is a state certification program. Graduates will qualify for Georgia Peace Officer Standards and Training Council (POST) certification as a Communications Officer. This TCC will consist of four courses. Communications Officers are responsible for gathering critical information from callers and subsequently dispatching appropriate first responders. Students who successfully complete the program will earn a Communications Officer Certification through the Georgia Peace Officer Standards and Training Council.

Program Courses		Credits
LETA 1000	Effective Communication & Writing Skills for the Communication Officer	3
LETA 1100	Introduction to the Communications Officer Profession	3
LETA 1101	Crisis & Special Population Communication Operations	3
LETA 1102	Applied Communication Procedures	3

BL11 Basic Law Enforcement
Technical Certificate of Credit

Minimum Credit Hours for Graduation   42

Program Description: The Basic Law Enforcement Certificate program provides students with the necessary skills, standards, and knowledge in order to become qualified, proficiency trained, ethical and competent peace officers in criminal justice careers. Successful completion of the program will make the student eligible to be certified as a Georgia Peace Officer.

Program Courses		Credits
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
LETA 1020	Police Patrol Operations for Basic Law Enforcement	4
LETA 1022	Methods of Criminal Investigation for Basic Law Enforcement	4
LETA 1024	Criminal Law for Criminal Justice for Basic Law Enforcement	4
LETA 1026	Criminal Procedure for Basic Law Enforcement	4
LETA 1028	Police Traffic Control and Investigation for Basic Law Enforcement	3
LETA 1030	Principles of Law Enforcement for Basic Law Enforcement	3
LETA 1032	Introduction to Criminal Justice for Basic Law Enforcement	3
LETA 1034	Constitutional Law for Criminal Justice for Basic Law Enforcement	3

CB71 Crime Scene Investigation
Technical Certificate of Credit

Minimum Credit Hours for Graduation   19

Program Description: The Crime Scene Investigation Technical Certificate of Credit begins to introduce students to various careers in the rapidly growing field of forensic science. Students will gain introductory exposure to knowledge and skills that may encourage further academic preparation in careers in forensic technology in areas such as crime scene investigation, death investigation, laboratory technology, evidence technology, forensic computer science, and general forensic science or criminal justice fields.

Program Courses		Credits
FOSC 1206	Introduction to Forensic Science	3
FOSC 2010	Crime Scene Investigation I	4
FOSC 2011	Crime Scene Investigation II	4
FOSC 2014	Documentation and Report Preparation	4
FOSC 2150	Case Preparation and Courtroom Testimony	4

CJ71 Criminal Justice Fundamentals
Technical Certificate of Credit

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. Completion of the Criminal Justice Specialist Technical Certificate of Credit does not ensure certification of officer status in Georgia. Students must seek such certification from the Peace Officer Standards and Training (P.O.S.T.) Council.

Program Courses		Credits
CRJU 1010	Introduction to Criminal Justice	3
CRJU 1030	Corrections	3
CRJU 1040	Principles of Law Enforcement	3
COMP 1000	Introduction to Computer Literacy	3

CZ51 Crime Scene Technician
Technical Certificate of Credit

Minimum Credit Hours for Graduation   21

Program Description: The Crime Scene Technician Technical Certificate is designed to provide training opportunities for professionals to enhance their skills as crime scene investigators leading to advancement in law enforcement agencies. Courses in the TCC provide both classroom and hands-on learning in the areas of processing crime scene forensics, criminal investigation procedures, as well as performing other evidence gathering technicians related to a crime scene. This TCC will provide forensic technicians and other law enforcement personnel the skills required to work in a crime scene environment leading to advancement in their field.

Program Courses		Credits
CRJU 1010	Introduction to Criminal Justice	3
CRJU 2050	Criminal Procedure	3
FOSC 1206	Introduction to Forensic Science	3
FOSC 2010	Crime Scene Investigation I	4
FOSC 2011	Crime Scene Investigation II	4
FOSC 2150	Case Preparation and Courtroom Testimony	4

FCS1 Forensic Computer Science
Technical Certificate of Credit

Minimum Credit Hours for Graduation   37

Program Description: The Forensic Computer Science Technical Certificate of Credit prepares students to use analytical and investigative techniques to identify, collect, examine and preserve evidence/information which is magnetically stored or encoded and to provide digital evidence of a specific or general activity.

Program Courses		Credits
CIST 1122	Hardware Installation and Maintenance	4
CIST 1130	Operating Systems Concepts	3
CIST 1401	Computer Networking Fundamentals	4
CIST 1601	Information Security Fundamentals	3
FOSC 1206	Introduction to Forensic Science	3
FOSC 2010	Crime Scene Investigation I	4
FOSC 2014	Documentation and Report Preparation	4
FOSC 2039	Computer Forensics	5
FOSC 2150	Case Preparation and Courtroom Testimony	4
COMP 1000	Introduction to Computer Literacy	3

JJC1 Corrections Specialist
Technical Certificate of Credit

Minimum Credit Hours for Graduation   21

Program Description: This program prepares individuals to specialize in the provision of correction services to adolescents. Includes instruction in correctional services, juvenile justice and delinquency, juvenile development in psychology and criminology, and essential report writing practices.

Program Courses   **Credits**

CRJU 1010	Introduction to Criminal Justice	3
CRJU 1030	Corrections	3
CRJU 1075	Report Writing	3
CRJU 1400	Ethics and Cultural Perspectives for Criminal Justice	3
CRJU 2060	Criminology	3
CRJU 2070	Juvenile Justice	3
PSYC 1010	Basic Psychology	3

Diesel Equipment Technology

BMT2 Bus Maintenance Technician
Diploma

Minimum Credit Hours for Graduation   54

Program Description: The Bus Maintenance Technician Diploma program is a sequence of courses designed to prepare students for careers in the transit bus 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 bus mechanical theory and practical application necessary for successful employment. Program graduates receive a Bus Maintenance Technician diploma that qualifies them as entry-level technicians.

Program Courses			**Credits**
Basic Skills courses			
	ENGL 1010	Fundamentals of English I	3
	EMPL 1000	Interpersonal Relations and Professional Development	2
	MATH 1012	Foundations of Mathematics	3
Occupational courses			
	DIET 1000	Introduction to Diesel Technology, Tools, and Safety	3
	DIET 1010	Diesel Electrical and Electronic Systems	7
	DIET 1020	Preventive Maintenance	5
	DIET 1040	Diesel Truck and Heavy Equipment HVAC Systems	3
	DIET 2000	Truck Steering and Suspension Systems	4
	DIET 2010	Truck Brake Systems	4
	DIET 2020	Truck Drive Trains	4
	IDSY 1120	Basic Industrial PLCs	4
	TRST 1000	Transit Industry Fundamentals	1
	TRST 1010	Transit Bus Engines	4
	TRST 1020	Transit Bus Body Systems	4
	COMP 1000	Introduction to Computer Literacy	3

Early Childhood Care and Education

EC13 Early Childhood Care/Education
ASSOCIATE OF APPLIED SCIENCE

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: arts integration, exceptionalities, infant/toddler development, paraprofessional, program administration, or school age and youth care.

Program Courses		Credits
General Education Core (required minimum: 18 Semester hours)		
ENGL 1101	Composition and Rhetoric	3
ENGL 1102	Literature and Composition	3
HUMN 1101	Introduction to Humanities	3
Select one of the following		
MATH 1101	Mathematical Modeling	3
MATH 1111	Mathematical Modeling	3
PSYC 1101	Introductory Psychology	3
SPCH 1101	Public Speaking	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 1112	Curriculum and Assessment	3
ECCE 1113	Creative Activities for Children	3
ECCE 1121	Early Childhood Care and Education Practicum	3
ECCE 2115	Language and Literacy	3
ECCE 2116	Math and Science	3
ECCE 2201	Exceptionalities	3
ECCE 2202	Social Issues and Family Involvement	3
ECCE 2203	Guidance and Classroom Management	3
ECCE 2240	Early Childhood Care and Education Internship	12
COMP 1000	Introduction to Computer Literacy	3
Select one of the following specializations:		
Arts Integration – Select two of the following:		
ECCE 2370	Visual Arts Integration	3
ECCE 2372	Music and Movement Integration	3
ECCE 2374	Drama Integration	3
Exceptionalities		
ECCE 2360	Classroom Strategies for Exceptional Children	3
ECCE 2362	Exploring Your Role in the Exceptional Environment	3
Infant/Toddler Development		
ECCE 2330	Infant/Toddler Development	3
ECCE 2332	Infant/Toddler Group Care and Curriculum	3
Paraprofessional		
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
School Age and Youth Care		
ECCE 2350	Early Adolescent Development	3
ECCE 2352	Designing Programs and Environments for School Age Children and Youth	3

ECC2 Early Childhood Care/Education
Diploma

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.

Program Courses		Credits
Basic Skills courses		
ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development	2
MATH 1012	Foundations of Mathematics	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 1112	Curriculum and Assessment	3
ECCE 1113	Creative Activities for Children	3
ECCE 1121	Early Childhood Care and Education Practicum	3
ECCE 2115	Language and Literacy	3
ECCE 2116	Math and Science	3
ECCE 2202	Social Issues and Family Involvement	3
ECCE 2203	Guidance and Classroom Management	3
ECCE 2240	Early Childhood Care and Education Internship	12
COMP 1000	Introduction to Computer Literacy	3

AII1 Arts Integration in Early Childhood Care and Education
Technical Certificate of Credit

Minimum Credit Hours for Graduation 12

Program Description: This Technical Certificate of Credit is a sequence of classes designed to prepare students to work with preschool, and early school-age children by integrating the creative arts into the rest of the established curriculum. Integration refers to the idea of equally emphasizing the arts and the other academic subject matter. This program develops knowledge, skills and abilities in supporting integration in the use of the arts across the ECCE curriculum. Topics include developmental support for arts integration-definition and history of arts integration; variety of approaches to arts integration; development and acquisition in the early years; use of arts integration with children who are culturally and developmentally diverse; assessment of arts integration behavioral skills; collaborating with parents, teaching artists, and colleagues.

Program Courses		Credits
ECCE 1113	Creative Activities for Children	3
ECCE 2370	Visual Arts Integration	3
ECCE 2372	Music and Movement Integration	3
ECCE 2374	Drama Integration	3

CD61 Child Development Specialist
Technical Certificate of Credit

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.

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	Early Childhood Care and Education Practicum	3

CE71 CDA Preparation
Technical Certificate of Credit

Minimum Credit Hours for Graduation 11

Program Description: The Early Childhood Care and Education CDA Preparation TCC (Child Development Associate Preparation) program is a three course sequence of courses designed to prepare students for the Child Development Associate national credential issued by the Council for Professional Recognition (out of Washington DC). The three courses in this TCC provide students with the knowledge and skills needed for the national credential and provide information on the development of the portfolio required of the Council. Graduates have qualifications to be employed in early care and education settings including child care centers, Head Start and Georgia Pre-K programs.

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 1125	Professionalism through CDA Certificate Preparation	2

EC31 Early Childhood Care and Education Basics
Technical Certificate of Credit

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.

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

EC41 Early Childhood Exceptionalities
Technical Certificate of Credit

Minimum Credit Hours for Graduation 9

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

Program Courses		Credits
ECCE 2201	Exceptionalities	3
ECCE 2360	Classroom Strategies for Exceptional Children	3
ECCE 2362	Exploring Your Role in the Exceptional Environment	3

ECP1 Early Childhood Program Administration
Technical Certificate of Credit

Minimum Credit Hours for Graduation 9

Program Description: The Early Childhood Care and Education Program Administration TCC program is a sequence of three courses designed to prepare students for a job as manager of a Childcare Learning Center or a Group Day Care Center. The program emphasizes child growth and development and management and administration issues involved in managing a child care center. Graduates have qualifications to be employed in early care and education settings including child care centers, Head Start, and Georgia Pre-K programs.

Program Courses		Credits
ECCE 1103	Child Growth and Development	3
ECCE 2320	Program Administration and Facility Management	3
ECCE 2322	Personnel Management	3

IC31 Infant/Toddler Child Care Specialist
Technical Certificate of Credit

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.

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 2330	Infant/Toddler Development	3
ECCE 2332	Infant/Toddler Group Care and Curriculum	3

SA21 School Age and Youth Care
Technical Certificate of Credit

Minimum Credit Hours for Graduation   18

Program Description: The purpose of the School-Age and Youth Care Certificate Program is to provide students with the knowledge, skills, and attitude necessary to effectively work during out-of-school hours with children between the ages of six and fourteen years The competencies in these courses almost entirely overlap with the newly established competencies for School-Age Care Professionals, as outlined by the Georgia Childhood Care and Education Professional Development System's Collaborative Leadership Team. This certificate program will be the first to address these competencies specifically for school age and youth care practitioners who wish to receive formal education in this discipline.

Program Courses		Credits
ECCE 1103	Child Growth and Development	3
ECCE 1105	Health, Safety and Nutrition	3
ECCE 2202	Social Issues and Family Involvement	3
ECCE 2203	Guidance and Classroom Management	3
ECCE 2350	Early Adolescent Development	3
ECCE 2352	Designing Programs and Environments for School Age Children and Youth	3

Electrical Construction and Maintenance

EL11 Electrical Lineworker
Technical Certificate of Credit

Minimum Credit Hours for Graduation   12

Program Description: The Electrical Lineworker certificate program provides students with the necessary knowledge and skill to gain employment as an entry-level lineworker with electrical utility companies, both public and private. Topics include lineworker organization principles, lineworker workplace skills, lineworker automations skills, and lineworker occupational skills.

Program Courses		Credits
ELCR 1800	Electrical Lineworker Organization Principles	3
ELCR 1820	Electrical Lineworker Workplace Skills	2
ELCR 1840	Electrical Lineworker Automation Skills	2
ELCR 1860	Electrical Lineworker Occupational Skills	5

RW21 Residential Wiring Technician
Technical Certificate of Credit

Minimum Credit Hours for Graduation   16

Program Description: The Residential Wiring Technical Certificate of Credit prepares students for employment in the construction industry as qualified residential wiring technicians. Topics include NEC regulations, blueprint reading, principles of direct and alternating current, and residential wiring procedures and practices.

Program Courses		Credits
ELTR 1060	Electrical Prints, Schematics, and Symbols	2
ELTR 1205	Residential Wiring I	3
ELTR 1210	Residential Wiring II	3
IDFC 1007	Industrial Safety Procedures	2
IDSY 1101	DC Circuit Analysis	3
IDSY 1105	AC Circuit Analysis	3

Electronics-Computer Engineering Technology

EE13 Electrical/Computer Engineering Technology
ASSOCIATE OF APPLIED SCIENCE

Minimum Credit Hours for Graduation 67

Program Description: The Electrical and Computer Engineering Technology Associate of Applied Science Degree program prepares students to work in the field of electrical and computer engineering technology. The program emphasizes the application of scientific, mathematic, and engineering knowledge and methods combined with technical skills in support of engineering activities. Program graduates may specialize in either Computer Engineering Technology, Electronics Engineering Technology or Broadcast Engineering Technology. The educational objectives of the program are to have graduates: 1) contribute to local or global economic development through the application of technological skills in industry, government, or other areas of the workforce, and 2) recognize the need for continuous self-improvement through formal education or professional development.

This program is accredited by the Engineering Technology Accreditation Commission of ABET/ETAC abet.org.

All ECET, ICET, DFTG, ENGT, BCET courses must be passed with a minimum grade of "C".

Program Courses	Credits
General Education Core (required minimum: 23 Semester Credit Hours)	
ENGL 1101 Composition and Rhetoric	3
MATH 1111 College Algebra	3
MATH 1113 Precalculus	3
PHYS 1111 Introductory Physics I	3
PHYS 1111L Introductory Physics I Lab	1
Select one of the following course and lab pairs	
CHEM 1211 Chemistry I	3
CHEM 1211L Chemistry I Lab	1
Or	
PHYS 1112 Introductory Physics II	3
PHYS 1112L Introductory Physics II Lab	1
Area II Social/Behavioral Sciences Elective	3
Area IV Humanities/Fine Arts Elective	3
Occupational courses	
ECET 1101 Circuit Analysis I	4
ECET 1110 Digital Systems I	4
ECET 2101 Circuit Analysis II	4
ENGT 1000 Introduction to Engineering Technology	3
ENGT 2300 Capstone Project	1
Choose one of the following courses	
ICET 2010 Electromechanical Devices	4
MATH 1131 Calculus I	4
Select one of the following specializations:	
Broadcast Engineering Technology – 16 credits	
BCET 2121 Video and Audio Systems	4
BCET 2201 Digital Video and System Design	4
BCET 2202 RF Systems	4
BCET 2905 Broadcast Practicum/Internship	4
Computer Engineering Technology – 23 credits	
DFTG 2010 Engineering Graphics	4
ECET 1191 Computer Programming Fundamentals	3
ECET 1210 Networking Systems I	4
ECET 2110 Digital Systems II	4
ECET 2120 Electronic Circuits I	4
ECET 2210 Networking Systems II	4

Electronics Engineering Technology – 23 credits

DFTG 2010	Engineering Graphics	4
ECET 1191	Computer Programming Fundamentals	3
ECET 1210	Networking Systems I	4
ECET 2110	Digital Systems II	4
ECET 2120	Electronic Circuits I	4
ECET 2220	Electronic Circuits II	4

CET1 Computer Engineering Technology
Technical Certificate of Credit

Minimum Credit Hours for Graduation   14

Program Description: The Computer Engineering Technology Fundamentals Technical Certificate of Credit (TCC) provides students with an opportunity to exit the Electronics and Computer Engineering Technology program with the basic technical skills required to enter the computer engineering technology field through a short-term certificate program. The courses in the Computer Engineering Technology TCC are embedded within the Electronics and Computer Engineering Technology A.A.S. Degree program. The completion of this certificate shows a current employer or prospective employer that progress has been made in the program and that basic skills have been achieved. The Electronics and Computer Engineering Technology Technical Certificates of Credit programs are planned sequences of carefully developed college-level courses designed to prepare students to work in the field of electronics and computer engineering technology. The programs emphasize the application of scientific, mathematics, and engineering knowledge and methods combined with technical skills in support of engineering activities.

Program Courses		**Credits**
ECET 1101	Circuit Analysis I	4
ECET 1110	Digital Systems I	4
ECET 1191	Computer Programming Fundamentals	3
ENGT 1000	Introduction to Engineering Technology	3

CZ11 Computer System Design Specialist
Technical Certificate of Credit

Minimum Credit Hours for Graduation   33

Program Description: The Computer System Design Specialist Technical Certificate of Credit (TCC) provides students with the basic technical skills required to enter the computer engineering technology field. The program emphasizes the application of scientific, mathematic, and engineering knowledge and methods combined with technical skills in support of engineering activities.

Program Courses		**Credits**
MATH 1111	College Algebra	3
MATH 1113	Precalculus	3
ENGT 1000	Introduction to Engineering Technology	3
ECET 1101	Circuit Analysis I	4
ECET 1110	Digital Systems I	4
ECET 1220	Computer System Maintenance	4
ECET 2101	Circuit Analysis II	4
ECET 2110	Digital Systems II	4
ECET 2120	Electronic Circuits I	4

NDT1 Network Design Technology Specialist
Technical Certificate of Credit

Minimum Credit Hours for Graduation   27

Program Description: The Computer Engineering Technology Fundamentals Technical Certificate of Credit (TCC) provides students with an opportunity to exit the Electronics and Computer Engineering Technology program with the basic technical skills required to enter the computer engineering technology field through a short-term certificate program. The courses in the Computer Engineering Technology TCC are embedded within the Electronics and Computer Engineering Technology A.A.S. Degree program. The completion of this certificate shows a current employer or prospective employer that progress has been made in the program and that basic skills have been achieved. The Electronics and Computer Engineering Technology Technical Certificates of Credit programs are planned sequences of carefully developed college-level courses designed to prepare students to work in the field of electronics and computer engineering technology. The programs emphasize the application of scientific, mathematics, and engineering knowledge and methods combined with technical skills in support of engineering activities.

Program Courses		Credits
ECET 1101	Circuit Analysis I	4
ECET 1110	Digital Systems I	4
ECET 1191	Computer Programming Fundamentals	3
ECET 1210	Networking Systems I	4
ECET 1220	Computer System Maintenance	4
ECET 2210	Networking Systems II	4
ECET 2230	Network Systems Design	4

NS21 Network Specialist
Technical Certificate of Credit

Minimum Credit Hours for Graduation   19

Program Description: The Computer Engineering Technology Fundamentals Technical Certificate of Credit (TCC) provides students with an opportunity to exit the Electronics and Computer Engineering Technology program with the basic technical skills required to enter the computer engineering technology field through a short-term certificate program. The courses in the Computer Engineering Technology TCC are embedded within the Electronics and Computer Engineering Technology A.A.S. Degree program. The completion of this certificate shows a current employer or prospective employer that progress has been made in the program and that basic skills have been achieved. The Electronics and Computer Engineering Technology Technical Certificates of Credit programs are planned sequences of carefully developed college-level courses designed to prepare students to work in the field of electronics and computer engineering technology. The programs emphasize the application of scientific, mathematics, and engineering knowledge and methods combined with technical skills in support of engineering activities.

Program Courses		Credits
ECET 1210	Networking Systems I	4
ECET 1220	Computer System Maintenance	4
ECET 2210	Networking Systems II	4
ECET 2230	Network Systems Design	4
ENGT 1000	Introduction to Engineering Technology	3

Electronics and Telecommunications

ET13 Electronics Technology
ASSOCIATE OF APPLIED SCIENCE

Minimum Credit Hours for Graduation   61

Program Description: The Electronics Technology Degree program is a sequence of courses designed to prepare students for careers in electronics professions. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of electronics technology theory and practical 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 communication electronics technology, telecommunication electronics technology, or field occupation.

Program Courses		Credits
General Education Core (required minimum: 15 Semester Credit Hours)		
ENGL 1101	Composition and Rhetoric	3
MATH 1111	College Algebra	3
Select one of the following:		
MATH 1112	College Trigonometry	3
MATH 1113	Precalculus	3
Area II	Social/Behavioral Sciences Elective	3
Area IV	Humanities/Fine Arts Elective	3
Occupational courses		
ELCR 1005	Soldering Technology	1
ELCR 1010	Direct Current Circuits	6
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
COMP 1000	Introduction to Computer Literacy	3
Select one of the following specializations:		
Communications Electronics Technology – 17 credits		
ELCR 2210	Analog Communications	5
ELCR 2220	Digital Communications	3
ELCR 2230	Antenna and Transmission Lines	3
ELCR 2240	Microwave Communications and Radar	3
ELCR 2250	Optical Communications Techniques	3
Field Occupation – 16 credits		
Technical Electives		16
Telecommunications Electronics Technology – 18 credits		
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

EF12 Electronics Fundamentals
Diploma

Minimum Credit Hours for Graduation   38

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.

Program Courses	Credits
Basic Skills courses	
ENGL 1010 Fundamentals of English I	3
EMPL 1000 Interpersonal Relations and Professional Development	2
Select one of the following courses:	
MATH 1012 Foundations of Mathematics	3
MATH 1013 Algebraic Concepts	3
Occupational courses	
ELCR 1005 Soldering Technology	1
ELCR 1010 Direct Current Circuits	6
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
COMP 1000 Introduction to Computer Literacy	3

EPT2 Transit Electric Power/Equipment Technician
Diploma

Minimum Credit Hours for Graduation   50

Program Description: The Transit Electric Power/Equipment Technician program is designed to train technicians to service transit related electrical power systems. The program encompasses both theory and practical applications and emphasizes circuit theory, industrial wiring, motor controls and programmable logic controllers related to transit equipment. This program is intended to prepare graduates for a position in the transit industry.

Program Courses	Credits
Basic Skills courses	
ENGL 1010 Fundamentals of English I	3
EMPL 1000 Interpersonal Relations and Professional Development	2
MATH 1013 Algebraic Concepts	3
MATH 1015 Geometry and Trigonometry	3
Occupational courses	
CIST 1401 Computer Networking Fundamentals	4
ELCR 1005 Soldering Technology	1
IDFC 1007 Industrial Safety Procedures	2
IDSY 1101 DC Circuit Analysis	3
IDSY 1105 AC Circuit Analysis	3
IDSY 1110 Industrial Motor Controls I	4
IDSY 1120 Basic Industrial PLCs	4
IDSY 1130 Industrial Wiring	4
IDSY 1210 Industrial Motor Controls II	4
IDSY 1220 Intermediate Industrial PLCs	4
TRST 1000 Transit Industry Fundamentals	1
TRST 1040 Transit Fiber Optics Controls	2
COMP 1000 Introduction to Computer Literacy	3

ET14 Electronics Technology
Diploma

Minimum Credit Hours for Graduation   54

Program Description: The Electronics Technology Diploma program is a sequence of courses designed to prepare students for careers in electronics technology professions. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Program graduates are to be competent in the general areas of communications, mathematics, computer literacy, and interpersonal relations. The program emphasizes a combination of electronics technology theory and practical application necessary for successful employment using both manual and computerized electronics systems. Program graduates receive an Electronics Technology Diploma which qualifies them as electronics technicians with a specialization in communication electronics technology, telecommunication electronics technology, or field occupation.

Program Courses	Credits
Basic Skills courses	
ENGL 1010 Fundamentals of English I	3
EMPL 1000 Interpersonal Relations and Professional Development	2
Select one of the following courses:	
MATH 1012 Foundations of Mathematics	3
MATH 1013 Algebraic Concepts	3
Occupational courses	
ELCR 1005 Soldering Technology	1
ELCR 1010 Direct Current Circuits	6
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
COMP 1000 Introduction to Computer Literacy	3
Select one of the following specializations:	
Communications Electronics Technology – 17 credits	
ELCR 2210 Analog Communications	5
ELCR 2220 Digital Communications	3
ELCR 2230 Antenna and Transmission Lines	3
ELCR 2240 Microwave Communications and Radar	3
ELCR 2250 Optical Communications Techniques	3
Field Occupation – 16 credits	
Technical Electives	16
Telecommunications Electronics Technology – 18 credits	
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

TET2 Transit Electronics Technician
Diploma

Minimum Credit Hours for Graduation   57

Program Description: The Transit Electronics Technician program is designed to provide students with an understanding of electrical theory and industrial transit applications. The program emphasizes both theory and practical applications. The student is provided with training to understand and troubleshoot various complex systems and subsystems on a transit vehicle. The program covers topics in safety, circuit theory, microprocessors, computer networking, and 3 phase motor drives.

Program Courses		Credits
Basic Skills courses		
ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development	2
MATH 1013	Algebraic Concepts	3
MATH 1015	Geometry and Trigonometry	3
Occupational courses		
ELCR 1005	Soldering Technology	1
ELCR 1010	Direct Current Circuits	6
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
IDFC 1007	Industrial Safety Procedures	2
IDSY 1110	Industrial Motor Controls I	4
IDSY 1120	Basic Industrial PLC's	4
TRST 1000	Transit Industry Fundamentals	1
TRST 1040	Transit Fiber Optics Controls	2
COMP 1000	Introduction to Computer Literacy	3
Select one of the following courses:		
CIST 1401	Computer Networking Fundamentals	4
ELCR 2190	Networking I	3

BE41 Basic Electronic Assembler
Technical Certificate of Credit

Minimum Credit Hours for Graduation   9

Program Description: The Basic Electronic Assembler certificate program is designed to prepare students for careers as entry-level production technicians in a manufacturing environment, or as service technicians or operators in the telecommunications industry. Topics include basic mathematics, direct current circuits, and soldering techniques.

Program Courses		Credits
Select one of the following courses:		
MATH 1012	Foundations of Mathematics	3
MATH 1013	Algebraic Concepts	3
ELCR 1005	Soldering Technology	1
ELCR 1010	Direct Current Circuits	5

ME61 Mobile Electronics Technician
Technical Certificate of Credit

Minimum Credit Hours for Graduation   10

Program Description: The Mobile Electronics Technician Technical Certificate of Credit is designed to provide students with short term training to prepare them for entry level employment in the field of car audio systems installation. Topics include direct and alternating current principles, soldering techniques, and system installation procedures.

Program Courses		Credits
ELCR 1005	Soldering Technology	1
ELCR 1300	Mobile Audio and Video Systems	3
IDSY 1101	DC Circuit Analysis	3
IDSY 1105	AC Circuit Analysis	3

TS41 Telecommunications Service and Operations
Technical Certificate of Credit

Minimum Credit Hours for Graduation   19

Program Description: The Telecommunications Service/Operations Technician technical certificate program prepares students for employment in the telecommunications industry.

Program Courses		Credits
MATH 1012	Foundations of Mathematics	3
ELCR 1010	Direct Current Circuits	6
ELCR 1020	Alternating Current Circuits	7
COMP 1000	Introduction to Computer Literacy	3

Film, Television and Media Production

DAM3 Design and Media Production Technology
ASSOCIATE OF APPLIED SCIENCE

Minimum Credit Hours for Graduation   61
Program Description: Design and Media Production Technology prepares students for employment in a variety of media production industries. This program of study emphasizes hands on production in specialized areas. Graduates of the program received a Design and Media Production degree with specializations in Computer Animation, Graphic Design and Prepress, Motion Graphics, Television Production, or Web Interface Design

Program Courses	Credits
General Education Core (required minimum: 15 Semester Credit Hours)	
ENGL 1101 Composition and Rhetoric	3
MATH 11XX College Level Mathematics	3
Area II Social/Behavioral Sciences Elective	3
Area IV Humanities/Fine Arts Elective	3
Area I, II, III, or IV Elective	3
Occupational courses	
DMPT 1000 Introduction to Design	4
DMPT 1005 Vector Graphics	4
DMPT 1010 Raster Imaging	4
DMPT 2930 Exit Review	4
Select one of the following:	3
COMP 1000 Introduction to Computer Literacy	3
DMPT 1055 Introduction to Media Technology	
Select one of the following specializations:	
Computer Animation – 27 Credits	
DMPT 2400 Basic 3D Modeling and Animation	4
DMPT 2405 Intermediate 3D Modeling	4
Select five of the following:	
DMPT 2410 Digital, Texture and Lighting	4
DMPT 2415 Character Rigging	4
DMPT 2420 3D Production and Animation	4
DMPT Elective	4
DMPT Elective	4
DMPT Elective	3
Design and Media Production – 27 Credits	
DMPT Elective	4
DMPT Elective	4
DMPT Elective	4
DMPT Elective	4
DMPT Elective	4
DMPT Elective	4
DMPT Elective	3
Graphic Design and Prepress – 27 Credits	
DMPT 2100 Identity Design	4
DMPT 2105 Page Layout	4
DMPT 2110 Publication Design	4
DMPT 2115 Advertising and Promotional Design	4
DMPT 2120 Prepress and Output	4
DMPT 2905 Practicum/Internship II	4
DMPT Elective	3

Post Production Technology – 27 Credits

DMPT 2600	Basic Video Editing	4
DMPT 2605	Introduction to Video Compositing and Broadcast Animation	4

Select five of the following:

DMPT 1040	Introduction to Animation	4
DMPT 1600	Introduction to Video Production	4
DMPT 2610	Intermediate Video Compositing and Broadcast Animation	4
DMPT 2615	Intermediate Video Editing	4
DMPT 2620	Intermediate Graphics for Television	4
DMPT 2625	DVD Authoring	4
DMPT 2630	Post-Production Audio	4
DMPT 2640	Color Grading	4
DMPT 2650	Visual Effects	4
DMPT 2660	Special Projects	4
DMPT 2905	Practicum/Internship II	4
DMPT	Elective.	3

Television Production – 27 Credits

DMPT 1500	Introduction to Television Production	4
DMPT 1505	Introduction to Digital Post Production	4
DMPT 1600	Introduction to Video Production	4
DMPT 2510	Field Video Production	4
DMPT 2520	Lighting for Television	4
DMPT 2525	Writing for Broadcast	4

Select one of the following:

DMPT 2530	Advanced Video Projects	5
DMPT 2900	Practicum/Internship I	3
DMPT	Elective	3

Video and Film Production – 27 Credits

DMPT 1600	Introduction to Video Production	4
DMPT 2600	Basic Video Editing	4
DMPT 2615	Intermediate Video Editing	4
DMPT 2800	Intermediate Video Production	4
DMPT 2805	Narrative Filmmaking	4
DMPT 2810	Documentary Filmmaking	4
DMPT	Elective	3

Web Interface Design – 28 Credits

DMPT 2300	Foundations of Interface Design	4
DMPT 2305	Web Interface Design	4
DMPT 2330	Introduction to Content Management Systems	4
DMPT 2335	Web Interface Structure	4
DMPT 2905	Practicum/Internship II	4

Select two of the following:

DMPT	Elective	4
DMPT	Elective	4
CIST	Elective	4
CIST	Elective	4

DEM2 Design and Media Production Technology
Diploma

Minimum Credit Hours for Graduation   46

Program Description: Design and Media Production Technology prepares students for employment in a variety of media production industries. This program of study emphasizes hands on production in specialized areas. Graduates of the program receive a Design and Media Production diploma with specializations in Computer Animation, Graphic Design and Prepress, Motion Graphics, Television Production, Video Production, or Web Interface Design

Program Courses	Credits
Basic Skills courses	
ENGL 1010 Fundamentals of English I	3
EMPL 1000 Interpersonal Relations and Professional Development	2
Select one of the following:	
MATH 1011 Business Math	3
MATH 1012 Foundations of Mathematics	3
Occupational courses	
DMPT 1000 Introduction to Design	4
DMPT 1005 Vector Graphics	4
DMPT 1010 Raster Imaging	4
DMPT 2930 Exit Review	4
Select one of the following:	
COMP 1000 Introduction to Computer Literacy	3
DMPT 1055 Introduction to Media Technology	4

Select one of the following specializations:

Computer Animation – 19 credits

DMPT 2400 Basic 3D Modeling and Animation	4
DMPT 2405 Intermediate 3D Modeling	4
Select three of the following:	
DMPT 2410 Digital, Texture and Lighting	4
DMPT 2415 Character Rigging	4
DMPT 2420 3D Production and Animation	4
DMPT Elective	3

Graphic Design and Prepress – 19 credits.

DMPT 2100 Identity Design	4
DMPT 2105 Page Layout	4
DMPT 2120 Prepress and Output	4
Select two of the following:	
DMPT 1015 Drawing	4
DMPT 2110 Publication Design	4
DMPT 2115 Advertising and Promotional Design	4
DMPT 2130 Advanced Vector Graphics	4
DMPT Elective	3

Post Production Technology – 19 credits

DMPT 2600 Basic Video Editing	4
DMPT 2605 Introduction to Video Compositing and Broadcast Animation	4
Select three of the following:	
DMPT 1040 Introduction to Animation	4
DMPT 1600 Introduction to Video Production	4
DMPT 2610 Intermediate Video Compositing and Broadcast Animation	4
DMPT 2615 Intermediate Video Editing	4
DMPT 2620 Intermediate Graphics for Television	4
DMPT 2625 DVD Authoring	4
DMPT 2630 Post-Production Audio	4
DMPT 2640 Color Grading	4
DMPT 2650 Visual Effects	4
DMPT 2660 Special Projects	4
DMPT 2905 Practicum/Internship II	4
DMPT Elective	3

Television Production – 19 Credits
DMPT 1500	Introduction to Television Production	4
DMPT 1505	Introduction to Digital Post Production	4
DMPT 1600	Introduction to Video Production	4
DMPT 2510	Field Video Production	4
DMPT 2520	Lighting for Television	4
DMPT 2525	Writing for Broadcast	4

Select one of the following:
DMPT 2530 Advanced Video Projects	4
DMPT 2900 Practicum/Internship I	3
DMPT Elective	3

Video and Film Production – 19 Credits
DMPT 1600	Introduction to Video Production	4
DMPT 2600	Basic Video Editing	4
DMPT 2800	Intermediate Video Production	4

Select two of the following: 8
DMPT 2805 Narrative Filmmaking	4
DMPT 2810 Documentary Filmmaking	4
DMPT Elective	3

Web Interface Design – 20 credits.
DMPT 2300	Foundations of Interface Design	4
DMPT 2305	Web Interface Design	4
DMPT 2330	Introduction to Content management Systems	4
DMPT 2335	Web Interface Structure	4

Select one of the following:
DMPT	Elective	4
CIST	Elective	4

RAT3 Recording Arts Technology
ASSOCIATE OF APPLIED SCIENCE

Minimum Credit Hours for Graduation 63

Program Description: The Recording Arts Technology degree program prepares students for a career in the audio engineering field including working with live sound, such as for concerts and church services, or recording, studio engineering, field recording, production of beats, audio for gaming, sound for film and television and sound for interactive applications such as animation, multimedia and web audio.

Program Courses		Credits

General Education Core (required minimum: 15 Semester Credit Hours)
ENGL 1101	Composition and Rhetoric	3
MATH 11XX	College Level Mathematics	3
Area II	Social/Behavioral Sciences Elective	3
Area IV	Humanities/Fine Arts Elective	3
Area I, II, III, or IV Elective		3

Occupational courses
DMPT 1000	Introduction to Design	4

Select one of the following:
DMPT 1005	Vector Graphics	4
DMPT 1010	Raster Imaging	4
DMPT 2900	Practicum/Internship I	3
DMPT 2930	Exit Review	4
RART 1100	Introduction to the Music Industry	3
RART 1200	Introduction to Sound Production	3
RART 1300	Introduction to Audio Recording	4
RART 1350	Advanced Audio Recording	4
RART 2100	Digital Sound Engineering and Movie Making	4
RART 2200	Podcast/Internet Radio and Alternative Audio Production	4
RART 2300	Live Event Production	4
RART 2500	Television Sound Production	4
COMP 1000	Introduction to Computer Literacy	3

3M11 3D Modeling & Rendering
Technical Certificate of Credit

Minimum Credit Hours for Graduation   20

Program Description: 3D Modeling and Rendering is an embedded TCC in DeKalb Technical College Computer Graphics and Design Program. The student will learn skills necessary to create quality 3D renderings and will use these skills to study both space and form in the 3D environment. This program will cover material textures, animated walk-throughs, lighting scenes and objects, perspective views, and all the essentials of 3d modeling.

Program Courses		Credits
DMPT 1000	Introduction to Design	4
DMPT 2400	Basic 3D Modeling and Animation	4
DMPT 2405	Intermediate 3D Modeling	4
DMPT 2410	Digital, Texture and Lighting	4
DMPT 2415	Character Rigging	4

AA21 Film Production Administrative Assistant II
Technical Certificate of Credit

Minimum Credit Hours for Graduation   18

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

Program Courses		Credits
FILM 1040	Film and Television Production Scheduling/Movie Magic	3
FILM 1050	Film and Television Production Budgeting/Movie Magic	3
FILM 2010	Advanced Skills for Film and TV Production I	3
FILM 2020	Advanced Skills for Film and TV Production II	3
BUSN 1190	Digital Technologies in Business	2
BUSN 1430	Desktop Publishing and Presentation Applications	4

CK71 Animation Technology
Technical Certificate of Credit

Minimum Credit Hours for Graduation   28

Program Description: The Animation Technology TCC provides entry-level skills in computer animation with courses in basic 3d modeling, advance 3d modeling, character rigging, digital texturing, 3d lighting, effects animation, animation production, animation short film, motion capture, basic game animation. Students will obtain skills to work effectively as animators in a variety of production settings and can work independently, collaboratively, and in an animation studio. Graduates will receive a technical certificate of credit.

Program Courses		Credits
DMPT 2400	Basic 3D Modeling and Animation	4
DMPT 2405	Intermediate 3D Modeling	4
Select four of the following courses:		
DMPT 2410	Digital, Texture and Lighting	4
DMPT 2415	Character Rigging	4
DMPT 2420	3D Production and Animation	4
DMPT Elective.		4
DMPT Elective.		4

DAM1 Design and Media Production Specialist
Technical Certificate of Credit

Minimum Credit Hours for Graduation   15

Program Description: The Design and Media Production Specialist TCC prepares students with basic design and media production skills, including those in vector graphics and raster imaging. Additionally, the program provides opportunities to upgrade present knowledge or skills. Graduates will receive a technical certificate of credit.

Program Courses		Credits
DMPT 1000	Introduction to Design	4
DMPT 1005	Vector Graphics	4
DMPT 1010	Raster Imaging	4
Select one of the following:		
COMP 1000	Introduction to Computer Literacy	3
DMPT 1055	Introduction to Media Technology	4

FIT1 Film Production Administrative Assistant I
Technical Certificate of Credit

Minimum Credit Hours for Graduation   20

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

Program Courses		Credits
FILM 1100	GFA Introduction to On-Set Film Production	6
BUSN 1240	Office Procedures	3
BUSN 1400	Word Processing Applications	4
BUSN 1440	Document Production	4
COMP 1000	Introduction to Computer Literacy	3

GF21 Georgia Film Academy On-Set Production Assistant
Technical Certificate of Credit

Minimum Credit Hours for Graduation   18

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

Program Courses		Credits
FILM 1100	GFA Introduction to On-Set Film Production	6
Select FILM 2100 or (FILM 1510 and FILM 2550)		
FILM 2100	GFA Practicum	12
Or both of the following:		
FILM 1510	GFA Set Construction and Painting	6
FILM 2550	GFA Film Practicum / Internship	6

Minimum Credit Hours for Graduation   31

Program Description: Motion Graphics Assistant TCC (also known as Multi-media artists and animators) combines the specialist skills of pre-production, production and an emphasis on post-production. Motion Graphics are graphics that use video and/or animation technology to create the illusion of motion or a transforming appearance. Students develop valuable industry standard techniques and become adept with using various software applications to integrate 2D and 3D design elements with live footage, audio and visual effects artistry.

Program Courses		Credits
DMPT 1000	Introduction to Design	4
DMPT 1005	Vector Graphics	4
DMPT 1010	Raster Imaging	4
DMPT 2600	Basic Video Editing	4
DMPT 2605	Introduction to Video Compositing and Broadcast Animation	4
DMPT Electives		8
Select one of the following:		
COMP 1000	Introduction to Computer Literacy	3
DMPT 1055	Introduction to Media Technology	4

Fire Science Technology

FS13 Fire Science Technology
ASSOCIATE OF APPLIED SCIENCE

Minimum Credit Hours for Graduation   62

Program Description: The Fire Science Associate of Applied Science degree program is a sequence of courses designed to prepare fire service personnel at all levels to become better officers and leaders. The program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain and upgrade present knowledge and skills. Completion of the program of study leads to an AAS degree in Fire Science.

Program Courses		**Credits**
General Education Core (required minimum: 15 Semester Credit Hours)		
ENGL 1101	Composition and Rhetoric	3
MATH 11XX	College Level Mathematics	3
Area II	Social/Behavioral Sciences Elective	3
Area IV	Humanities/Fine Arts Elective	3
Area I, II, III, or IV Elective		3
Occupational courses		
FRSC 1100	Introduction to the Fire Service	3
FRSC 1110	Fire Administration – Supervision and Leadership	3
FRSC 1132	Fire Service Instructor	4
FRSC 1141	Hazardous Materials Operation	4
FRSC 1151	Fire prevention and Inspection	4
FRSC 1161	Fire Service Safety and Loss Control	3
FRSC 2100	Fire Administration Management	3
FRSC 2110	Fire Service Hydraulics	3
FRSC 2120	Fire Prevention Systems	3
FRSC 2130	Fire Service Building Construction	3
FRSC 2141	Incident Command	4
FRSC 2170	Fire and Arson Investigation	4
Select one of the following		
FRSC 1115	Fire Behavior and Combustion	3
FRSC 1121	Firefighting Strategy and Tactics	3
COMP 1000	Introduction to Computer Literacy	3

FST2 Fire Science Technology
Diploma

Minimum Credit Hours for Graduation   55

Program Description: The Fire Science diploma program is a sequence of courses designed to prepare fire service personnel at all levels to become better officers and leaders. The program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain and upgrade present knowledge and skills. Completion of the program of study leads to a Diploma in Fire Science.

Program Courses		Credits
Basic Skills courses		
ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development	2
MATH 1012	Foundations of Mathematics	3
Occupational courses		
FRSC 1100	Introduction to the Fire Service	3
FRSC 1110	Fire Administration – Supervision and Leadership	3
FRSC 1132	Fire Service Instructor	4
FRSC 1141	Hazardous Materials Operation	4
FRSC 1151	Fire prevention and Inspection	4
FRSC 1161	Fire Service Safety and Loss Control	3
FRSC 2100	Fire Administration Management	3
FRSC 2110	Fire Service Hydraulics	3
FRSC 2120	Fire Prevention Systems	3
FRSC 2130	Fire Service Building Construction	3
FRSC 2141	Incident Command	4
FRSC 2170	Fire and Arson Investigation	4
Select one of the following		
FRSC 1115	Fire Behavior and Combustion	3
FRSC 1121	Firefighting Strategy and Tactics	3
COMP 1000	Introduction to Computer Literacy	3

FF11 Firefighter I
Technical Certificate of Credit

Minimum Credit Hours for Graduation   15

Program Description: The Firefighter I Technical Certificate of Credit program is conducted in cooperation with the Georgia Fire Academy and Georgia Firefighter Standards and Training to ensure graduates have the skills, knowledge and credentials to serve as firefighters in paid and volunteer fire departments. Graduates will be tested and certified at the National Professional Qualifications level. Program graduates receive a Firefighter I Technical Certificate of Credit.

Program Courses		Credits
FRSC 1020	Basic Firefighter – Emergency Services Fundamentals	3
FRSC 1030	Basic Firefighter – MODULE I	5
FRSC 1040	Basic Firefighter – MODULE II	3
FRSC 1141	Hazardous Materials Operations	4

Health Information Management Technology

HI13 Health Information Management Technology
ASSOCIATE OF APPLIED SCIENCE

Minimum Credit Hours for Graduation   63

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

Program Courses			**Credits**
General Education Core (required minimum: 15 Semester Credit Hours)			
ENGL	1101	Composition and Rhetoric	3
MATH	11XX	College Level Mathematics	3
Area	II	Social/Behavioral Sciences Elective	3
Area	IV	Humanities/Fine Arts Elective	3
Area	I, II, III, or IV Elective		3
Occupational courses			
ALHS	1090	Medical Terminology for Allied Health Sciences	2
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
HIMT	1100	Introduction to Health Information Technology	3
HIMT	1150	Computer Applications in Healthcare	3
HIMT	1200	Legal Aspects of Healthcare	3
HIMT	1250	Health Record Content and Structure	2
HIMT	1350	Pharmacotherapy	2
HIMT	1400	Coding and Classification – ICD Basic	4
HIMT	1410	Coding and Classification – ICD Advanced	3
HIMT	2150	Healthcare Statistics	3
HIMT	2200	Performance Improvement	3
HIMT	2400	Coding and Classification – CPT/HCPCS	3
HIMT	2410	Revenue Cycle Management	3
HIMT	2460	Health Information Technology Practicum	3
MAST	1120	Human Diseases	3

HI12 Health Information Management Coding
Diploma

Minimum Credit Hours for Graduation   48

Program Description: The Health Information Coding Associate prepares students to be medical coders and billers to classify medical records according to accepted standards. The classification of diagnoses and treatments is required for Medicare and insurance reimbursement in hospitals, outpatient clinics and medical offices. The program offers training in anatomy and physiology, medical terminology, diagnostic coding, and medical procedural coding.

Program Courses	Credits
Basic Skills courses	
ENGL 1010 Fundamentals of English I	3
EMPL 1000 Interpersonal Relations and Professional Development	2
Select one of the following:	
MATH 1012 Foundations of Mathematics	3
MATH 1013 Algebraic Concepts	3
Occupational courses	
ALHS 1011 Structure and Function of the Human Body	5
ALHS 1090 Medical Terminology for Allied Health Sciences	2
HIMT 1100 Introduction to Health Information Technology	3
HIMT 1150 Computer Applications in Healthcare	3
HIMT 1200 Legal Aspects of Healthcare	3
HIMT 1250 Health Record Content and Structure	2
HIMT 1350 Pharmacotherapy	2
HIMT 1400 Coding and Classification – ICD Basic	4
HIMT 1410 Coding and Classification – ICD Advanced	3
HIMT 2400 Coding and Classification – CPT/HCPCS	3
HIMT 2410 Revenue Cycle Management	3
HIMT 2500 Certification Seminar	4
MAST 1120 Human Pathological Conditions in the Medical Office	3

Hotel-Restaurant-Travel Management

HM21 Hotel Management Specialist
Technical Certificate of Credit

Minimum Credit Hours for Graduation   15
Program Description: The Hotel Management Specialist certificate program prepares students for employment in a variety of positions in today's hotel industry. Hotel Management Specialist certificate program learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement.

Program Courses		Credits
HRTM 1140	Hotel Operations Management	3
HRTM 1150	Event Planning	3
HRTM 1201	Hospitality Marketing	3
HRTM 1210	Hospitality Law	3
Select one of the following:		
HRTM 1220	Supervision and Leadership in the Hospitality Industry	3
Guided MGMT Elective		3

HP31 Hospitality Operations Associate
Technical Certificate of Credit

Minimum Credit Hours for Graduation   12
Program Description: The Hospitality Operations Associate program prepares students for employment in a variety of positions in today's Hotel/Restaurant/Tourism fields. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of Hotel/Restaurant/Tourism. Graduates of the program receive a Hospitality Operations Associate certificate.

Program Courses		Credits
HRTM 1100	Introduction to Hotel, Restaurant, and Tourism Management	3
HRTM 1160	Food and Beverage Management	3
HRTM 1201	Hospitality Marketing	3
HRTM Elective		3

Human Resources Management

HR13 Human Resource Management
ASSOCIATE OF APPLIED SCIENCE

Minimum Credit Hours for Graduation   64

Program Description: The Human Resource Management degree program will emphasize specific professional knowledge, theory, and skills required for job acquisition, retention, and advancement in the Human Resources area. Graduates who are currently employed will benefit through enhancement of career potential. Graduates not yet employed in field will be prepared to pursue diverse opportunities in Human Resource Management.

Program Courses	Credits
General Education Core (required minimum: 15 Semester Credit Hours)	
ENGL 1101 Composition and Rhetoric	3
MATH 11XX College Level Mathematics	3
Select one of the following:	
ECON 1101 Principles of Economics	3
ECON 2105 Macroeconomics	3
ECON 2106 Microeconomics	3
Area IV Humanities/Fine Arts Elective	3
Area I, II, III, or IV Elective	3
Occupational courses	
ACCT 1100 Financial Accounting I	4
MGMT 1100 Principles of Management	3
MGMT 1105 Organizational Behavior	3
MGMT 1110 Employment Law	3
MGMT 1111 Employee Compensation and Benefits	3
MGMT 1115 Leadership	3
MGMT 1125 Business Ethics	3
MGMT 2115 Human Resource Management	3
MGMT 2120 Labor Management Relations	3
MGMT 2125 Performance Management	3
MGMT 2130 Employee Training and Development	3
MGMT 2135 Management Communication Techniques	3
MGMT 2210 Project Management	3
MGMT Technical Elective	3
MKTG 1130 Business Regulations and Compliance	3
COMP 1000 Introduction to Computer Literacy	3

Minimum Credit Hours for Graduation 57

Program Description: This program will emphasize specific professional knowledge, theory, and skills required for job acquisition, retention, and advancement in the Human Resources area. Graduates who are currently employed will benefit through enhancement of career potential. Graduates not yet employed in field will be prepared to pursue diverse opportunities in Human Resource Management.

Program Courses		Credits
Basic Skills courses		
ENGL 1010	Fundamentals of English I	3
ENGL 1012	Fundamentals of English II	3
EMPL 1000	Interpersonal Relations and Professional Development	2
MATH 1011	Business Math	3
Occupational courses		
ACCT 1100	Financial Accounting I	4
MGMT 1100	Principles of Management	3
MGMT 1105	Organizational Behavior	3
MGMT 1110	Employment Law	3
MGMT 1115	Leadership	3
MGMT 1125	Business Ethics	3
MGMT 2115	Human Resource Management	3
MGMT 2120	Labor Management Relations	3
MGMT 2125	Performance Management	3
MGMT 2130	Employee Training and Development	3
MGMT 2135	Management Communication Techniques	3
MGMT 2210	Project Management	3
MGMT 2215	Team Project	3
MKTG 1130	Business Regulations and Compliance	3
COMP 1000	Introduction to Computer Literacy	3

HRM1 Human Resource Management Specialist
Technical Certificate of Credit

Minimum Credit Hours for Graduation 21

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

Program Courses		Credits
MGMT 1100	Principles of Management	3
MGMT 1105	Organizational Behavior	3
MGMT 2115	Human Resource Management	3
MGMT 2125	Performance Management	3
MGMT 2130	Employee Training and Development	3
Select one of the following:		
MGMT 1110	Employment Law	3
MGMT 2120	Labor Management Relations	3
MKTG 1130	Business Regulations and Compliance	3
Technical Elective		3

Marketing Management

MM13 Marketing Management
ASSOCIATE OF APPLIED SCIENCE

Minimum Credit Hours for Graduation   60

Program Description: The Marketing program is designed to prepare students for employment in a variety of positions in today's marketing and management fields. The Marketing program provides learning opportunities that 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 marketing. Graduates of the program receive a Marketing degree with specializations in entrepreneurship, marketing management, professional selling, or retail management.

Program Courses		Credits
General Education Core (required minimum: 15 Semester Credit Hours)		
ENGL 1101	Composition and Rhetoric	3
MATH 11XX	College Level Mathematics	3
SPCH 1101	Public Speaking	3
Area II	Social/Behavioral Sciences Elective	3
Area IV	Humanities/Fine Arts Elective	3
Occupational courses		
ACCT 1100	Financial Accounting I	4
BUSN 1190	Digital Technologies in Business	2
MGMT 1100	Principles of Management	3
MKTG 1100	Principles of Marketing	3
MKTG 1130	Business Regulations and Compliance	3
MKTG 1160	Professional Selling	3
MKTG 1190	Integrated Marketing Communications	3
MKTG 2090	Marketing Research	3
MKTG 2290	Marketing Internship/Practicum	3
MKTG 2300	Marketing Management	3
Technical Elective		3
COMP 1000	Introduction to Computer Literacy	3

Select one of the following specializations:

Entrepreneurship

MKTG 2010	Small Business Management	3
MKTG 2210	Entrepreneurship	6

Marketing Management

MKTG 1370	Consumer Behavior	3
MKTG 2060	Marketing Channels	3
MKTG Elective		3

Retail Management

MKTG 1270	Visual Merchandising	3
MKTG 1370	Consumer Behavior	3
Select one of the following		
MKTG 2140	Retail Management	3
MKTG 2270	Retail Operations Management	3

MM12 Marketing Management
Diploma

Minimum Credit Hours for Graduation   43

Program Description: The Marketing program is designed to prepare students for employment in a variety of positions in today's marketing and management fields. The Marketing program provides learning opportunities that 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 marketing. Graduates of the program receive a diploma with specializations in entrepreneurship, marketing management, professional selling, or retail management.

Program Courses	Credits
Basic Skills courses	
ENGL 1010 Fundamentals of English I	3
EMPL 1000 Interpersonal Relations and Professional Development	2
Select one of the following:	
MATH 1011 Business Math	3
MATH 1012 Foundations of Mathematics	3
Occupational courses	
Select one of the following:	
BUSN 1190 Digital Technologies in Business	2
BUSN 1430 Desktop Publishing and Presentation Applications	4
MKTG 1100 Principles of Marketing	3
MKTG 1130 Business Regulations and Compliance	3
MKTG 1160 Professional Selling	3
MKTG 1190 Integrated Marketing Communications	3
MKTG 2090 Marketing Research	3
Select one of the following:	
MKTG 2290 Marketing Internship/Practicum	3
MKTG 2300 Marketing Management	3
Technical Elective	3
COMP 1000 Introduction to Computer Literacy	3
Select one of the following specializations:	
Entrepreneurship	
MKTG 2010 Small Business Management	3
MKTG 2210 Entrepreneurship	6
Marketing Management	
MKTG 1370 Consumer Behavior	3
MKTG 2060 Marketing Channels	3
MKTG Elective	3
Retail Management	
MKTG 1270 Visual Merchandising	3
MKTG 1370 Consumer Behavior	3
Select one of the following	
MKTG 2140 Retail Management	3
MKTG 2270 Retail Operations Management	3

EN11 Entrepreneurship
Technical Certificate of Credit

Minimum Credit Hours for Graduation   12

Program Description: This program generally prepares individuals to perform development, marketing, and management functions associated with owning and operating a business.

Program Courses	Credits
MKTG 1130 Business Regulations and Compliance	3
MKTG 2210 Entrepreneurship	6
Select one of the following:	
MGMT 1100 Principles of Management	3
MKTG 2010 Small Business Management	3

MS21 Marketing Specialist
Technical Certificate of Credit

Minimum Credit Hours for Graduation   12

Program Description: The marketing specialist program prepares individuals to execute a company's marketing plans.

Program Courses		Credits
MKTG 1100	Principles of Marketing	3
MKTG 1160	Professional Selling	3
MKTG 1190	Integrated Marketing Communications	3
MKTG	Elective	3

RMM1 Retail Merchandise Manager
Technical Certificate of Credit

Minimum Credit Hours for Graduation   15

Program Description: The Retail Merchandise Manager certificate is designed to prepare students to plan and supervise the purchase and marketing of merchandise in a broad area. In department store chains, with numerous stores, many of the buying and merchandising functions are centralized in one location. Managers decide which merchandise is best for their own stores.

Program Courses		Credits
MKTG 1270	Visual Merchandising	3
MKTG 1370	Consumer Behavior	3
MKTG 2070	Buying and Merchandising	3
MKTG 2270	Retail Operations Management	3
Select one of the following:		
MGMT 1100	Principles of Management	3
MKTG 2010	Small Business Management	3

SB51 Small Business Marketing Manager
Technical Certificate of Credit

Minimum Credit Hours for Graduation   15

Program Description: This program prepares individuals to develop and manage independent small businesses. Included are courses in marketing, management, selling, promotion, and business regulations.

Program Courses		Credits
MKTG 1100	Principles of Marketing	3
MKTG 1130	Business Regulations and Compliance	3
MKTG 1160	Professional Selling	3
MKTG 1190	Integrated Marketing Communications	3
MKTG 2010	Small Business Management	3

Medical Assisting

MA23 Medical Assisting
ASSOCIATE OF APPLIED SCIENCE

Minimum Credit Hours for Graduation   63

Program Description: The Medical Assisting degree 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 degree.

Students who complete the Medical Assisting diploma may take the State Board certification. The Medical Assisting Diploma Program is accredited by the Commission on Accreditation of Allied Health Education Program (www.caahep.org), upon recommendation of the Medical Assisting Education Review Board (MAERB), Commission on Accreditation of Allied Health Education Programs, 35 Wacker Drive, Ste. 1970, Chicago, Illinois 60601-2208, and Telephone: 312-553-9355.

Program Courses			Credits
General Education Core (required minimum: 15 Semester Credit Hours)			
ENGL	1101	Composition and Rhetoric	3
MATH	11XX	College Level Mathematics	3
PSYC	1101	Introductory Psychology	3
Area	IV	Humanities/Fine Arts Elective	3
Area	I, II, III, or IV Elective		3
Occupational courses			
ALHS	1090	Medical Terminology for Allied Health Sciences	2
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
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	1120	Human Diseases	3
MAST	1170	Medical Assisting Externship	6
MAST	1180	Medical Assisting Seminar	3
COMP	1000	Introduction to Computer Literacy	3

Minimum Credit Hours for Graduation   54

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.

Students who complete the Medical Assisting diploma may take the State Board certification. The Medical Assisting Diploma Program is accredited by the Commission on Accreditation of Allied Health Education Program (www.caahep.org), upon recommendation of the Medical Assisting Education Review Board (MAERB), Commission on Accreditation of Allied Health Education Programs, 35 Wacker Drive, Ste. 1970, Chicago, Illinois 60601-2208, and Telephone: 312-553-9355.

Program Courses		**Credits**
Basic Skills courses		
ENGL 1010	Fundamentals of English I	3
PSYC 1010	Basic Psychology	3
MATH 1012	Foundations of Mathematics	3
Occupational courses		
ALHS 1011	Structure and Function of the Human Body	5
ALHS 1090	Medical Terminology for Allied Health Sciences	2
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 1120	Human Diseases	3
MAST 1170	Medical Assisting Externship	6
MAST 1180	Medical Assisting Seminar	3
COMP 1000	Introduction to Computer Literacy	3

Motorcycle Service Technology

MST2 Motorcycle Service Technology
Diploma

Minimum Credit Hours for Graduation   48
Program Description: The Motorcycle Service Technology diploma program is a sequence of courses that prepares students for positions in the motorcycle and ATV repair industry. The program emphasizes a combination of mechanical theory and practical experience. This program includes courses in motorcycle engines, chassis systems, electrical systems, fuel systems, and includes an internship experience.

Program Courses		Credits
Basic Skills courses		
ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development	2
MATH 1012	Foundations of Mathematics	3
Occupational courses		
MCST 1000	Introduction to Motorcycle Technology	4
MCST 1010	Motorcycle Engines and Drive Trains	6
MCST 1020	Motorcycle Electrical Systems	6
MCST 1030	Motorcycle Fuel and Exhaust Systems	4
MCST 1040	Motorcycle Chassis and Suspension Systems	4
MCST 1110	Motorcycle Maintenance	5
MCST 1120	Troubleshooting and Diagnostics	5
MCST 2000	Motorcycle Technology Internship	4
COMP 1000	Introduction to Computer Literacy	3

Ophthalmic Dispensing

OP13 Opticianry
ASSOCIATE OF APPLIED SCIENCE

Minimum Credit Hours for Graduation   71

Program Description: The Opticianry program prepares students for employment in a variety of positions in today's Opticianry field. A licensed dispensing optician (LDO) can be described as a visual pharmacist who fills the written prescription orders of Ophthalmologists and Optometrists. The opticianry program teaches students how to fabricate prescription lenses, from semi-finished lens blanks, to be inserted into fashionable eyewear worn by the patient. Adjusting and fitting eyewear as well as frame selection and dispensing are also part of the curriculum. The Opticianry 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 Opticianry management. Graduates of the program receive an Opticianry degree.

Program Courses		Credits
General Education Core (required minimum: 15 Semester Credit Hours)		
ENGL 1101	Composition and Rhetoric	3
MATH 11XX	College Level Mathematics	3
SPCH 1101	Public Speaking	3
Area II	Social/Behavioral Sciences Elective	3
Area IV	Humanities/Fine Arts Elective	3
Occupational courses		
OPHD 1010	Introduction to Ophthalmic Optics	3
OPHD 1020	Eye Anatomy and Physiology	3
OPHD 1030	Applied Optical Theory	2
OPHD 1060	Optical Laboratory Techniques I	6
OPHD 1070	Optical Laboratory Techniques II	6
OPHD 1080	Contact Lens I	5
OPHD 2090	Frame Selection	5
OPHD 2120	Lens Selection	6
OPHD 2130	Contact Lens II	5
OPHD 2170	Contact Lens Review	3
OPHD 2180	Opticianry Review	3
OPHD 2190	Opticianry Occupational Based Instruction	6
COMP 1000	Introduction to Computer Literacy	3

OP14 Opticianry
Diploma

Minimum Credit Hours for Graduation   59

Program Description: The Opticianry program prepares students for employment in a variety of positions in today's Opticianry field. A licensed dispensing optician (LDO) can be described as a visual pharmacist who fills the written prescription orders of Ophthalmologists and Optometrists. The opticianry program teaches students how to fabricate prescription lenses, from semi-finished lens blanks, to be inserted into fashionable eyewear worn by the patient. Adjusting and fitting eyewear as well as frame selection and dispensing are also part of the curriculum. The Opticianry 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 Opticianry management. Graduates of the program receive an Opticianry diploma.

Program Courses		Credits
Basic Skills courses		
ENGL 1010	Fundamentals of English I	3
MATH 1011	Business Math	3
Occupational courses		
OPHD 1010	Introduction to Ophthalmic Optics	3
OPHD 1020	Eye Anatomy and Physiology	3
OPHD 1030	Applied Optical Theory	2
OPHD 1060	Optical Laboratory Techniques I	6
OPHD 1070	Optical Laboratory Techniques II	6
OPHD 1080	Contact Lens I	5
OPHD 2090	Frame Selection	5
OPHD 2120	Lens Selection	6
OPHD 2130	Contact Lens II	5
OPHD 2170	Contact Lens Review	3
OPHD 2180	Opticianry Review	3
OPHD 2190	Opticianry Occupational Based Instruction	6

CL31 Contact Lens Technician
Technical Certificate of Credit

Minimum Credit Hours for Graduation   13

Program Description: The Contact Lens Technician Technical Certificate of Credit is a short-term program designed to provide the basic knowledge and skills needed to gain employment as a contact lens technician.
The program also provides the opportunity for individuals in the optical field to obtain formal education in a specialized area

Program Courses		Credits
OPHD 1010	Introduction to Ophthalmic Optics	3
OPHD 1080	Contact Lens I	5
OPHD 2130	Contact Lens II	5

EDS1 Eyewear Dispensing Specialist
Technical Certificate of Credit

Minimum Credit Hours for Graduation   30

Program Description: The Eyewear Dispensing Specialist Technical Certificate of Credit is a short-term program designed to provide the basic knowledge and skills needed to gain employment as an eyewear dispensing specialist. The program also provides the opportunity for individuals in the optical field to obtain formal education in a specialized area.

Program Courses		Credits
OPHD 1010	Introduction to Ophthalmic Optics	3
OPHD 1020	Eye Anatomy and Physiology	3
OPHD 1060	Optical Laboratory Techniques I	6
OPHD 1070	Optical Laboratory Techniques II	6
OPHD 2090	Frame Selection	6
OPHD 2120	Lens Selection	6

Minimum Credit Hours for Graduation 18

Program Description: The Optical Laboratory Technician Technical Certificate of Credit is a short-term program designed to provide students with the basic knowledge and skills needed to gain employment as an optical laboratory technician. The program also provides the opportunity for individuals in the optical field to obtain formal education in a specialized area.

Program Courses		**Credits**
OPHD 1010	Introduction to Ophthalmic Optics	3
OPHD 1020	Eye Anatomy and Physiology	3
OPHD 1060	Optical Laboratory Techniques I	6
OPHD 1070	Optical Laboratory Techniques II	6

Paralegal Studies

PS13 Paralegal Studies
ASSOCIATE OF APPLIED SCIENCE

Minimum Credit Hours for Graduation   69

Program Description: The Paralegal Studies Associate of Applied Science degree program prepares students for positions in the paralegal profession. The knowledge and skills emphasized in this program include ethical obligations; research in state and federal law; legal correspondence preparation; family law matters; basic concepts of real property law, criminal law and procedure, civil litigation, tort law, substantive contracts, commercial law and business organizations; and wills, trusts, administration and probate. The program of study provides students with specialized legal knowledge and skills required to assist lawyers in the delivery of legal services.

Program Courses		**Credits**
General Education Core (required minimum: 18 Semester Credit Hours)		
ENGL 1101	Composition and Rhetoric	3
MATH 11XX	College Level Mathematics	3
PSYC 1101	Introduction to Psychology	3
SPCH 1101	Public Speaking	3
Select one of the following:		
ECON 1101	Principles of Economics	3
SOCI 1101	Introduction to Sociology	3
Area IV	Humanities/Fine Arts Elective	3
Occupational courses		
PARA 1100	Introduction to Law and Ethics	3
PARA 1105	Legal Research and Legal Writing I	3
PARA 1110	Legal Research and Legal Writing II	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 1135	Wills, Trusts, Probate, and Administration	3
PARA 1140	Tort Law	3
PARA 1145	Law Office Management	3
PARA 1150	Contracts, Commercial Law and Business Organizations	3
PARA 2210	Paralegal Internship I	6
COMP 1000	Introduction to Computer Literacy	3
Select 9 credits from the following:		
PARA 1200	Bankruptcy/Debtor-Creditor Relations	3
PARA 1205	Constitutional Law	3
PARA 1210	Legal and Policy Issues in Healthcare	3
PARA 1220	Intellectual Property Law	3
PARA 1225	Elder Law	3
PARA 2215	Paralegal Internship II	6

Minimum Credit Hours for Graduation   30

Program Description: The Paralegal Studies Post-Baccalaureate Technical Certificate of Credit program prepares students, who have already earned a Bachelor's degree, for positions in the paralegal profession. 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, substantive contracts, commercial law and business organizations; and wills, trusts, administration and probate. The program of study provides students with specialized legal knowledge and skills required to assist lawyers in the delivery of legal services.

In order to be accepted to this program, in addition to having a four year degree from an approved college/university, students must complete the following: attend a Paralegal Studies orientation conducted by one of the Paralegal Studies faculty, complete a critical thinking assessment with the program required score and complete a Paralegal Studies Student Contract.

Program Courses		**Credits**
PARA 1100	Introduction to Law and Ethics	3
PARA 1105	Legal Research and Legal Writing I	3
PARA 1110	Legal Research and Legal Writing II	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 1150	Contracts, Commercial Law and Business Organizations	3
Paralegal Electives (Select 6 credits from the following):		
PARA 1135	Wills, Trusts, Probate, and Administration	3
PARA 1145	Law Office Management	3
PARA 1200	Bankruptcy/Debtor-Creditor Relations	3
PARA 1210	Legal and Policy Issues in Healthcare	3
PARA 2210	Paralegal Internship I	6

Paramedic Technology

PT13 Paramedicine
ASSOCIATE OF APPLIED SCIENCE

Minimum Credit Hours for Graduation   67

Program Description: The Paramedicine applied associate in science degree program prepares students to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is a link from the scene into the health care system. The Paramedicine degree program prepares students for employment in paramedic positions in today's health services field. The Paramedic degree program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program provides opportunities to upgrade present knowledge and skills from the EMT/EMT-I 1985/AEMT levels to a paramedic level. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians (NREMT) Paramedic certification examination and apply for Georgia licensure with the State Office of Emergency Medical Service and Trauma (SOEMST) as a paramedic. Criminal background checks and drug screens may be required based on the requirements for participation in clinical experiences.

Program Courses			Credits
General Education Core (required minimum: 15 Semester Credit Hours)			
ENGL	1101	Composition and Rhetoric	3
MATH	11XX	College Level Mathematics	3
Area	II	Social/Behavioral Sciences Elective	3
Area	IV	Humanities/Fine Arts Elective	3
Area	I, II, III, or IV Elective		3
Occupational 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
EMSP	2110	Foundations of Paramedicine	3
EMSP	2120	Applications of Pathophysiology for Paramedics	3
EMSP	2130	Advanced Resuscitative Skills for Paramedics	3
EMSP	2140	Advanced Cardiovascular Concepts	4
EMSP	2310	Therapeutic Modalities of Cardiovascular Care	3
EMSP	2320	Therapeutic Modalities of Medical Care	5
EMSP	2330	Therapeutic Modalities of Trauma Care	4
EMSP	2340	Therapeutic Modalities for Special Patient Populations	4
EMSP	2510	Clinical Applications for the Paramedic I	2
EMSP	2520	Clinical Applications for the Paramedic II	2
EMSP	2530	Clinical Applications for the Paramedic III	2
EMSP	2540	Clinical Applications for the Paramedic IV	1
EMSP	2550	Clinical Applications for the Paramedic V	1
EMSP	2560	Clinical Applications for the Paramedic VI	1
EMSP	2570	Clinical Applications for the Paramedic VII	1
EMSP	2710	Field Internship for the Paramedic	2
EMSP	2720	Practical Applications for the Paramedic	3

EP12 EMS Professions
Diploma

Minimum Credit Hours for Graduation   42

Program Description: Students who complete the EMS Professions diploma will be able to fluidly move into the paramedicine program at the diploma level. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians AEMT certification examination and to apply for Georgia licensure as an AEMT. The primary focus of the Advanced Emergency Medical Technician is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Advanced Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Advanced Emergency Medical Technicians perform interventions with the basic and advanced equipment typically found on an ambulance. The Advanced Emergency Medical Technician is a link from the scene to the emergency health care system. Criminal background checks and drug screens may be required based on the requirements for participation in clinical experiences. To complete the AEMT portion:

Program Courses		Credits
Basic Skills courses		
ENGL 1010	Fundamentals of English I	3
PSYC 1010	Basic Psychology	3
MATH 1012	Foundations of Mathematics	3
Occupational courses		
ALHS 1011	Structure and Function of the Human Body	5
ALHS 1090	Medical Terminology for Allied Health Sciences	2
EMSP 1110	Introduction to the EMT Profession	3
EMSP 1120	EMT Assessment/Airway Management and Pharmacology	3
EMSP 1130	Medical Emergencies for the EMT	3
EMSP 1140	Special Patient Populations	3
EMSP 1150	Shock and Trauma for the EMT	3
EMSP 1160	Clinical and Practical Applications for the EMT	1
EMSP 1510	Advanced Concepts for the AEMT	3
EMSP 1520	Advanced Patient Care for the AEMT	3
EMSP 1530	Clinical Applications for the AEMT	1
EMSP 1540	Clinical and Practical Applications for the AEMT	3

PT12 Paramedicine
Diploma

Minimum Credit Hours for Graduation   58

Program Description: The Paramedicine diploma program prepares students to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is a link from the scene into the health care system. The Paramedicine diploma program prepares students for employment in paramedic positions in today's health services field. The Paramedic diploma program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program provides opportunities to upgrade present knowledge and skills from the EMT/EMT-I 1985/AEMT levels to a paramedic level. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians (NREMT) Paramedic certification examination and apply for Georgia licensure with the State Office of EmergencyMedical Service and Trauma (SOEMST) as a paramedic. Criminal background checks and drug screens may be required based on the requirements for participation in clinical experiences.

Program Courses		Credits
Basic Skills courses		
ENGL 1010	Fundamentals of English I	3
PSYC 1010	Basic Psychology	3
MATH 1012	Foundations of Mathematics	3
Occupational courses		
ALHS 1011	Structure and Function of the Human Body	5
EMSP 2110	Foundations of Paramedicine	3
EMSP 2120	Applications of Pathophysiology for Paramedics	3
EMSP 2130	Advanced Resuscitative Skills for Paramedics	3
EMSP 2140	Advanced Cardiovascular Concepts	4
EMSP 2310	Therapeutic Modalities of Cardiovascular Care	3
EMSP 2320	Therapeutic Modalities of Medical Care	5
EMSP 2330	Therapeutic Modalities of Trauma Care	4
EMSP 2340	Therapeutic Modalities for Special Patient Populations	4
EMSP 2510	Clinical Applications for the Paramedic I	2
EMSP 2520	Clinical Applications for the Paramedic II	2
EMSP 2530	Clinical Applications for the Paramedic III	2
EMSP 2540	Clinical Applications for the Paramedic IV	1
EMSP 2550	Clinical Applications for the Paramedic V	1
EMSP 2560	Clinical Applications for the Paramedic VI	1
EMSP 2570	Clinical Applications for the Paramedic VII	1
EMSP 2710	Field Internship for the Paramedic	2
EMSP 2720	Practical Applications for the Paramedic	3

EB71 Emergency Medical Responder (EMR)
Technical Certificate of Credit

Minimum Credit Hours for Graduation   11

Program Description: The Emergency Medical Responder certificate program prepares students to initiate immediate lifesaving care to critical patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide lifesaving interventions while awaiting additional EMS response and to assist higher level personnel at the scene and during transport. Emergency Medical Responders function as part of a comprehensive EMS response, under medical oversight. The Emergency Medical Responder (EMR) technical certificate of credit provides students with the opportunity to prepare for entry-level into the emergency medical services professions for possible employment in a variety of prehospital, industrial and first responder settings. After successful completion of a SOEMST approved EMR program the graduate may take the National Registry of Emergency Medical Technicians EMR certification examination.

Program Courses		Credits
ALHS 1011	Structure and Function of the Human Body	5
ALHS 1090	Medical Terminology for Allied Health Sciences	2
EMSP 1010	Emergency Medical Responder	4

<div align="center">

EMH1 Advanced Emergency Medical Technician (AEMT)
Technical Certificate of Credit

</div>

Minimum Credit Hours for Graduation   10

Program Description: The Advanced Emergency Medical Technician certificate program prepares students to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Advanced Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Advanced Emergency Medical Technicians perform interventions with the basic and advanced equipment typically found on an ambulance. The Advanced Emergency Medical Technician is a link from the scene to the emergency health care system. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians AEMT certification examination and apply for Georgia licensure as an AEMT. This technical certificate of credit replaces the EM01 "Emergency Medical Technician (Intermediate)" technical certificate of credit.

Program Courses		Credits
EMSP 1510	Advanced Concepts for the AEMT	3
EMSP 1520	Advanced Patient Care for the AEMT	3
EMSP 1530	Clinical Applications for the AEMT	1
EMSP 1540	Clinical and Practical Applications for the AEMT	3

<div align="center">

EMJ1 Emergency Medical Technician (EMT)
Technical Certificate of Credit

</div>

Minimum Credit Hours for Graduation   16

Program Description: The Emergency Medical Technician certificate program prepares students to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. The Emergency Medical Technician is a link from the scene to the emergency health care system. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians EMT certification examination and apply for Georgia licensure as an EMT. This technical certificate of credit replaces the previous EMB1 "Emergency Medical Technician (Basic)" technical certificate of credit. Criminal background checks and drug screens may be required based on the requirements for participation in clinical experiences.

Program Courses		Credits
EMSP 1110	Introduction to the EMT Profession	3
EMSP 1120	EMT Assessment/Airway Management and Pharmacology	3
EMSP 1130	Medical Emergencies for the EMT	3
EMSP 1140	Special Patient Populations	3
EMSP 1150	Shock and Trauma for the EMT	3
EMSP 1160	Clinical and Practical Applications for the EMT	1

Practical Nursing and Related Programs

PN12 Practical Nursing
Diploma

Minimum Credit Hours for Graduation   57

Program Description: The Practical Nursing diploma program is designed to prepare students to write the NCLEX-PN for licensure as practical nurses. The program prepares graduates to give competent nursing care. This is done through a selected number of academic and occupational courses providing a variety of techniques and materials necessary to assist the student in acquiring the needed knowledge and skills to give competent care. A variety of clinical experiences is planned so that theory and practice are integrated under the guidance of the clinical instructor. Program graduates receive a practical nursing diploma and have the qualifications of an entry-level practical nurse. PN12 is a diploma program to be implemented with new cohorts of students beginning Fall 2011 and beyond. Students most commonly will have to submit a satisfactory criminal background check as well as a drug screen in order to be placed in a clinical health care facility to complete the clinical portions of their educational training.

Program Courses		Credits
Basic Skills courses		
ENGL 1101	Composition and Rhetoric	3
PSYC 1010	Basic Psychology	3
MATH 1013	Algebraic Concepts	3
Occupational courses		
ALHS 1011	Structure and Function of the Human Body	5
ALHS 1060	Diet and Nutrition for Allied Health Sciences	2
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 2250	Maternity Nursing	3
PNSG 2255	Maternity Nursing Clinical	1
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 2410	Nursing Leadership	1
PNSG 2415	Nursing Leadership Clinical	2

CN31 Nurse Aide
Technical Certificate of Credit

Minimum Credit Hours for Graduation   14

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

Program Courses		Credits
ALHS 1011	Structure and Function of the Human Body	5
ALHS 1090	Medical Terminology for Allied Health Sciences	2
NAST 1150	Patient Care Fundamentals	7

Technical Specialist

TC31 Technical Specialist
Technical Certificate of Credit

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.

Program Courses	Credits
COMP 1000 Introduction to Computer Literacy	3
Occupational Guided Electives (9 – 12 credits.) Specified by college advisor	
ENGL 1101 Composition and Rhetoric	3
Humanities/Fine Arts – Select two of the following:	
ARTS 1101 Art Appreciation	3
ENGL 2130 American Literature	3
MUSC 1101 Music Appreciation	3
HUMN 1101 Introduction to Humanities	3
Social/Behavioral Science – Select two of the following:	
PSYC 1101 Introductory Psychology	3
ECON 1101 Principles of Economics	3
ECON 2105 Macroeconomics	3
ECON 2106 Microeconomics	3
SOCI 1101 Introduction to Sociology	3
POLS 1101 American Government	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
Natural Sciences/Mathematics – Select one of the following:	
MATH 1101 Mathematical Modeling	3
MATH 1111 College Algebra	3
MATH 1112 College Trigonometry	3
MATH 1113 Precalculus	3
Science Elective Courses – add the lab	
BIOL 1111 Biology I	3
BIOL 1111L Biology Lab I	1
CHEM 1211 Chemistry I	3
CHEM 1211L Chemistry Lab I	1
PHYS 1110 Conceptual Physics	3
PHYS 1110L Conceptual Physics Lab	1
General Education Core Electives – (6 – 12 credits.) Specified by college	

Welding and Joining Technology

WAJ2 Welding and Joining Technology
Diploma

Minimum Credit Hours for Graduation   54

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.

Program Courses		Credits
Basic Skills courses		
ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development	2
MATH 1012	Foundations of Mathematics	3
Occupational courses		
WELD 1000	Introduction to Welding Technology	4
WELD 1010	Oxyfuel and Plasma Cutting	4
WELD 1030	Blueprint Reading for Welding Technology	4
WELD 1040	Flat Shielded Metal Arc Welding	4
WELD 1050	Horizontal Shielded Metal Arc Welding	4
WELD 1060	Vertical Shielded Metal Arc Welding	4
WELD 1070	Overhead Shielded Metal Arc Welding	4
WELD 1090	Gas Metal Arc Welding	4
WELD 1110	Gas Tungsten Arc Welding	4
WELD 1120	Preparation for Industrial Qualification	4
Technical Electives (6 credits)		
WELD 1150	Advanced Gas Tungsten Arc Welding	3
WELD 1151	Fabrication Processes	3
WELD 1152	Pipe Welding	4
WELD 1156	Ornamental Iron Works	4
COMP 1000	Introduction to Computer Literacy	3

FS31 Basic Shielded Metal Arc Welder
Technical Certificate of Credit

Minimum Credit Hours for Graduation   12

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.

Program Courses		Credits
WELD 1000	Introduction to Welding Technology	4
WELD 1010	Oxyfuel and Plasma Cutting	4
WELD 1040	Flat Shielded Metal Arc Welding	4

Minimum Credit Hours for Graduation   15

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.

Program Courses		Credits
WELD 1000	Introduction to Welding Technology	4
WELD 1010	Oxyfuel and Plasma Cutting	4
WELD 1090	Gas Metal Arc Welding	4
Select one of the following:		
WELD 1150	Advanced Gas Tungsten Arc Welding	3
WELD 1151	Fabrication Processes	3
WELD 1152	Pipe Welding	3
WELD 1156	Ornamental Iron Works	3

GTA1 Gas Tungsten Arc Welder
Technical Certificate of Credit

Minimum Credit Hours for Graduation   15

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.

Program Courses		Credits
WELD 1000	Introduction to Welding Technology	4
WELD 1010	Oxyfuel and Plasma Cutting	4
WELD 1110	Gas Tungsten Arc Welding	4
Select one of the following:		
WELD 1150	Advanced Gas Tungsten Arc Welding	3
WELD 1151	Fabrication Processes	3
WELD 1152	Pipe Welding	3
WELD 1156	Ornamental Iron Works	3

OI21 Ornamental Iron Fabricator
Technical Certificate of Credit

Minimum Credit Hours for Graduation   12

Program Description: The Ornamental Iron Fabricator Technical Certificate of Credit introduces students to ornamental iron welding and fabrication processes. Topics include oxyfuel cutting plasma cutting, and ornamental iron works.

Program Courses		Credits
WELD 1000	Introduction to Welding Technology	4
WELD 1010	Oxyfuel and Plasma Cutting	4
WELD 1156	Ornamental Iron Works	4

OSM1 Advanced Shielded Metal Arc Welder
Technical Certificate of Credit

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.

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

PW11 Pipe Welder
Technical Certificate of Credit

Minimum Credit Hours for Graduation   9

Program Description: The Pipe Welder Technical Certificate of Credit provides instruction in the specialized field of pipe welding. A good understanding and skill base is essential for the completion of this program. Topics include advanced gas tungsten arc welding practices, fabrication practices, and pipe welding techniques.

Program Courses		Credits
WELD 1150	Advanced Gas Tungsten Arc Welding	3
WELD 1151	Fabrication Processes	3
WELD 1152	Pipe Welding	3

COURSE DESCRIPTIONS

Opposite each course title are printed the number of semester credit hours awarded for the successful completion of the course.

ACCT – Accounting

ACCT 1100   Financial Accounting I   (4)
Introduces the basic financial accounting concepts of the complete accounting cycle and provides the student with the necessary skills to maintain a set of books for a sole proprietorship. Topics include: accounting vocabulary and concepts, the accounting cycle for a personal service business, the accounting cycle for a merchandising business, inventory, cash control and receivables. Laboratory work demonstrates theory presented in class.
Pre-requisites: Program Admission or Advisor Approval

ACCT 1105   Financial Accounting II   (4)
Introduces the intermediate financial accounting concepts that provide the student with the necessary skills to maintain a set of books for a partnership and corporation. Topics include: Fixed and Intangible Assets, Current and Long-Term Liabilities (Notes Payable), Payroll, Accounting for a Partnership, Accounting for a Corporation, Statement of Cash Flows, and Financial Statement Analysis, Laboratory work demonstrates theory presented in class
Pre-requisites: All required
     Instructor approval for Provisional Students
     ACCT 1100 – Financial Accounting I, with a minimum grade of "C".

ACCT 1115   Computerized Accounting   (3)
Emphasizes operation of computerized accounting systems from manual input forms. Topics include: company creation (service and merchandising), chart of accounts, customers transactions, vendors transactions, banking activities, merchandise inventory, employees and payroll, and financial reports. Laboratory work includes theoretical and technical application.
Pre-requisites: All required
     ACCT 1100 – Financial Accounting I, with a minimum grade of "C".
     COMP 1000 – Introduction to Computer Literacy, with a minimum grade of "C".

ACCT 1120   Spreadsheet Applications   (4)
This course covers the knowledge and skills to use spreadsheet software through course demonstrations, laboratory exercises and projects. Topics and assignments will include: spreadsheet concepts, creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually and collaborating and securing data.
Pre-requisites: COMP 1000 – Introduction to Computer Literacy, with a minimum grade of "C".

ACCT 1125   Individual Tax Accounting   (3)
Provides instruction for the preparation of individual federal income tax returns. Topics include: taxable income, income adjustments, schedules, standard deductions, itemized deductions, exemptions, tax credits, and tax calculations.
Pre-requisites: One required
     Advisor Approval
     ACCT 1100 – Financial Accounting I, with a minimum grade of "C".

ACCT 1130   Payroll Accounting   (3)
Provides an understanding of the laws that affect a company's payroll structure and practical application skills in maintaining payroll records. Topics include: payroll tax laws, payroll tax forms, payroll and personnel records, computing wages and salaries, taxes affecting employees and employers, and analyzing and journalizing payroll transactions.
Pre-requisites: ACCT 1100 – Financial Accounting I, with a minimum grade of "C".

ACCT 2000   Managerial Accounting   (3)
Emphasizes the interpretation of data by management in planning and controlling business activities. Topics include Managerial Accounting Concepts, Manufacturing Accounting using a Job Order Cost System, Manufacturing Accounting using a Process Cost System, Cost Behavior and Cost-Volume-Profit, Budgeting and Standard Cost Accounting, Flexible Budgets, Standard Costs and Variances, and Capital Investment Analysis and Budgeting. Laboratory work demonstrates theory presented in class.
Pre-requisites: ACCT 1105 – Financial Accounting II, with a minimum grade of "C".

ACCT 2100   Accounting Internship   (3)
Introduces the application and reinforcement of accounting and employability principles in an actual job setting. Acquaints the student with realistic work situations and provides insights into accounting applications on the job. Topics include appropriate work habits, acceptable job performance, application of accounting knowledge and skills, interpersonal relations, and development of productivity. The half-time accounting internship is implemented through the use of written individualized training plans, written performance evaluation, and weekly documentation or seminars and/or other projects as required by the instructor.
Pre-requisites: All non-elective courses required for program completion, and Advisor Approval

ACCT 2110   Accounting Simulation   (3)
Students assume the role of a business owner where he/she can directly experience the impact and importance of accounting in a business. At the end of the simulation course, the student will have completed the entire accounting cycle for a service business, merchandising business and a corporation using an Accounting Information System software (different from software used in ACCT 1115-Computerized Accounting). Emphasis placed on providing students with real-world opportunities for the application and demonstration of accounting skills by using Simulation Projects will enable them to build a foundation for understanding and interpreting financial statements. Topics include company creation, chart of accounts, customers transactions, vendors transactions, banking activities, merchandise inventory, employees and payroll, financial statements, preparation of payroll tax forms and preparation of income tax forms. Laboratory work includes theoretical and technical application.
Pre-requisites: All required
    ACCT 1105 – Financial Accounting II, with a minimum grade of "C".
    ACCT 1115 – Computerized Accounting, with a minimum grade of "C".
    ACCT 1120 – Spreadsheet Applications, with a minimum grade of "C".

ACCT 2120   Business Tax Accounting   (3)
Provides instruction for preparation of both state and federal partnership, corporation and other business tax returns. Topics include: organization form, overview of taxation of partnership, special partnership issues, corporate tax elections, adjustments to income and expenses, tax elections, forms and schedules, tax credits, reconciliation of book and tax income, tax depreciation methods, and tax calculations.
Pre-requisites: None
Co-requisites: ACCT 1125 – Individual Tax Accounting

ACCT 2135   Introduction to Governmental and Non-Profit Accounting   (3)
Provides an introduction to financial reporting and accounting principles for state/local governments and nonprofit entities.
Pre-requisites: ACCT 1105 – Financial Accounting II, with a minimum grade of "C".

ACCT 2140   Legal Environment of Business   (3)
Introduces law and its relationship to business. Topics include: legal ethics, legal processes, business contracts, business torts and crimes, real and personal property, agency and employment, risk-bearing devices, and Uniform Commercial Code.
Pre-requisites: Program Admission

ACCT 2145   Personal Finance   (3)
Introduces practical applications of concepts and techniques used to manage personal finance. Topics include: cash management, time value of money, credit, major purchasing decisions, insurance, investments, retirement, and estate planning.
Pre-requisites: Program Admission

ACCT 2150   Principles of Auditing   (3)
Introduces the student to the auditor's responsibilities in the areas of professional standards, reports, ethics and legal liability. Students learn about the technology of auditing; evidence gathering, audit/assurance processes, internal controls, and sampling techniques. The specific methods of auditing the revenue/receipts process, disbursement cycle, personnel and payroll procedures, asset changes, and debt and equity are learned. Finally procedures related to attest engagements and internal auditing are reviewed.
Pre-requisites: ACCT 1105 – Financial Accounting II, with a minimum grade of "C".

ACCT 2155   Principles of Fraud Examination   (3)
Provides instruction of the basic principles and theories of occupational fraud. Topics include: fraud concepts, skimming, cash larceny, billing schemes, check tampering, payroll schemes, expense reimbursement schemes, register disbursement schemes, non-cash assets fraud, corruption schemes, and accounting principles and fraud.
Pre-requisites: ACCT 1105 – Financial Accounting II, with a minimum grade of "C".

ACCT 2160   Accounting Ethics   (3)
Accounting Ethics introduces the student to necessary foundation and philosophies about ethical and moral conduct and how to make sound ethical decisions in business. This course highlights notable issues in accounting and how current accounting legislations play a major role in the profession. Topics include: ethical principles and reasoning, corruption, collusion, social responsibility, ethical decision making, fraud detection, confidentiality, independence, financial disclosure, conflict of interest, professional codes of conduct and fiduciary responsibilities.
Pre-requisites: ACCT 1105 – Financial Accounting II, with a minimum grade of "C".

AIPM – Apartment Industry Management

AIPM 1101   Apartment Industry Foundations   (3)
This course is designed to orient the student to the management responsibilities of the apartment industry. Topics include an introduction to the apartment industry, apartment marketing and leasing, financial reporting, legal and legislative issues, fair housing, risk management, property management, professional enrichment, and career development.
Pre-requisites: Program Admission

AIPM 1115   Apartment Industry Internship   (4)
This course is designed to give students an opportunity to experience the industry work environment and to apply the skills learned in the classroom. Topics include the application of classroom knowledge and skills, use of interpersonal skills, adaptability to the workplace environment, problem solving techniques, and safety.
Pre-requisites: All required
    AIPM 1101 – Apartment Industry Foundations, with a minimum grade of "C".
    MGMT 1100 – Principles of Management, with a minimum grade of "C".
    MGMT 2120 – Labor Management Relations, with a minimum grade of "C".
    MKTG 1130 – Business Regulations and Compliance, with a minimum grade of "C".

AIRC – Air Conditioning Technology

AIRC 1005   Refrigeration Fundamentals   (4)
Introduces the basic concepts, theories, and safety regulations and procedures of refrigeration. Topics include an introduction to OSHA, safety, first aid, laws of thermodynamics, pressure and temperature relationships, heat transfer, the refrigerant cycle, refrigerant identification, and types of AC systems.
Pre-requisites: None

AIRC 1010   Refrigeration Principles and Practices   (4)
This course introduces the student to basic refrigeration system principles and practices. Topics include refrigeration tools, piping practices, service valves, leak testing, refrigerant recovery, recycling, and reclamation, evacuation, charging, and refrigeration safety.
Pre- or Co-requisites: AIRC 1005 – Refrigeration Fundamentals

AIRC 1020   Refrigeration Systems Components   (4)
This course provides the student with the skills and knowledge and skills to install, test, and service major components of a refrigeration system. Topics include compressors, condensers, evaporators, metering devices, service procedures, refrigeration systems and safety.
Pre- or Co-requisites: AIRC 1010 – Refrigeration Principles and Practices

AIRC 1030   HVACR Electrical Fundamentals   (4)
This course provides an introduction to fundamental electrical concepts and theories as applied to the air conditioning industry. Topics include AC and DC theory, electric meters, electrical diagrams, distribution systems, electrical panels, voltage circuits, code requirements, and safety.
Pre-requisites: AIRC 1020 – Refrigeration Systems Components
Pre- or Co-requisites: MATH 1012 – Foundations of Math or Higher

AIRC 1040   HVACR Electrical Motors   (4)
This course provides the student with the skills and knowledge necessary for application and service of electric motors commonly used by the refrigeration and air conditioning industry. Topics include diagnostic techniques, capacitors, installation procedures, types of electric motors, electric motor service, and safety.
Pre- or Co-requisites: All required
    AIRC 1030 – HVACR Electrical Fundamentals
    MATH 1012 – Foundations of Math or Higher

AIRC 1050   HVACR Electrical Components and Controls   (4)
Provides instruction in safely identifying, installing, and testing commonly used electrical components and control systems used in an air conditioning system. Topics include identification, installation, application, diagnosis and safety procedures for: transformers, thermostats, pressure switches, control boards and commonly used HVACR controls and control systems.
Pre- or Co-requisites: All required
    AIRC 1040 – HVACR Electrical Motors
    MATH 1012 – Foundations of Math or Higher

AIRC 1060   Air Conditioning Systems Application and Installation   (4)
Provides instruction on the design and installation of residential air conditioning systems. Topics include: heat load studies, duct design procedures, split systems, packaged systems, system wiring, control circuits, and safety.
Pre- or Co-requisites: All required
    AIRC 1050 – HVACR Electrical Components and Controls
    MATH 1012 – Foundations of Math or Higher

AIRC 1070   Gas Heat   (4)
This course introduces principles of combustion, installation and service requirements for gas heating systems. Topics include installation, servicing procedures, electrical controls, piping, gas valves, venting, code requirements, principles of combustion, and safety.
Pre- or Co-requisites: All required
    AIRC 1060 – Air Conditioning Systems Application and Installation
    ENGL 1010 – Fundamentals of English

AIRC 1080   Heat Pumps and Related Systems   (4)
This course provides instruction on the principles, applications, and operation of a residential heat pump system. Topics include installation and servicing procedures, electrical components, geothermal ground source energy supplies, dual fuel, reversing valves, and troubleshooting techniques.
Pre-requisites: All required
    AIRC 1010 – Refrigeration Principles and Practices
    AIRC 1030 – HVACR Electrical Fundamentals
Pre- or Co-requisites: All required
    AIRC 1090 – Troubleshooting Air Conditioning System
    ENGL 1010 – Fundamentals of English

AIRC 1090   Troubleshooting Air Conditioning Systems   (4)
This course provides instruction on the troubleshooting and repair of major components of a residential air conditioning system. Topics include air flow, air filters, psychometrics, troubleshooting techniques, electrical controls, the refrigeration cycle, electrical servicing procedures, and safety.
Pre-requisites: All required
    AIRC 1010 – Refrigeration Principles and Practices
    AIRC 1030 – HVACR Electrical Fundamentals
Pre- or Co-requisites: All required
    AIRC 1060 – Air Conditioning Systems Application and Installation
    AIRC 1070 – Gas Heat
    ENGL 1010 – Fundamentals of English

AIRC 2004   Thermodynamics of Refrigeration   (2)
Course will explore the relationship between heat, work, and systems that analyze energy processes. Understand the Laws of Thermodynamics. Define terms and expressions related to thermodynamics such as: heat engines, steam turbines compressor, thermodynamic cycle, heat transfer, enthalpy, entropy, temperature, pressure, specific volume, sensible and latent heat, and thermal conductivity.
Pre-requisites: None
Co-requisites: AIRC 1050 – HVACR Electrical Components and Controls

AIRC 2030   Light Commercial Air Conditioning Internship/Practicum   (8)
Provides students with occupation-based instruction that applies learned skills to actual work experiences. Topics include: application of commercial refrigeration knowledge and skills, appropriate employability skills, problem solving, adaptability to job equipment and technology, progressive productivity, and acceptable job performance. The Light Commercial Air Conditioning Internship/Practicum is implemented through student internship in an approved occupational setting or through student work in an occupational practicum. Written individualized training plans, written performance evaluations, and required integrative experiences are used to implement this course.
Pre-requisites: None
Co-requisites: One required:
    AIRC 1030 – HVACR Electrical Fundamentals

AIRC 1090 – Troubleshooting Air Conditioning Systems

AIRC 2040   Residential Systems Designs   (4)
Presents advanced refrigeration and electrical skills and theories. Topics include: heat gain and heat loss, duct design, zone control, equipment selection, and safety.
Pre- or Co-requisites: All required:
    AIRC 1080 – Heat Pumps and Related Systems
    AIRC 1090 – Troubleshooting Air Conditioning Systems
    ENGL 11XX – Composition and Rhetoric or Higher
    MATH 11XX – College Level Math

AIRC 2070   Commercial Refrigeration Design   (4)
Provides an increased level of concepts and theory beyond AIRC 1020. Students are introduced to more design theory in commercial refrigeration. Topics include: refrigeration heat calculation, equipment selection, refrigeration piping, codes, and safety.
Pre-requisites: None
Co-requisites: One required:
    AIRC 1090 – Troubleshooting Air Conditioning Systems
    AIRC 2004 – Thermodynamics of Refrigeration

AIRC 2080   Commercial Refrigeration Application   (4)
Introduces the application of fundamental theories and concepts of refrigeration. Emphasis will be placed on equipment application and installation procedures. Topics include: equipment application, installation procedures, cycle controls, energy management, and safety.
Pre-requisites: AIRC 2070 – Commercial Refrigeration Design

AIRC 2090   Troubleshooting and Servicing Commercial Refrigeration   (4)
Continues to provide experience in maintenance techniques in servicing light commercial refrigeration systems. Topics include: system clearing, troubleshooting procedures, replacement of components, and safety.
Pre-requisites: None
Co-requisites: AIRC 2080 – Commercial Refrigeration Application

ALHS – Allied Health Science

ALHS 1011   Structure and Function of the Human Body   (5)
Focuses on basic normal structure and function of the human body. Topics include general plan and function of the human body, integumentary system, skeletal system, muscular system, nervous and sensory systems, endocrine system, cardiovascular system, lymphatic system, respiratory system, digestive system, urinary system, and reproductive system.
Pre-requisites: Program Admission

ALHS 1040   Introduction to Health Care   (3)
Introduces a grouping of fundamental principles, practices, and issues common in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Topics include: basic life support/CPR, basic emergency care/first aid and triage, vital signs, infection control/blood and air-borne pathogens.
Pre-requisites: Program Admission

ALHS 1060   Diet and Nutrition for Allied Health Sciences   (2)
A study of the nutritional needs of the individual. Topics include: nutrients, standard and modified diets, nutrition throughout the lifespan, and client education.
Pre-requisites: Program Admission
Co-requisites: All required:
    PNSG 2010 – Pharmacology and Clinical Calculations
    PNSG 2030 – Nursing Fundamentals
    PNSG 2035 – Nursing Fundamentals Clinical
    PNSG 2210 – Medical Surgical Nursing I
    PNSG 2310 – Medical Surgical Nursing I Clinical

ALHS 1090   Medical Terminology for Allied Health Sciences   (2)
Introduces the elements of medical terminology. Emphasis is placed on building familiarity with medical words through knowledge of roots, prefixes, and suffixes. Topics include: origins (roots, prefixes, and suffixes), word building, abbreviations and symbols, and terminology related to the human anatomy.
Pre-requisites: Program Admission

ARTS – Art

ARTS 1101   Art Appreciation   (3)
Explores the visual arts and the relationship to human needs and aspirations. Students investigate the value of art, themes in art, the elements and principles of composition, and the materials and processes used for artistic expression. Well-known works of visual art are explored. The course encourages student interest in the visual arts beyond the classroom.
Pre-requisites: ENGL 1101 – Composition and Rhetoric with a minimum grade of "C".

AUTT – Automotive Technology

AUTT 1010   Automotive Technology Introduction   (2)
Introduces basic concepts and practices necessary for safe and effective automotive shop operations. Topics include: safety procedures; legal/ethical responsibilities; general service; hand tools; shop organization, management, and work flow systems.
Pre-requisites: None

AUTT 1011   Basic Auto Maintenance and Light Repair I   (6)
This course introduces students to basic automotive system checks and inspection procedures practiced in virtually all service shops. Fundamental service procedures are also covered.
Pre-requisites: None
Co-requisites: AUTT 1010 – Automotive Technology Introduction

AUTT 1012   Auto Maintenance and Light Repair II   (6)
This course exposes students to the basic maintenance procedures and light repair operations performed by auto technicians on a regular basis on all eight areas of the vehicle.
Pre-requisites: All required
        AUTT 1010 – Automotive Technology Introduction
        AUTT 1011 – Basic Auto Maintenance and Light Repair I

AUTT 1013   Auto Maintenance and Light Repair III   (6)
This course allows students to further study and practice basic maintenance procedures and diagnostic tests in all eight areas of light vehicle service.
Pre-requisites: AUTT 1012 – Auto Maintenance and Light Repair II

AUTT 1020   Automotive Electrical Systems   (7)
Introduces automotive electricity, emphasizes the basic principles, diagnosis, and service/repair of batteries, starting systems, starting system components, alternators and regulators, lighting system, gauges, horn, wiper/washer, and accessories.
Pre- or Co-requisites: AUTT 1010 – Automotive Technology Introduction

AUTT 1030   Automotive Brake Systems   (4)
Introduces brake systems theory and its application to automotive systems and anti-lock brake system (ABS) to include ABS components and ABS operation, testing, and diagnosis. Topics include: hydraulic system diagnosis and repair; drum brake diagnosis and repair; disc brake diagnosis and repair; power assist units diagnosis and repair; miscellaneous brake components (wheel bearings, parking brakes, electrical, etc.) diagnosis and repair; test, diagnose, and service electronic brake control system.
Pre-requisites: AUTT 1020 – Automotive Electrical Systems
Pre- or Co-requisites: AUTT 1010 – Automotive Technology Introduction

AUTT 1040   Automotive Engine Performance   (7)
Introduces basic engine performance systems which support and control four stroke gasoline engine operations and reduce emissions. Topics include: general engine diagnosis, computerized engine controls and diagnosis, ignition system diagnosis and repair, fuel and air induction, exhaust systems, and emission control systems diagnosis and repair.
Pre-requisites: AUTT 1020 – Automotive Electrical Systems

AUTT 1050   Automotive Suspension and Steering Systems   (4)
Introduces students to principles of steering, suspension, wheel alignment, electronic steering, and electronic active suspension. Topics include: general suspension and steering systems diagnosis; steering systems diagnosis and repair; suspension systems diagnosis and repair; related suspension and steering service; wheel alignment diagnosis, adjustment and repair, wheel and tire diagnosis and repair.
Pre-requisites: AUTT 1020 – Automotive Electrical Systems
Pre- or Co-requisites: AUTT 1010 – Automotive Technology Introduction

AUTT 1060   Automotive Climate Control Systems   (5)
Introduces the theory and operation of automotive heating and air conditioning systems. Students attain proficiency in inspection, testing, service, and repair of heating and air conditioning systems and related components. Topics include: a/c system diagnosis and repair; refrigeration system component diagnosis and repair; heating, ventilation, and engine cooling systems diagnosis and repair; operating systems and related controls diagnosis and repair; refrigerant recovery, recycling, and handling.
Pre-requisites: AUTT 1020 – Automotive Electrical Systems

AUTT 1070   Automotive Technology Internship   (4)
This elective course will provide the student with an opportunity to relate what they have learned in the classroom and lab to a real world situation either at a place of business or at a technical college. Under the supervision of an experienced ASE certified automotive technician or their instructor, the student will obtain a greater admiration and appreciation of the material learned in the classroom and lab. The internship will also serve the function of bridging the lessons learned at school and applying that to real world situations. The suitability of the work setting will be determined by having a conference with the automotive instructor and the prospective employer or student. Opportunities to complete the internship course on an internal basis within the college department may be available, depending on the availability of the student. The student, if they are in the process of starting their own business, may also be able to complete the internship on an independent basis, with guidance from and mentoring by the program instructors. Student must work minimum of 150 hours during the semester to receive credit for this course.
Pre-requisites: All required
      AUTT 1030 – Automotive Brake Systems
      AUTT 1050 – Automotive Suspension and Steering Systems

AUTT 2010   Automotive Engine Repair   (6)
This course introduces the student to automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques for both 2 cycle and 4 cycle internal combustion engines. Topics include general engine diagnosis; removal and reinstallation; cylinder heads and valve trains diagnosis and repair; engine blocks assembly diagnosis and repair; lubrication and cooling systems diagnosis and repair.
Pre- or Co-requisites: AUTT 1010 – Automotive Technology Introduction

AUTT 2020   Automotive Manual Drive Train and Axles   (4)
This course introduces basics of rear-wheel drive, front-wheel drive, and four-wheel drive line related operation, diagnosis, service and related electronic controls. Topics include: drive shaft and half shaft, universal and constant-velocity (CV) joint diagnosis and repair; ring and pinion gears and differential case assembly; limited slip differential; drive axle shaft; four-wheel drive/all-wheel drive component diagnosis and repair. Introduces basics of front and rear-wheel drive. Clutch operation, diagnosis and service is included. Electronic controls related to transmission/transaxles operation are discussed. Topics include: clutch diagnosis and repair; transmission/transaxles diagnosis and repair.
Pre- or Co-requisites: AUTT 1020 – Automotive Electrical Systems

AUTT 2030   Automotive Automatic Transmissions and Transaxles   (5)
Introduces students to basic automatic transmission/transaxle theory, operation, inspection, service, and repair procedures as well as electronic diagnosis and repair. Topics include: general automatic transmission and transaxle diagnosis; in vehicle and off vehicle transmission and transaxle maintenance, adjustment and repair.
Pre-requisites: AUTT 1020 – Automotive Electrical Systems

AUTT 2100   Automotive Alternate Fuel   (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 (Automotive Technology Internship)
Pre-requisites: All required
      AUTT 1020 – Automotive Electrical Systems
      AUTT 1040 – Automotive Engine Performance

BAFN – Banking and Finance

BAFN 1100   Introduction to Banking and Finance   (3)
Introduces the student to the history, documents, and operational functions of the banking industry.
Pre-requisites: Program Admission

BAFN 1105   Bank Business and Information Systems   (3)
The course emphasizes basic calculator functions with problem solving, types of banking equipment, teller skills and duties and procedures for bank reconciliations.
Pre-requisites: MATH 1011 – Business Math

BAFN 1110   Money and Banking   (3)
The course emphasizes the relevance of monetary instruments, financial intermediaries, and the central banks as they impact local, state, national, and international economics. Topics include: the history and evolution of financial institutions, monetary instruments and flow; and central banking, operations, and policies.
Pre-requisites: Program Admission

BAFN 1115   Personal Financial Planning   (3)
This course provides knowledge and applications in the management of personal and consumer finance. Topics include: record keeping, budgeting, credit principles, investment principles, and forecasting.
Pre-requisites: Program Admission

BAFN 1300   Internship   (3)
This course introduces the application and reinforcement of banking and finance and employability principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into banking and finances applications on the job. The occupation-based instruction is implemented through the use of written individualized training plans, written performance evaluations, required weekly seminars, and required practiced or on-the-job training.
Pre-requisites: All required
      BAFN 1110 – Money and Banking
      ENGL 1010 – Fundamentals of English I
      MATH 1011 – Business Math

BAFN 2200   Finance   (3)
Provides an introduction to financial markets, institutions, and management in contemporary society. Emphasis is placed on developing an understanding of the financial markets in which funds are traded, the financial institutions participating in facilitating the trade of such funds, and the financial principles and concepts behind sound financial management. Topics include: financial systems of the United States, business finance management, and financing other sectors of the economy.
Pre-requisites: MATH 1011 – Business Math

BAFN 2205   Real Estate Finance   (3)
Emphasizes the relevance of land value, legal titles, legal descriptions, types of real estate finance, the leverage of real estate, the bank funding requirement, mortgage amortizations, financial theory, and real estate markets.
Pre-requisites: Program Admission

BAFN 2210   Contemporary Bank Management   (3)
Emphasizes the relevance of banks and the economy, bank regulations and policy, bank organizational structure, bank management, the financial institutions environment, bank deregulation, and asset/liability management.
Pre-requisites: All required
      BAFN 1100 – Introduction to Banking and Finance
      BAFN 1110 – Money and Banking
      BAFN 1115 – Personal Financial Planning

BAFN 2215   Investments   (3)
Introduces the student to the fundamentals concepts of personal investment planning, personal investments, the various financial investments available for use, and their relative applicability. Emphasis is placed on developing a full understanding of the types of investments available to individuals, how these investments can be used and how to evaluate their performance. Topics include: stocks, bonds, mutual funds, retirement planning, retirement plans and investment advisors.
Pre-requisites: BAFN 1115 – Personal Financial Planning

BARB – Barbering

BARB 1000   Introduction to Barber/Styling Implements   (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: Program Admission
Co-requisites: All required
      BARB 1010 – Science: Sterilization, Sanitation, and Bacteriology
      BARB 1022 – Haircutting and Shampooing I
      BARB 1110 – Shop Management/Ownership

BARB 1010   Science: Sterilization, Sanitation, and Bacteriology   (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: Program Admission
Co-requisites: All required
    BARB 1000 – Introduction to Barber/Styling Implements
    BARB 1022 – Haircutting and Shampooing I
    BARB 1110 – Shop Management/Ownership

BARB 1022   Haircutting and Shampooing I   (3)
This course introduces the theory and skills necessary to apply basic haircutting techniques. Safe use of haircutting implements are stressed. The course also introduces the fundamental theory and skills required to shampoo hair. Laboratory training includes shampooing a live model. Topics include patron preparation, haircutting terminology, safety and sanitation, implements, basic haircutting techniques, shampoo chemistry, and shampoo procedures.
Pre-requisites: Program Admission
Co-requisites: All required
    BARB 1000 – Introduction to Barber/Styling Implements
    BARB 1010 – Science: Sterilization, Sanitation, and Bacteriology
    BARB 1110 – Shop Management/Ownership

BARB 1024   Haircutting and Shampooing II   (3)
This course introduces the theory and skills necessary to apply basic haircutting techniques. Safe use of haircutting implements are stressed. The course also introduces the fundamental theory and skills required to shampoo hair. Laboratory training includes shampooing a live model. Topics include patron preparation, haircutting terminology, safety and sanitation, implements, basic haircutting techniques, shampoo chemistry, and shampoo procedures.
Pre-requisites: All required
    BARB 1000 – Introduction to Barber/Styling Implements
    BARB 1010 – Science: Sterilization, Sanitation, and Bacteriology
    BARB 1022 – Haircutting and Shampooing I
    BARB 1110 – Shop Management/Ownership
Co-requisites: All required
    BARB 1030 – Haircutting/Basic Styling
    BARB 1040 – Shaving
    BARB 1050 – Science: Anatomy and Physiology

BARB 1030   Haircutting/Basic Styling   (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 1000 – Introduction to Barber/Styling Implements
    BARB 1010 – Science: Sterilization, Sanitation, and Bacteriology
    BARB 1022 – Haircutting and Shampooing I
    BARB 1110 – Shop Management/Ownership
Co-requisites: All required
    BARB 1024 – Haircutting and Shampooing II
    BARB 1040 – Shaving
    BARB 1050 – Science: Anatomy and Physiology

BARB 1040   Shaving   (3)
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 1000 – Introduction to Barber/Styling Implements
    BARB 1010 – Science: Sterilization, Sanitation, and Bacteriology
    BARB 1022 – Haircutting and Shampooing I
    BARB 1110 – Shop Management/Ownership
Co-requisites: All required
    BARB 1024 – Haircutting and Shampooing II
    BARB 1030 – Haircutting/Basic Styling
    BARB 1050 – Science: Anatomy and Physiology

BARB 1050   Science: Anatomy and Physiology   (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 1000 – Introduction to Barber/Styling Implements
     BARB 1010 – Science: Sterilization, Sanitation, and Bacteriology
     BARB 1022 – Haircutting and Shampooing I
     BARB 1110 – Shop Management/Ownership
Co-requisites: All required
     BARB 1024 – Haircutting and Shampooing II
     BARB 1030 – Haircutting/Basic Styling
     BARB 1040 – Shaving

BARB 1060   Introduction to Color Theory/Color Application   (3)
This course introduces the fundamental theory of color, predispositions tests, color selection, and color application. The course 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
     BARB 1024 – Haircutting and Shampooing II
     BARB 1030 – Haircutting/Basic Styling
     BARB 1040 – Shaving
Co-requisites: All required
     BARB 1072 – Introduction to Chemical Restructuring of Hair
     BARB 1074 – Advanced Chemical Restructuring of Hair
     BARB 1082 – Advanced Haircutting/Styling I

BARB 1072   Chemical Restructuring of Hair   (5)
This course introduces the chemistry and chemical reactions of permanent wave solutions and relaxers. It provide instruction in the application 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 1024 – Haircutting and Shampooing II
     BARB 1030 – Haircutting/Basic Styling
     BARB 1040 – Shaving
Co-requisites: All required
     BARB 1060 – Introduction to Color Theory/Color Application
     BARB 1074 – Advanced Chemical Restructuring of Hair
     BARB 1082 – Advanced Haircutting/Styling I

BARB 1074   Advanced Chemical Restructuring of Hair   (3)
This course builds on the Introduction to Chemical Restructuring of Hair course to address advanced theory and practice relating to the chemistry and chemical reactions of permanent waves and hair relaxers. It provides continuing instruction in the precautions and special problems involved in the application of permanent waves and relaxers. Application of perms and relaxers on live models is included. Topics include permanent wave techniques, safety procedures, chemical relaxer techniques, application procedures on manikins, times permanent wave, timed relaxer applications, and Hazardous Duty Standard Act.
Pre-requisites: All required
     BARB 1024 – Haircutting and Shampooing II
     BARB 1030 – Haircutting/Basic Styling
     BARB 1040 – Shaving
Co-requisites: All required
     BARB 1060 – Introduction to Color Theory/Color Application
     BARB 1072 – Introduction to Chemical Restructuring of Hair
     BARB 1082 – Advanced Haircutting/Styling I

BARB 1082   Advanced Haircutting/Styling I   (3)
This course continues instruction in the theory and application of haircutting and styling techniques. Topics include elevation and design cutting, introduction to hairpieces, blow-dry styling, thermal waving and curling, advanced haircutting and styling; use of clippers, shears, and razor; permanent waving and styling; shaving techniques and beard trimming.
Pre-requisites: All required
    BARB 1024 – Haircutting and Shampooing II
    BARB 1030 – Haircutting/Basic Styling
    BARB 1040 – Shaving
Co-requisites: All required
    BARB 1060 – Introduction to Color Theory/Color Application
    BARB 1072 – Introduction to Chemical Restructuring of Hair
    BARB 1074 – Advanced Chemical Restructuring of Hair

BARB 1084   Advanced Haircutting/Styling II   (3)
This course continues instruction in the theory and application of haircutting and styling techniques. Topics include elevation and design cutting, introduction to hairpieces, blow-dry styling, thermal waving and curling, advanced haircutting and styling; use of clippers, shears, and razor; permanent waving and styling; shaving techniques and beard trimming.
Pre-requisites: All required
    BARB 1060 – Introduction to Color Theory/Color Application
    BARB 1072 – Introduction to Chemical Restructuring of Hair
    BARB 1074 – Advanced Chemical Restructuring of Hair
    BARB 1082 – Advanced Haircutting/Styling I
Co-requisites: All required
    BARB 1090 – Structures of Skin, Scalp, Hair and Facial Treatments
    BARB 1100 – Barber/Styling Practicum and Internship

BARB 1090   Structures of Skin, Scalp, Hair and Facial Treatments   (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 1060 – Introduction to Color Theory/Color Application
    BARB 1072 – Introduction to Chemical Restructuring of Hair
    BARB 1074 – Advanced Chemical Restructuring of Hair
    BARB 1082 – Advanced Haircutting/Styling I
Co-requisites: All required
    BARB 1084 – Advanced Haircutting/Styling II
    BARB 1100 – Barber/Styling Practicum and Internship

BARB 1100   Barber/Styling Practicum and Internship   (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 1060 – Introduction to Color Theory/Color Application
    BARB 1072 – Introduction to Chemical Restructuring of Hair
    BARB 1074 – Advanced Chemical Restructuring of Hair
    BARB 1082 – Advanced Haircutting/Styling I
Co-requisites: All required
    BARB 1084 – Advanced Haircutting/Styling II
    BARB 1090 – Structures of Skin, Scalp, Hair and Facial Treatments

BARB 1110   Shop Management/Ownership   (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: Program Admission
Co-requisites: All required
      BARB 1000 – Introduction to Barber/Styling Implements
      BARB 1010 – Science: Sterilization, Sanitation, and Bacteriology
      BARB 1022 – Haircutting and Shampooing I

BCET – Broadcast Engineering Technology

BCET 2121   Video and Audio Systems   (4)
This course emphasizes the inner workings of various types of video equipment. Included are Video Cameras, Video
Recorders, Switchers, Distribution Amplifiers, Analog/Digital Converters, Frame Synchronizers, and aspect ratio
converters. Also, exploration of audio from its beginnings as sound waves, then as an analog electrical format through the
AES/EBU digitization process and how it exist in forms such as Dolby E., and AC3. Discussion will continue with;
embedding and de-embedding of audio and video, surround sound, compression, and multiplexing. Various types of
microphones and speaker systems will be discussed. Recording and playback of sound waves and how acoustics can
impact what you hear. Additionally, the class will discuss the various forms of digital compression for transport of audio
between devices and ultimately to the home viewer.
Pre-requisites: ECET 1110 – Digital Systems I

BCET 2201   Digital Video and System Design   (4)
Introduction to the ATSC standards and an in-depth analysis of the different forms of digital video compression and
transmission formats, inclusive of 1081i and 720p. Various conversion techniques between types of video formats
inclusive of: Aspect ratio conversion, encoding, and decoding, up and down conversion and other processes involving
video and audio using different standards. Study encompasses both streaming video and file based video equipment.
Students will learn how to read topographical maps to find site locations for television transmit antennas and determine
line of sight path's for news department microwave links. Students will design plans using Microsoft Visio. These plans will
include a complete television studio and transmit facility including inner-city relays if necessary.
Pre-requisites: BCET 2121 – Video and Audio Systems

BCET 2202   RF Systems   (4)
This course discusses how radio and television transmitters work both low and high power including Exciters, IPA's and
HPA's, transmission line, waveguide, antenna's, H and V polarization, high power diplexers, Hybrid combiners, Filters,
FCC rules and regulations and OSHA requirements.
Pre-requisites: BCET 2201 – Digital Video and System Design

BCET 2905   Broadcast Practicum/Internship   (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: Program Instructor Approval

BIOL – Biology

BIOL 1111   Biology I   (3)
Provides an introduction to basic biological concepts with a focus on living cells. Topics include chemical principles related
to cells, cell structure and function, energy and metabolism, cell division, protein synthesis, genetics, and biotechnology.
Pre-requisites: Regular Admission
Co-requisites: BIOL 1111L – Biology Lab I

BIOL 1111L   Biology Lab I   (1)
Selected laboratory exercises paralleling the topics in BIOL 1111. The laboratory exercises for this course include
chemical principles related to cells, cell structure and function, energy and metabolism, cell division, protein synthesis,
genetics, and biotechnology.
Pre-requisites: Regular Admission
Co-requisites: BIOL 1111 – Biology I
Natural Science Laboratory Fee
A $20 laboratory fee is charged each semester to every full-time and part-time student enrolled in a Natural Science
course. This fee is not waived for a student who repeats the course.

BIOL 1112   Biology II   (3)
Explores plant and animal diversity as it pertains to evolution and population dynamics. Topics include: principles of evolution classification and characterizations of organisms; plant structure and function; animal structure and function; principles of ecology; and biosphere.
Pre-requisites: Regular Admission
Co-requisites: BIOL 1112L – Biology Lab I

BIOL 1112L   Biology Lab II   (1)
Selected laboratory exercises parallel topics in BIOL 1112. Laboratory exercises for this course include: principles of evolution; classification and characterizations of organisms; plant structure and function; animal structure and function; principles of ecology; biosphere, and use of basic laboratory techniques and equipment.
Pre-requisites: Regular Admission
Co-requisites: BIOL 1112 – Biology I

Natural Science Laboratory Fee
A $20 laboratory fee is charged each semester to every full-time and part-time student enrolled in a Natural Science course. This fee is not waived for a student who repeats the course.

BIOL 2113   Anatomy and Physiology I   (3)
Introduces the anatomy and physiology of the human body. Emphasis is placed on the development of a systemic perspective of anatomical structures and physiological processes. Topics include body organization, cell structure and functions, tissue classifications, integumentary system, skeletal system, muscular system, and nervous and sensory systems.
Pre-requisites: Program Admission
Co-requisites: All required
        BIOL 2113L – Anatomy and Physiology Lab I
        ENGL 1101 – Composition and Rhetoric

BIOL 2113L   Anatomy and Physiology Lab I   (1)
Selected laboratory exercises paralleling the topics in BIOL 2113. The laboratory exercises for this course include body organization, cell structure and functions, tissue classifications, integumentary system, skeletal system, muscular system, and nervous sensory systems.
Pre-requisites: Program Admission
Co-requisites: All required
        BIOL 2113 – Anatomy and Physiology I
        ENGL 1101 – Composition and Rhetoric

Natural Science Laboratory Fee
A $20 laboratory fee is charged each semester to every full-time and part-time student enrolled in a Natural Science course. This fee is not waived for a student who repeats the course.

BIOL 2114   Anatomy and Physiology II   (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: BIOL 2114L – Anatomy and Physiology Lab II

BIOL 2114L   Anatomy and Physiology Lab II   (1)
Selected laboratory exercises paralleling the topics in BIOL 2114. The laboratory exercises for this course include the 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: BIOL 2114 – Anatomy and Physiology II

Natural Science Laboratory Fee
A $20 laboratory fee is charged each semester to every full-time and part-time student enrolled in a Natural Science course. This fee is not waived for a student who repeats the course.

BUAS – Building Automation Systems

BUAS 1010   BAS Fundamentals   (2)
BAS Fundamentals provides an overview of the BAS industry in general. Topics include history, BAS manufacturers & contractors, industry scope & trends, careers in BAS, overview of point types, required skills, types of BAS systems, and general BAS architecture.
Pre-requisites: AIRC 1020 – Refrigeration System Components

BUAS 1020   BAS Electrical Concepts I   (3)
Introductory concepts of basic electricity to include metric units, scientific notation, atomic theory, charge, voltage, current, resistance, electromagnetism, conductors, insulators, electrical circuits, measurement devices, Ohm's Law, series circuits, parallel circuits, series-parallel circuits, electrical energy, electrical power.
Pre-requisites: AIRC 1010 – Refrigeration Principles and Practices
Pre- or Co-requisites: BUAS 1010 – BAS Fundamentals

BUAS 1030   BAS Electrical Concepts II   (3)
This course continues the development of electrical fundamentals began in BAS Electrical Concepts I. Topics covered include power supplies, reactive electrical components, power distribution, circuit protection, electric motor theory, electric generator theory, types of electric motors, motor starters, switching devices, electrical symbols, pictorial diagrams, schematics, sequences of operation, and basic electrical troubleshooting.
Pre-requisites: BUAS 1020 – BAS Electrical Concepts I

BUAS 1040   BAS Devices   (3)
This course will cover the major types of components found in BAS systems. Topics include standard I/O wiring, temperature devices, humidity devices, pressure devices, flow devices, life & equipment safety devices, actuators & dampers, control valves, power supply devices, transducers, relays & contactors, motor controls, enclosures, and power monitoring devices.
Pre-requisites: BUAS 1020 – BAS Electrical Concepts
Pre- or Co-requisites: BUAS 1030 – BAS Electrical Concepts II

BUAS 1050   BAS Network Architecture   (3)
This course presents the fundamentals of BAS system network architecture. Topics include network fundamentals, standards, OSI model, IP protocol, network signal transmission, media, protocols, physical topologies, logical topologies, hardware, typical BAS networks, and typical BAS subnetworks.
Pre-requisites: BUAS 1020 – BAS Electrical Concepts I

BUAS 1060   BAS Advanced Electrical Concepts   (3)
This course builds upon electrical concepts covered in BAS Electrical Concepts II. Topics include voltage dividers, DC voltage & current sources, simplification theorems, AC current & voltage, oscilloscope fundamentals, reactive components & reactive circuits, basic filters, ladder logic, and shop drawings.
Pre-requisites: BUAS 1030 – BAS Electrical Concepts II

BUAS 2010   BAS Commercial HVAC/R & Controls   (3)
This course will introduce the student to the major types commercial HVAC/R systems and components, and the modern control theory associated with their proper functioning. Topics include psychrometrics, all-air systems, all-water systems, air & water systems, boilers, chillers, air-side devices, water-side devices, control theory, control system standards, and applied control theory.
Pre-requisites: BUAS 1030 – BAS Electrical Concepts II

BUAS 2020   BAS Logic & Programming   (4)
Introductory concepts of logic and programming are covered in this course. Topics include history of logic, logical form, truth tables, logical equivalences, rules of inference, conditionals, boolean expressions, logic gates, digital logic circuits, number systems, programming basics, object-oriented programming, data types, decision making, programming style, and an introduction to languages.
Pre-requisites: BUAS 1030 – BAS Electrical Concepts II
Pre- or Co-requisites: BUAS 2010 – BAS Commercial HVAC/R & Controls

BUAS 2030   BAS Design & Installation   (4)
This course deals with how BAS systems are designed and properly installed and commissioned. Topics include BAS contracting, GA Lien Law, NEC code, low voltage contractor's license requirements, GA state & local codes, cabling practices, selecting device locations, network considerations, conduit requirements, developing a commissioning plan, and BAS system commissioning.
Pre-requisites: BUAS 1030 – BAS Electrical Concepts II
Pre- or Co-requisites: BUAS 2010 – BAS Commercial HVAC/R & Controls

BUAS 2040   BAS Integration   (5)
This course investigates several BAS integration platforms present in the industry. Topics TCP/IP fundamentals, Modbus, Lonworks, BACnet, and Niagara AX.
Pre-requisites: All required
    BUAS 1050 – BAS Network Architecture
    BUAS 1060 – BAS Advanced Electrical Concepts
    BUAS 2020 – BAS Logic & Programming

BUAS 2050   BAS Internship   (3)
This course allows the student to gain real-world experience by working with a local BAS company in the field for 8 hours per week, or alternatively, an equivalent number of hours on real-world automation projects at the college.
Pre-requisites: All required
    BUAS 1060 – BAS Advanced Electrical Concepts
    BUAS 2020 – BAS Logic & Programming

BUSN – Business Administrative Technology

BUSN 1100   Introduction to Keyboarding   (3)
This course introduces the touch system of keyboarding placing emphasis on correct techniques. Topics include: computer hardware, computer software, file management, learning the alphabetic keyboard, the numeric keyboard and keypad, building speed and accuracy, and proofreading. Students attain a minimum of 25 GWAM (gross words a minute) on 3-minute timings with no more than 3 errors.
Pre-requisites: None

BUSN 1180   Computer Graphics and Design   (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: COMP 1000 – Introduction to Computer Literacy, with a minimum grade of "C".

BUSN 1190   Digital Technologies in Business   (2)
Provides an overview of digital technology used for conducting business. Students will learn the application of business activities using various digital platforms.
Pre-requisites: COMP 1000 – Introduction to Computer Literacy, with a minimum grade of "C".

BUSN 1230   Legal Terminology   (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: Program Admission

BUSN 1240   Office Procedures   (3)
Emphasizes essential skills required for the business office. Topics include: office protocol, time management, telecommunications and telephone techniques, office equipment, workplace mail, records management, travel/meeting arrangements, electronic mail, and workplace documents.
Pre-requisites: COMP 1000 – Introduction to Computer Literacy, with a minimum grade of "C".

BUSN 1250   Records Management   (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

BUSN 1300   Introduction to Business   (3)
Introduces organization and management concepts of the business world and in the office environment. Topics include business in a global economy, starting and organizing a business, enterprise management, marketing strategies and financial management.
Pre-requisites: None

BUSN 1310   Introduction to Business Culture   (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: None

BUSN 1320   Business Interaction Skills   (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

BUSN 1330   Personal Effectiveness   (3)
This course focuses on the skills needed to be effective in the corporate environment. The participants learn the importance of effectively managing time, stress and change as they relate to work behavior and quality of work. Topics include: time management, stress management, interview skills/job development, resume writing, and managing change.
Pre-requisites: None

BUSN 1340   Customer Service Effectiveness   (3)
This course emphasizes the importance of customer service throughout all businesses. Topics include: customer service challenges and problem solving; strategies for successful customer service; effective communication and dealing with difficult customers; empowerment, motivation, and leadership; customer retention and satisfaction measurement; and excellence in customer service.
Pre-requisites: None

BUSN 1400   Word Processing Applications   (4)
This course covers the knowledge and skills required to use word processing software through course demonstrations, laboratory exercises and projects. Minimal document keying will be necessary as students will work with existing documents to learn the functions and features of the word processing application. Topics and assignments will include: word processing concepts, customizing documents, formatting content, working with visual content, organizing content, reviewing documents, sharing and securing content.
Pre-requisites: COMP 1000 – Introduction to Computer Literacy, with a minimum grade of "C".

BUSN 1410   Spreadsheet Concepts and Applications   (4)
This course covers the knowledge and skills required to use spreadsheet software through course demonstrations, laboratory exercises and projects. Topics and assignments will include: spreadsheet concepts, creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually and, collaborating and securing data.
Pre-requisites: COMP 1000 – Introduction to Computer Literacy, with a minimum grade of "C".

BUSN 1420   Database Applications   (4)
This course covers the knowledge and skills required to use database management software through course demonstrations, laboratory exercises and projects. Topics and assignments will include: database concepts, structuring databases, creating and formatting database elements, entering and modifying data, creating and modifying queries, presenting and sharing data and, managing and maintaining databases.
Pre-requisites: COMP 1000 – Introduction to Computer Literacy, with a minimum grade of "C".

BUSN 1430   Desktop Publishing and Presentation Applications   (4)
This course covers the knowledge and skills required to use desktop publishing (DTP) software and presentation software to create business publications and presentations. Course work will include course demonstrations, laboratory exercises and projects. Topics include: desktop publishing concepts, basic graphic design, publication layout, presentation design, and practical applications.
Pre-requisites: COMP 1000 – Introduction to Computer Literacy, with a minimum grade of "C".

BUSN 1440   Document Production   (4)
Reinforces the touch system of keyboarding placing emphasis on correct techniques with adequate speed and accuracy and producing properly formatted business documents. Topics include: reinforcing correct keyboarding technique, building speed and accuracy, formatting business documents, language arts, proofreading, and work area management.
Pre-requisites: One required:
        The ability to key 25 gross words a minute on 3-minute timings with no more than 3 errors
        BUSN 1100 – Introduction to Keyboarding

BUSN 2160   Electronic Mail Applications   (2)
This course provides instruction in the fundamentals of communicating with others inside and outside the organization via a personal information management program. Emphasizes the concepts necessary for individuals and workgroups to organize, find, view, and share information via electronic communication channels. Topics include: Internal and External Communication, Message Management, Calendar Management, Navigation, Contact and Task Management, and Security and Privacy.
Pre-requisites: COMP 1000 – Introduction to Computer Literacy, with a minimum grade of "C".

BUSN 2170   Web Page Design   (2)
This course provides instruction in the concepts necessary for individuals to create and manage professional quality web sites. Topics include: Web Site Creation, Web Page Development and Design, Hyper link Creation, Test, and Repair, Integration, Web Site Navigation, and Web Site Management.
Pre-requisites: All required
    Program Admission
    COMP 1000 – Introduction to Computer Literacy, with a minimum grade of "C".

BUSN 2190   Business Document Proofreading and Editing   (3)
Emphasizes proper proofreading and editing for business documents. Topics include: applying proofreading techniques and proofreaders marks with business documents; proper content, clarity, and conciseness in business documents; and business document formatting.
Pre-requisites: ENGL 1010 – Fundamentals of English I, with a minimum grade of "C".
Pre- or Co-requisites: BUSN 1440 – Document Production

BUSN 2200   Office Accounting   (4)
Introduces fundamental concepts of the accounting cycle for a sole proprietor service business. Topics include: accounting equation, analyzing business transactions, journalizing and posting transactions, accounts receivable and accounts payable subsidiary ledgers, financial statements, cash control, and payroll concepts.
Pre-requisites: Program Admission

BUSN 2210   Applied Office Procedures   (3)
This course focuses on applying knowledge and skills learned in prior courses taken in the program. Topics include: communications skills, telecommunications skills, records management skills, office equipment/supplies, and integrated programs/applications. Serves as a capstone course.
Pre-requisites: All required
    BUSN 1240 – Office Procedures, with a minimum grade of "C".
    BUSN 1400 – Word Processing Applications, with a minimum grade of "C".
    BUSN 1410 – Spreadsheet Concepts and Applications, with a minimum grade of "C".
    BUSN 1420 – Database Applications, with a minimum grade of "C".
    BUSN 1430 – Desktop Publishing and Presentation Applications, with a minimum grade of "C".
    BUSN 1440 – Document Production, with a minimum grade of "C".
Co-requisites: All required:
    BUSN 2190 – Business Document Proofreading and Editing
    BUSN 2200 – Office Accounting or ACCT 1100 – Financial Accounting I

BUSN 2220   Legal Administrative Procedures   (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: BUSN 1230 – Legal Terminology
Co-requisites: BUSN 1440 – Document Production

BUSN 2230   Office Management   (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: BUSN 1240 – Office Procedures

BUSN 2240   Business Administrative Assistant Internship I   (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.

BUSN 2250   Business Administrative Assistant Internship II   (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.

BUSN 2340   Healthcare Administrative Procedures   (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 regulations and ethics, 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 procedures, medical regulations ethics, medical records management, scheduling appointments, health insurance, billing/collection, work area management, resource utilization, and office equipment.

Pre-requisites: All required

    ALHS 1011 – Structure and Function of the Human Body
    ALHS 1090 – Medical Terminology for Allied Health Sciences
    BUSN 1440 – Document Production
    COMP 1000 – Introduction to Computer Literacy

BUSN 2370   Healthcare Coding   (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: All required

    ALHS 1011 – Structure and Function of the Human Body
    ALHS 1090 – Medical Terminology for Allied Health Sciences

CHEM – Chemistry

CHEM 1211   Chemistry I   (3)

Provides an introduction to basic chemical principles and concepts which explain the behavior of matter. Topics include measurement, physical and chemical properties of matter, atomic structure, chemical bonding, nomenclature, chemical reactions, and stoichiometry and gas laws.

Pre-requisites: MATH 1100, MATH 1101, or MATH 1111 with a grade of 'C" or better.

Co-requisites: CHEM 1211L – Chemistry Lab I

CHEM 1211L   Chemistry Lab I   (1)

Selected laboratory exercises paralleling the topics in CHEM 1211. The laboratory exercises for this course include measurement, physical and chemical properties of matter, atomic structure, chemical bonding, nomenclature, chemical reactions, stoichiometry and gas laws.

Pre-requisites: MATH 1100, MATH 1101, or MATH 1111 with a grade of 'C" or better.

Co-requisites: CHEM 1211 – Chemistry I

CHEM 1212   Chemistry II   (3)

Continues the exploration of basic chemical principles and concepts. Topics include equilibrium theory, kinetics, thermodynamics, solution chemistry, acid-base theory, and nuclear chemistry.

Pre-requisites: All required

    CHEM 1211 – Chemistry I
    CHEM 1211L – Chemistry Lab I

Co-requisites: CHEM 1212L – Chemistry Lab II

CHEM 1212L   Chemistry Lab II   (1)

Selected laboratory exercises paralleling the topics in CHEM 1212. The laboratory exercises for this course include equilibrium theory, kinetics, thermodynamics, solution chemistry, acid-base theory, and nuclear chemistry.

Pre-requisites: All required

    CHEM 1211 – Chemistry I
    CHEM 1211L – Chemistry Lab I

Co-requisites: CHEM 1212 – Chemistry II

CIST – Computer Information Systems

CIST 1001   Computer Concepts   (4)

Provides an overview of information systems, computers and technology. Topics include: Information Systems and Technology Terminology, Computer History, Data Representation, Data Storage Concepts, Fundamentals of Information Processing, Fundamentals of Information Security, Information Technology Ethics, Fundamentals of Hardware Operation, Fundamentals of Networking, Fundamentals of the Internet, Fundamentals of Software Design Concepts, Fundamentals of Software, (System and Application), System Development Methodology, Computer Number Systems conversion (Binary and Hexadecimal), Mobile computing.

Pre-requisites: Program Admission

CIST 1122   Hardware Installation and Maintenance   (4)
This course serves to provide students with the knowledge of the fundamentals of computer technology, networking, and security along with the skills required to identify hardware, peripheral, networking, and security components with an introduction to the fundamentals of installing and maintaining computers. Students will develop the skills to identify the basic functionality of the operating system, perform basic troubleshooting techniques, utilize proper safety procedures, and effectively interact with customers and peers. This course is designed to help prepare students for the CompTIA A+ certification examination.
Pre-requisites: All required
     Pre-requisites: All required
     CIST 1401 – Computer Networking Fundamentals, with a minimum grade of "C".
     COMP 1000 – Introduction to Computer Literacy, with a minimum grade of "C".
     One of the following:
          CIST 1130 – Operating Systems Concepts, with a minimum grade of "C".
          CIST 1135 – Operating Systems and Virtual/Cloud Computing, with a minimum grade of "C".

CIST 1130   Operating Systems Concepts   (3)
Provides an overview of modern operating systems and their use in home and small business environments. Activities will utilize the graphical user interface (GUI) and command line environment (CLI This will include operating system fundamentals; installing, configuring, and upgrading operating systems; managing storage, file systems, hardware and system resources; troubleshooting, diagnostics, and maintenance of operating systems; and networking.
Pre-requisites: Program Admission

CIST 1135   Operating Systems and Virtual/Cloud Computing   (4)
This course 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). Topics include using the modern virtual operating systems and cloud environments.
Pre-requisites: Program Admission

CIST 1200   Database Management   (4)
Provides an overview of the skills and knowledge of database application systems which are used in business government and industry. Topics include: history, database terminology and concepts, database system logical organization, data manipulation, database design concepts, models, normalization, Entity Relationship diagramming, physical database, networking and databases, and database security.
Pre-requisites: All required
     CIST 1001 – Computer Concepts, with a minimum grade of "C".
     COMP 1000 – Introduction to Computer Literacy, with a minimum grade of "C".

CIST 1210   Introduction to Oracle Databases   (4)
This course provides an introduction to the Oracle database management system platform and to Structured Query Language (SQL). Topics include database vocabulary, normalization, Oracle DML and DDL statements, SQL Statements, views and constraints.
Pre-requisites: All required
     CIST 1001 – Computer Concepts, with a minimum grade of "C".
     COMP 1000 – Introduction to Computer Literacy, with a minimum grade of "C".

CIST 1305   Program Design and Development   (3)
An introductory course that provides problem solving and programming concepts for those that develop user applications. An emphasis is placed on developing logic, troubleshooting, and using tools to develop solutions. Topics include: problem solving and programming concepts, structured programming, the three logic structures, file processing concepts, and arrays.
Pre-requisites: Program Admission

CIST 1401   Computer Networking Fundamentals   (4)
Introduces networking technologies and prepares students to take the CompTIA's broad-based, vendor independent networking certification exam, Network +. This course covers a wide range of material about networking, including local area networks, wide area networks, protocols, topologies, transmission media, and security. Focuses on operating network management systems, and implementing the installation of networks. It reviews cabling, connection schemes, the fundamentals of the LAN and WAN technologies, TCP/IP configuration and troubleshooting, remote connectivity, and network maintenance and troubleshooting. Topics include: basic knowledge of networking technology, network media and topologies, network devices, network management, network tools and network security.
Pre-requisites: Program Admission

CIST 1510   Web Development I   (3)
Explores the concepts of Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), XML, and HTML 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: All required
      CIST 1001 – Computer Concepts, with a minimum grade of "C".
      COMP 1000 – Introduction to Computer Literacy, with a minimum grade of "C".

CIST 1601   Information Security Fundamentals   (3)
This course provides a broad overview of information security. It covers terminology, history, security systems development and implementation. Student will also cover the legal, ethical, and professional issues in information security.
Pre-requisites: Program Admission

CIST 2122   A+ Preparation   (3)
This course serves to prepare students to complete the CompTIA A+ certification examination. It will provide students with advanced knowledge of computer technology, networking, and security fundamentals. Students will possess the skills required to identify hardware, peripherals, networking components, and security components. Students will understand basic operating system functionality and troubleshooting methodology while practicing safety procedures and effective interaction skills with customers and peers.
Pre-requisites: CIST 1122 – Hardware Installation and Maintenance, with a minimum grade of "C".

CIST 2127   Comprehensive Word Processing Techniques   (3)
This course provides students with knowledge in word processing software. Word processing topics include: creating, customizing, and organizing documents by using formatting and visual content that is appropriate for the information presented.
Pre-requisites: All required
      CIST 1001 – Computer Concepts, with a minimum grade of "C".
      COMP 1000 – Introduction to Computer Literacy, with a minimum grade of "C".

CIST 2128   Comprehensive Spreadsheet Techniques   (3)
This course provides students with knowledge in spreadsheet software. Spreadsheet topics include: creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually, and collaborating on and securing data.
Pre-requisites: All required
      CIST 1001 – Computer Concepts, with a minimum grade of "C".
      COMP 1000 – Introduction to Computer Literacy, with a minimum grade of "C".

CIST 2129   Comprehensive Database Techniques   (3)
This course provides a study of databases beginning with introductory topics and progressing through advanced development techniques. Topics include: advanced database concepts, advanced development techniques, data integration concepts, and troubleshooting and supporting databases.
Pre-requisites: All required
      CIST 1001 – Computer Concepts, with a minimum grade of "C".
      COMP 1000 – Introduction to Computer Literacy, with a minimum grade of "C".

CIST 2130   Desktop Support Concepts   (3)
This course is designed to give an overview to Desktop Support Management.
Pre-requisites: All required
      CIST 1122 – Hardware Installation and Maintenance, with a minimum grade of "C".
      CIST 2127 – Comprehensive Word Processing Techniques, with a minimum grade of "C".
      CIST 2128 – Comprehensive Spreadsheet Techniques, with a minimum grade of "C".

CIST 2212   Oracle Database Administration I   (4)
This course enables the database student to implement and administer Oracle databases. Topics include: oracle logical architecture and administration tools, Oracle physical architecture and data dictionary views, performance monitoring and database security.
Pre-requisites: CIST 1210 – Introduction to Oracle Databases, with a minimum grade of "C".

CIST 2214   Oracle Database Administration II   (4)
This course introduces participants to the critical task of planning and implementing database backup and recovery strategies. Topics include Backup and Recovery, Resource Management and Performance tuning, Globalization Support, and Diagnostic Tools.
Pre-requisites: CIST 2212 – Oracle Database Administration I with a minimum grade of "C"

CIST 2216   Oracle Advanced Topics   (4)
This course enables the database student to integrate database content and theory. The student will use Oracle
application development tools and utilities to create and manage realistic database development projects. Topics include
SQL and PL/SQL, Oracle Forms, Database Reports and Integrated Database Applications.
Pre-requisites: CIST 1210 – Introduction to Oracle Databases, with a minimum grade of "C".

CIST 2222   Administering Microsoft SQL Server   (4)
Provides instruction on how to administer a Microsoft SQL server. Topics include: planning, installation and configuration,
configuring and managing security, managing and maintaining data, monitoring and optimization, and troubleshooting.
Pre-requisites: All required
      CIST 1210 – Introduction to Oracle Database, with a minimum grade of "C".
      CIST 2414 – Windows Server Administrator, with a minimum grade of "C".

CIST 2224   Designing and Implementing Databases with Microsoft SQL Server   (4)
Shows how to design and implement a database solution using Microsoft SQL Server. Topics include: developing logical
data model and physical design, creating data services, creating physical database, and maintaining a database.
Pre-requisites: CIST 1210 – Introduction to Oracle Databases, with a minimum grade of "C".

CIST 2311   Visual Basic I   (4)
Visual Basic I introduces event-driven programming. Common elements of Windows applications will be discussed
created and manipulated using Microsoft's Visual Studio development environment. Topics include numeric data types
and variables, decision making structures, arrays, validating input with strings and functions, repetition and multiple forms,
test files, lists and common dialog controls.
Pre-requisites: All required
      CIST 1001 – Computer Concepts, with a minimum grade of "C".
      CIST 1305 – Program Design and Development, with a minimum grade of "C".
      COMP 1000 – Introduction to Computer Literacy, with a minimum grade of "C".

CIST 2312   Visual Basic II   (4)
Visual Basic II teaches client-server systems, n-tier development environments, relational databases, use of SQL to
access data, the use of ADO.NET objects, methods and properties to access and update relational and XML databases.
Advanced features of Visual Basic are explored.
Pre-requisites: CIST 2311 – Visual Basic I, with a minimum grade of "C".

CIST 2313   Visual Basic III   (4)
This course provides a look at advanced Web Programming techniques using Microsoft Visual Basic. Topics include class
and object creation, advanced data access, communicating with server side programs, security, and advanced topics.
Pre-requisites: CIST 2312 – Visual Basic II, with a minimum grade of "C".

CIST 2341   C# Programming I   (4)
This course is designed to teach the basic concepts and methods of objected-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: All required
      CIST 1001 – Computer Concepts, with a minimum grade of "C".
      CIST 1305 – Program Design and Development, with a minimum grade of "C".
      COMP 1000 – Introduction to Computer Literacy, with a minimum grade of "C".

CIST 2342   C# Programming II   (4)
This course is an intermediate course in C#.NET Programming. It is assumed that the student knows the C#.NET syntax
as well as basic object oriented concepts. Intermediate C#.NET teaches client-server systems, n-tier development
environments, relational databases, use of SQL to access data, the use of ADO.NET objects, methods and properties to
access and update relational databases. Advanced features of C# windows programming are explored.
Pre-requisites: CIST 2341 – C# Programming I, with a minimum grade of "C".

CIST 2361   C++ Programming I   (4)
Provides opportunity to gain a working knowledge of "C++" programming. Includes creating, editing, executing, and debugging "C++" programs of moderate difficulty. Topics include: basic "C++" concepts, simple I/O and expressions, I/O and control statements, arrays, pointers, structures, managing data and developing programs.
Pre-requisites: All required
    CIST 1001 – Computer Concepts, with a minimum grade of "C".
    CIST 1305 – Program Design and Development, with a minimum grade of "C".
    COMP 1000 – Introduction to Computer Literacy, with a minimum grade of "C".

CIST 2362   C++ Programming II   (4)
Develops skills for the programmer to write programs using the language of C++. Emphasis is placed on utilizing the added features of C++, which will be added to the skills mastered in Introduction to C++ Programming. Topics include: objects, classes, inheritance, overloading, polymorphism, streams, containers, and exceptions.
Pre-requisites: CIST 2361 – C++ Programming I, with a minimum grade of "C".

CIST 2371   Java Programming I   (4)
This course is designed to teach the basic concepts and methods of objected-oriented design and Java programming. Use practical problems to illustrate Java application building techniques and concepts. Develop an understanding of Java vocabulary. Create an understanding of where Java fits in the application development landscape. Create an understanding of the Java Development Kit and how to develop, debug, and run Java applications using the JDK. Continue to develop student's programming logic skills. Topics include: JAVA Language History, JAVA Variable Definitions, JAVA Control Structures, JAVA Methods, JAVA Classes, JAVA Objects, and JAVA Graphics.
Pre-requisites: All required
    CIST 1001 – Computer Concepts, with a minimum grade of "C".
    CIST 1305 – Program Design and Development, with a minimum grade of "C".
    COMP 1000 – Introduction to Computer Literacy, with a minimum grade of "C".

CIST 2372   Java Programming II   (4)
This course is an intermediate course in Java Programming. It is assumed that the student knows the Java syntax as well as basic object oriented concepts. The student will use classes and objects provided by the core Java API. They will use these classes to accomplish tasks such as Database access, File access, exception handling, running threads, using sockets to talk across a network, and remotely calling methods using RMI techniques.
Pre-requisites: CIST 2371 – Java Programming I, with a minimum grade of "C".

CIST 2373   Java Programming III   (4)
This course is a course in building Web Applications using Java Enterprise Edition (JEE). It is assumed that the student knows Java Standard Edition as the concepts and techniques build on that foundation. The student will install Web, Application and Database servers. The student will learn to build Web Applications using JEE technologies, such as Servlets, Java Server Pages and Enterprise JavaBeans.
Pre-requisites: CIST 2372 – Java Programming II, with a minimum grade of "C".

CIST 2381   Mobile Application Development I   (4)
This course explores mobile guidelines, standards, and techniques. This course includes design and development techniques for multiple mobile devices, platforms, and operating systems. Students will develop mobile applications using state of practice development tools, languages and devices.
Pre-requisites: All required
    CIST 1001 – Computer Concepts, with a minimum grade of "C".
    CIST 1305 – Program Design and Development, with a minimum grade of "C".
    COMP 1000 – Introduction to Computer Literacy, with a minimum grade of "C".

CIST 2382   Mobile Application Development II   (4)
This course provides an opportunity to develop a working knowledge of mobile programming that Includes creating, editing, executing, and debugging mobile applications. Students learn how to use mobile development technologies and toolkits to develop mobile applications.
Pre-requisites: CIST 2381 – Mobile Application Development I, with a minimum grade of "C" and one of the following:
    CIST 2311 – Visual Basic I, with a minimum grade of "C".
    CIST 2341 – C# Programming I, with a minimum grade of "C".
    CIST 2361 – C++ Programming I, with a minimum grade of "C".
    CIST 2371 – Java Programming I, with a minimum grade of "C".

CIST 2383   User Experience   (4)
This course introduces students to Human-Computer Interaction (HCI) concepts and best-practices used in mobile application development with purpose of improving user experiences. In this course students will utilize User Experience Design (UXD) for developing mobile applications in any mobile application platform. The UXD concepts explored in this course will include visual design, information architecture, interaction design, and usability.
Pre-requisites: CIST 2382 – Mobile Application Development II, with a minimum grade of "C".

CIST 2411   Microsoft Client   (4)
Provides the ability to implement, administrator, and troubleshoot Windows Professional Client as a desktop operating system in any network environment.
Pre-requisites: All required
     CIST 1001 – Computer Concepts, with a minimum grade of "C".
     COMP 1000 – Introduction to Computer Literacy, with a minimum grade of "C".

CIST 2412   Microsoft Server Directory Services   (4)
Provides students with knowledge and skills necessary to install, configure, manage, support and administer Microsoft Directory Services.
Pre-requisites: All required
     CIST 1001 – Computer Concepts, with a minimum grade of "C".
     COMP 1000 – Introduction to Computer Literacy, with a minimum grade of "C".

CIST 2413   Microsoft Server Infrastructure   (4)
Provides students with knowledge and skills necessary to install, configure, manage, support and administer a Microsoft network infrastructure.
Pre-requisites: All required
     CIST 1001 – Computer Concepts, with a minimum grade of "C".
     CIST 1401 – Computer Networking Fundamentals, with a minimum grade of "C".
     COMP 1000 – Introduction to Computer Literacy, with a minimum grade of "C".

CIST 2414   Microsoft Server Administrator   (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
     CIST 1001 – Computer Concepts, with a minimum grade of "C".
     COMP 1000 – Introduction to Computer Literacy, with a minimum grade of "C".

CIST 2431   UNIX/Linux Introduction   (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
     CIST 1001 – Computer Concepts, with a minimum grade of "C".
     COMP 1000 – Introduction to Computer Literacy, with a minimum grade of "C".

CIST 2432   UNIX/Linux Server   (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: CIST 2431 – UNIX/Linux Introduction, with a minimum grade of "C".

CIST 2433   UNIX/Linux Advanced Server   (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 1401 – Computer Networking Fundamentals, with a minimum grade of "C".
     CIST 2432 – UNIX/Linux Server, with a minimum grade of "C".

CIST 2434   UNIX/Linux Scripting   (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: CIST 2431 – UNIX/Linux Introduction, with a minimum grade of "C".

CIST 2451   Introduction to Networking   (4)
This course provides students with classroom and laboratory experience in current and emerging network technology. Topics include basic network concepts, basic network device configuration, network protocols and models, network access, Ethernet and access control, end to end communications, IPv4 and IPv6 addressing and subnetting, fundamental application services, security, and network performance.
 Pre-requisites: All required
        CIST 1001 – Computer Concepts, with a minimum grade of "C".
        CIST 1401 – Computer Networking Fundamentals, with a minimum grade of "C".
        COMP 1000 – Introduction to Computer Literacy, with a minimum grade of "C".

CIST 2452   Cisco Routing and Switching Essentials   (4)
This course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. Topics include switched networks, routing concepts, routing in a switched network, static and dynamic routing, Single-Area OSPF, Access Control Lists, and IP Services (DHCP and NAT).
Pre-requisites: CIST 2451 – Introduction to Networking, with a minimum grade of "C".

CIST 2453   Cisco Scaling Networks   (4)
This course describes the architecture, components, and operations of routers and switches in larger and more complex networks. Students learn how to configure routers and switches for advanced functionality. Students will configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, and STP in both IPv4 and IPv6 networks. Students will also learn how to implement a WLAN in a small-to-medium network.
Pre-requisites: CIST 2452 – Cisco Routing and Switching Essentials, with a minimum grade of "C".

CIST 2454   Cisco Connecting Networks   (4)
This course discusses the WAN technologies and network services required by converged applications in a complex network. Topics include introduction to WANs, private WAN technologies and protocols, Network Address Translation (NAT), public WAN technologies and protocols, network monitoring, and network troubleshooting.
Pre-requisites: CIST 2453 – Cisco Scaling Networks, with a minimum grade of "C".

CIST 2602   Network Security   (4)
This course provides knowledge and the practical experience necessary to evaluate, implement and manage secure information transferred over computer networks. Topics include network security, intrusion detection, types of attacks, methods of attacks, security devices, basics of cryptography and organizational security elements.
Pre-requisites: All required
        CIST 1401 – Computer Networking Fundamentals, with a minimum grade of "C".
        CIST 1601 – Information Security Fundamentals, with a minimum grade of "C".

CIST 2612   Computer Forensics   (4)
This course examines the use of computers in the commission of crimes, collection, analysis and production of digital evidence. Students will use computer resources to explore basic computer forensic investigation techniques.
Pre-requisites: All required
        CIST 1122 – Hardware Installation and Maintenance, with a minimum grade of "C".
        CIST 1601 – Information Security Fundamentals, with a minimum grade of "C".

CIST 2921   IT Analysis, Design, and Project Management   (4)
IT Analysis, Design, and Project Management will provides a review and application of systems life cycle development methodologies and project management. Topics include: Systems planning, systems analysis, systems design, systems implementation, evaluation, and project management.
Pre-requisites: One required
        CIST 1210 – Introduction to Oracle Databases, with a minimum grade of "C".
        CIST 2311 – Visual Basic Programming I, with a minimum grade of "C".
        CIST 2341 – C# Programming I, with a minimum grade of "C".
        CIST 2361 – C++ Programming I, with a minimum grade of "C".
        CIST 2371 – Java Programming I, with a minimum grade of "C".

CLBT – Clinical Laboratory Technology

CLBT 1010   Introduction to Clinical Laboratory Technology   (2)
Introduces students to the terms, concepts, procedures, and equipment used in a professional clinical laboratory. Topics include: professional ethics and regulatory agencies; laboratory safety, equipment, and techniques; phlebotomy/specimen processing; related lab math, quality control concepts; process improvement; documentation and computer usage; and point of care testing. Practical experience in phlebotomy will be provided in the institution laboratory and/or the clinical setting.
Pre-requisites: Program Admission and all required core courses with a minimum grade of "C" in each.
Co-requisites: All required
    CLBT 1030 – Urinalysis/Body Fluids
    CLBT 1050 – Serology/Immunology

CLBT 1030   Urinalysis/Body Fluids   (2)
Provides theory and techniques required to conduct tests on urine and various body fluids. Theory and tests are related to disease states and diagnosis. Topics include: fundamental theory of urinalysis; basic urinalysis tests; correlation of urinalysis to disease states; related lab math; body fluid tests; special urinalysis and related testing; and safety and quality control.
Pre-requisites: Program Admission and all required core courses with a minimum grade of "C" in each.
Co-requisites: All required
    CLBT 1010 – Introduction to Clinical Laboratory Technology
    CLBT 1050 – Serology/Immunology

CLBT 1040   Hematology/Coagulation   (5)
Introduces the fundamental formation, function, and degradation of blood cells. Topics include: reticuloendothelial system and blood cell formation, complete blood count and differential, other related blood test, related lab math, correlation of test results to disease states, coagulation and fibrinolysis, instrumentation for hematology and coagulation, critical values and blood cell dycrasias, safety and quality control, and process improvement.
Pre-requisites: None
Co-requisites: CLBT 1070 – Clinical Chemistry

CLBT 1050   Serology/Immunology   (3)
Introduces the fundamental theory and techniques applicable to serology and immunology practice in the medical laboratory. Topics include: immune system, antigen and antibody reactions, immunological diseases, related lab math, common serological techniques, safety and quality control, and process improvement.
Pre-requisites: None
Co-requisites: All required
    CLBT 1010 – Introduction to Clinical Laboratory Technology
    CLBT 1030 – Urinalysis/Body Fluids

CLBT 1060   Immunohematology   (4)
Provides an in-depth study of immunohematology principles and practices as applicable to medical laboratory technology. Topics include: genetic theory and clinical applications, immunology, donor unit collection, related lab math, pre-transfusion testing, management of disease states and transfusion reactions, safety and quality control, and process improvement.
Pre-requisites: CLBT 1070 – Clinical Chemistry
Co-requisites: CLBT 1080 – Microbiology

CLBT 1070   Clinical Chemistry   (4)
Develops concepts and techniques of clinical chemistry applicable to medical laboratory technology. Topics include: carbohydrates, electrolytes and acid-base balance, nitrogenous compounds, related lab math, enzymes and endocrinology, liver functions, lipids, toxicology and therapeutic drug monitoring, safety and quality control, correlation of disease states, process improvement (team approach), and critical thinking skills.
Pre-requisites: All required
    CLBT 1010 – Introduction to Clinical Laboratory Technology
    CLBT 1030 – Urinalysis/Body Fluids
    CLBT 1050 – Serology/Immunology
Co-requisites: CLBT 1040 – Hematology/Coagulation

CLBT 1080   Microbiology   (5)
Introduces fundamental microbiology and parasitology theory and techniques applicable to disease state identification.
Topics include: microbiology fundamentals; basic techniques; clinical microbiology; related lab math; anti-microbial
sensitivity; safety and quality control; parasitology; mycology, mycobacteriology, and virology; correlation of disease
states; and process improvement.
Pre-requisites: All required
       CLBT 1040 – Hematology/Coagulation
       CLBT 1070 – Clinical Chemistry
Co-requisites: CLBT 1060 – Immunohematology

CLBT 2090   Clinical Urinalysis, Serology and Preanyalytic Specimen Process Practicum   (3)
Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical
laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional
level of technical application and requires concentration, practice, and follow through. Topics include: urinalysis tests,
serological tests and techniques, blood and specimen processing, correlation of test results to disease states, safety and
quality control, and quality assurance. The clinical practicum is implemented through the use of written training plans,
written performance evaluation, and coordinated supervision.
Pre-requisites: All required
       CLBT 1060 – Immunohematology
       CLBT 1080 – Microbiology
Co-requisites: All required
       CLBT 2100 – Clinical Immunohematology Practicum
       CLBT 2110 – Clinical Hematology/Coagulation Practicum
       CLBT 2120 – Clinical Microbiology Practicum
       CLBT 2130 – Clinical Chemistry Practicum
       CLBT 2200 – CLT Certification Review

CLBT 2100   Clinical Immunohematology Practicum   (4)
Provides students with an opportunity for in-depth application and reinforcement of immunohematology principles and
techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work
situation at a professional level of technical application and requires concentration, practice, and follow through. Topics
include: specimen processing; slide and tube immunological techniques; criteria for special techniques; component and
therapy practices; management of disease states; transfusion complications; safety; documentation/quality control; and
process improvement. The clinical practicum is implemented through the use of written training plans, written performance
evaluation, and coordinated supervision.
Pre-requisites: All required
       CLBT 1060 – Immunohematology
       CLBT 1080 – Microbiology
Co-requisites: All required
       CLBT 2090 – Clinical Urinalysis, Serology and Preanyalytic Specimen Process Practicum
       CLBT 2110 – Clinical Hematology/Coagulation Practicum
       CLBT 2120 – Clinical Microbiology Practicum
       CLBT 2130 – Clinical Chemistry Practicum
       CLBT 2200 – CLT Certification Review

CLBT 2110   Clinical Hematology/Coagulation Practicum   (4)
Provides students with an opportunity for in-depth application and reinforcement of hematology/coagulation principles and
techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work
situation at a professional level of technical application and requires concentration, practice, and follow through. Topics
include: complete blood count and differentials; other related blood tests; coagulation and fibrinolysis tests; correlation of
test results to disease states and critical values; instrumentation; safety; documentation/quality control; and process
improvement. The clinical practicum is implemented through the use of written training plans, written performance
evaluation, and coordinated supervision.
Pre-requisites: All required
       CLBT 1060 – Immunohematology
       CLBT 1080 – Microbiology
Co-requisites: All required
       CLBT 2090 – Clinical Urinalysis, Serology and Preanyalytic Specimen Process Practicum
       CLBT 2100 – Clinical Immunohematology Practicum
       CLBT 2120 – Clinical Microbiology Practicum
       CLBT 2130 – Clinical Chemistry Practicum
       CLBT 2200 – CLT Certification Review

CLBT 2120   Clinical Microbiology Practicum   (4)
Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow through. Topics include: specimen inoculations; stains; culture work-ups; bacterial identification; anti-microbial sensitivity; media preparation; safety; documentation/quality control; and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.
Pre-requisites: All required
     CLBT 1060 – Immunohematology
     CLBT 1080 – Microbiology
Co-requisites: All required
     CLBT 2090 – Clinical Urinalysis, Serology and Preanyalytic Specimen Process Practicum
     CLBT 2100 – Clinical Immunohematology Practicum
     CLBT 2110 – Clinical Hematology/Coagulation Practicum
     CLBT 2130 – Clinical Chemistry Practicum
     CLBT 2200 – CLT Certification Review

CLBT 2130   Clinical Chemistry Practicum   (4)
Provides students with an opportunity for in-depth application and reinforcement of chemistry principles and techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow through. Topics include: therapeutic drugs and toxicology; automated and manual chemistry; immuno chemistry; special chemistry; safety; correlation of test results to disease states and critical values; instrumentation; documentation/quality control; and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.
Pre-requisites: All required
     CLBT 1060 – Immunohematology
     CLBT 1080 – Microbiology
Co-requisites: All required
     CLBT 2090 – Clinical Urinalysis, Serology and Preanyalytic Specimen Process Practicum
     CLBT 2100 – Clinical Immunohematology Practicum
     CLBT 2110 – Clinical Hematology/Coagulation Practicum
     CLBT 2120 – Clinical Microbiology Practicum
     CLBT 2200 – CLT Certification Review

CLBT 2200   CLT Certification Review   (2)
Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for the medical laboratory technician level. Topics include review of: professional ethics, regulatory agencies, safety, and fundamental techniques; phlebotomy and specimen collection and processing; quality control concepts; computer applications; urinalysis and body fluids; hematology and coagulation; immunology and serology; immunohematology; clinical chemistry in solutions; microbiology; parasitology, mycology, mycobacteriology, and virology; and test taking skills.
Pre-requisites: All required
     CLBT 1060 – Immunohematology
     CLBT 1080 – Microbiology
Co-requisites: All required
     CLBT 2090 – Clinical Urinalysis, Serology and Preanyalytic Specimen Process Practicum
     CLBT 2100 – Clinical Immunohematology Practicum
     CLBT 2110 – Clinical Hematology/Coagulation Practicum
     CLBT 2120 – Clinical Microbiology Practicum
     CLBT 2130 – Clinical Chemistry Practicum

COFC – Construction Fundamental Core

COFC 1011   Overview of Building Construction Practices and Materials   (3)
This course covers the introduction to a residential construction project from start to finish. Topics to include preparing to build, tools and equipment, building foundations, wood frame construction, completing the structure, finish carpentry, construction specialties, and materials and fasteners used in the construction industry.
Pre-requisites: None

COFC 1020   Professional Tool Use and Safety   (3)
This course provides instruction in the use of professional tools for the construction trades. Emphasis will be placed on the safe use of each tool discussed. Topics include layout and measuring tools, cutting tools, sawing tools, drilling and boring tools, finishing and fastening tools, general shop tool use, and job site setup.
Pre-requisites: None

COFC 1050   Construction Print Reading Fundamentals   (3)
This course introduces the reading and interpretation of prints and architectural drawings for all of the construction trades. Topics include types of plans, scales, specifications, conventions, and schedules.
Pre-requisites: None

COLL – College Success

COLL 1000   College Success and Survival Skills   (2)
This course is designed to provide tools to assist students to acquire skill necessary to achieve academic and professional success in their chosen occupation/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.
Pre-requisites: None

COMP – Introduction to Computer Literacy

COMP 1000   Introduction to Computer Literacy   (3)
This course introduces the fundamental concepts, terminology, and operations necessary to use computers. Emphasis is placed on basic functions and familiarity with computer use. Topics include introductions to computer and digital terminology and usage, operating systems, Internet and digital communication, word processing applications, spreadsheet applications, database applications, and presentation applications.
Pre-requisites: READ 0097 or equivalent test score

COSM – Cosmetology

COSM 1000   Introduction to Cosmetology Theory   (4)
Introduces fundamental theory and practices in the cosmetology profession. Emphasis will be placed on professional practices and safety. Topics include: state rules, and regulations; state regulatory agency, image; bacteriology; decontamination and infection control, chemistry fundamentals, safety, Hazardous Duty Standards Act compliance, and anatomy and physiology.
Pre-requisites: Program Admission

COSM 1010   Introduction to Cosmetology Theory   (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: All required
      COSM 1000 – Immunohematology
      COSM 1120 – Salon Management
Co-requisites: All required
      COSM 1000 – Introduction to Cosmetology Theory
      COSM 1020 – Hair Care and Treatment
      COSM 1030 – Haircutting
      COSM 1120 – Salon Management

COSM 1020   Hair Care and Treatment   (3)
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: All required
      COSM 1000 – Immunohematology
      COSM 1120 – Salon Management
Co-requisites: All required
      COSM 1000 – Introduction to Cosmetology Theory
      COSM 1010 – Chemical Texture Services
      COSM 1030 – Haircutting
      COSM 1120 – Salon Management

COSM 1030   Haircutting   (3)
Introduces the theory and skills necessary to apply haircutting techniques, advanced haircutting techniques, proper safety and decontamination precautions, hair design elements, cutting implements, head, hair and body analysis, and client consultation.
Pre-requisites: All required
      COSM 1000 – Immunohematology
      COSM 1120 – Salon Management
Co-requisites: All required
      COSM 1000 – Introduction to Cosmetology Theory
      COSM 1010 – Chemical Texture Services
      COSM 1020 – Hair Care and Treatment
      COSM 1120 – Salon Management

COSM 1040   Styling   (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: All required
      COSM 1000 – Immunohematology
      COSM 1010 – Chemical Texture Services
      COSM 1020 – Hair Care and Treatment
      COSM 1030 – Haircutting
      COSM 1120 – Salon Management
Co-requisites: All required
      COSM 1050 – Hair Color
      COSM 1060 – Fundamentals of Skin Care
      COSM 1070 – Nail Care and Advanced Techniques

COSM 1050   Hair Color   (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: All required
      COSM 1000 – Immunohematology
      COSM 1010 – Chemical Texture Services
      COSM 1020 – Hair Care and Treatment
      COSM 1030 – Haircutting
      COSM 1120 – Salon Management
Co-requisites: All required
      COSM 1040 – Styling
      COSM 1060 – Fundamentals of Skin Care
      COSM 1070 – Nail Care and Advanced Techniques

COSM 1060   Fundamentals of Skin Care   (3)
This course provides a comprehensive study in care of the skin for theory and practical application. Emphasis will be placed on client consultation, safety precautions, skin conditions, product knowledge, basic facials, facial massage, corrective facial treatments, hair removal, and make-up application. Other topics in this course include advanced skin treatments in electrotherapy, light therapy, galvanic current, high frequency, and microdermabrasion.
Pre-requisites: All required
       COSM 1000 – Immunohematology
       COSM 1010 – Chemical Texture Services
       COSM 1020 – Hair Care and Treatment
       COSM 1030 – Haircutting
       COSM 1120 – Salon Management
Co-requisites: All required
       COSM 1040 – Styling
       COSM 1050 – Hair Color
       COSM 1070 – Nail Care and Advanced Techniques

COSM 1070   Nail Care and Advanced Techniques   (3)
Provides training in manicuring, pedicuring and advanced nail techniques. Topics include: implements, products and supplies, hand and foot anatomy and Physiology, diseases and disorders, manicure techniques, pedicure techniques, nail product chemistry, safety precautions and practices, and advanced nail techniques (wraps/tips/acrylics).
Pre-requisites: All required
       COSM 1000 – Immunohematology
       COSM 1010 – Chemical Texture Services
       COSM 1020 – Hair Care and Treatment
       COSM 1030 – Haircutting
       COSM 1120 – Salon Management
Co-requisites: All required
       COSM 1040 – Styling
       COSM 1050 – Hair Color
       COSM 1060 – Fundamentals of Skin Care

COSM 1080   Physical Hair Services Practicum   (3)
Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is required by the Georgia State Board of Cosmetology. This course includes a portion of the required hours for licensure. Topics include: scalp and hair treatments; haircutting; styling; dispensary; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.
Pre-requisites: All required
       COSM 1040 – Styling
       COSM 1050 – Hair Color
       COSM 1060 – Fundamentals of Skin Care
       COSM 1070 – Nail Care and Advanced Techniques
Co-requisites: All required
       COSM 1090 – Hair Services Practicum I
       COSM 1100 – Hair Services Practicum II

COSM 1090   Hair Services Practicum I   (3)
This course provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is prescribed by the Georgia State Board of Cosmetology. This course includes a portion of the hours required for licensure. Topics include: permanent waving and relaxers; hair color, foiling, lightening, hair and scalp treatments; haircutting; clipper design, precision cutting, styling; dispensary; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; product knowledge, customer service skills, client retention, State Board Rules and Regulations guidelines, and State Board foundation prep.
Pre-requisites: All required
       COSM 1040 – Styling
       COSM 1050 – Hair Color
       COSM 1060 – Fundamentals of Skin Care
       COSM 1070 – Nail Care and Advanced Techniques
Co-requisites: All required
       COSM 1080 – Physical Hair Services Practicum
       COSM 1100 – Hair Services Practicum II

COSM 1100   Hair Services Practicum II   (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 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; hair and scalp treatment; haircutting; styling; dispensary; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.
Pre-requisites: All required
      COSM 1040 – Styling
      COSM 1050 – Hair Color
      COSM 1060 – Fundamentals of Skin Care
      COSM 1070 – Nail Care and Advanced Techniques
Co-requisites: All required
      COSM 1080 – Physical Hair Services Practicum
      COSM 1090 – Hair Services Practicum I

COSM 1110   Hair Services Practicum III   (3)
This course provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting. Topics include: permanent waving and relaxers; hair color and lightening; hair and scalp treatments; haircutting; dispensary; styling; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; and state licensure preparation.
Pre-requisites: All required
      COSM 1080 – Physical Hair Services Practicum
      COSM 1090 – Hair Services Practicum I
      COSM 1100 – Hair Services Practicum II
Co-requisites: All required
      COSM 1115 – Hair Services Practicum IV
      COSM 1125 – Skin and Nail Care Practicum

COSM 1115   Hair Services Practicum IV   (2)
This course provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting. Topics include: permanent waving and relaxers; hair color and lightening; hair and scalp treatments; haircutting; dispensary; styling; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; and state licensure preparation.
Pre-requisites: All required
      COSM 1080 – Physical Hair Services Practicum
      COSM 1090 – Hair Services Practicum I
      COSM 1100 – Hair Services Practicum II
Co-requisites: All required
      COSM 1110 – Hair Services Practicum III
      COSM 1125 – Skin and Nail Care Practicum

COSM 1120   Salon Management   (3)
Emphasizes the steps involved in opening and operating a privately owned salon. Topics include: law requirements regarding employment, tax payer education / federal and state responsibilities, law requirements for owning and operating a salon business, business management practices, and public relations and career development.
Pre-requisites: Program Admission
Co-requisites: COSM 1000 – Introduction to Cosmetology Theory

COSM 1125   Skin and Nail Care Practicum   (2)
This course provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications for completion of state board service credit requirements for this course may be met in a laboratory setting. Topics include: skin treatment; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.
Pre-requisites: All required
      COSM 1080 – Physical Hair Services Practicum
      COSM 1090 – Hair Services Practicum I
      COSM 1100 – Hair Services Practicum II
Co-requisites: All required
      COSM 1110 – Hair Services Practicum III
      COSM 1115 – Hair Services Practicum IV

COSM 2000   Instructional Theory and Documentation   (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: Program Admission
Co-requisites: All required
       COSM 2010 – Salon Management
       COSM 2020 – Principles of Teaching

COSM 2010   Salon Management   (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: Program Admission
Co-requisites: All required
       COSM 2000 – Instructional Theory and Documentation
       COSM 2020 – Principles of Teaching

COSM 2020   Principles of Teaching   (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 verses constructive tactics, learner motivation, and cultivating positive relationships.
Pre-requisites: None
Co-requisites: All required
       COSM 2000 – Instructional Theory and Documentation
       COSM 2010 – Salon Management

COSM 2030   Lesson Plans   (3)
Emphasizes the steps in 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: All required
       COSM 2000 – Instructional Theory and Documentation
       COSM 2010 – Salon Management
       COSM 2020 – Principles of Teaching
Co-requisites: All required
       COSM 2040 – Classroom Management
       COSM 2050 – Instruction and Evaluation

COSM 2040   Classroom Management   (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: All required
       COSM 2000 – Instructional Theory and Documentation
       COSM 2010 – Salon Management
       COSM 2020 – Principles of Teaching
Co-requisites: All required
       COSM 2030 – Lesson Plans
       COSM 2050 – Instruction and Evaluation

COSM 2050   Instruction and Evaluation   (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: All required
       COSM 2000 – Instructional Theory and Documentation
       COSM 2010 – Salon Management
       COSM 2020 – Principles of Teaching
Co-requisites: All required
       COSM 2030 – Lesson Plans
       COSM 2040 – Classroom Management

COSM 2060   Practicum I   (3)
Provides experience necessary for professional development and completion of requirements for Instructor training state licensure. Emphasis will be placed on the trainee's 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 2030 – Lesson Plans
    COSM 2040 – Classroom Management
    COSM 2050 – Instruction and Evaluation
Co-requisites: COSM 2070 – Practicum II

COSM 2070   Practicum II   (3)
Provides experience necessary for professional development and completion of requirements for instructor training state licensure requirements. Emphasis will be placed on the trainee's 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: All required
    COSM 2030 – Lesson Plans
    COSM 2040 – Classroom Management
    COSM 2050 – Instruction and Evaluation
Co-requisites: COSM 2060 – Practicum I

CRJU – Criminal Justice

CRJU 1010   Introduction to Criminal Justice   (3)
Introduces the development and organization of the criminal justice system in the United States. Topics include: the American criminal justice system; constitutional limitations; organization of enforcement, adjudication, and corrections; and career opportunities and requirements.
Pre-requisites: Program Admission

CRJU 1021   Private Security   (3)
Provides an orientation to the development, philosophy, responsibility, and function of the private security industry. A historical and philosophical perspective of private security will help students better understand the present stage of private security, its principles, its legal authority and its effect on society in general. Topics include: private security: an overview; basic security goals and responsibilities; when prevention fails; and security systems at work: putting it all together.
Pre-requisites: CRJU 1010 – Introduction to Criminal Justice

CRJU 1030   Corrections   (3)
Provides an analysis of all phases of the American correctional system and practices, including its history, procedures, and objectives. Topics include: history and evolution of correctional facilities; legal and administrative problems; institutional facilities and procedures; probation, parole, and prerelease programs; alternative sentencing; rehabilitation; community involvement; and staffing.
Pre-requisites: CRJU 1010 – Introduction to Criminal Justice

CRJU 1040   Principles of Law Enforcement   (3)
This course examines the principles of the organization, administration, and duties of federal, state and local law enforcement agencies. Topics include: history and philosophy of law enforcement, evaluation of administrative practices, problems in American law enforcement agencies, emerging concepts, professionalism, and community crime prevention programs.
Pre-requisites: CRJU 1010 – Introduction to Criminal Justice.

CRJU 1043   Probation and Parole   (3)
This course will cover the history of both juvenile and adult probation as well as the history of parole. The probation and parole systems will be covered generally with a special emphasis on the Georgia systems and related laws. Topics include: history and philosophy of probation and parole; function of the probation and parole systems; Georgia law related to probation and parole; characteristics and roles of probation and parole officers; and special issues and programs of probation and parole.
Pre-requisites: CRJU 1010 – Introduction to Criminal Justice

CRJU 1052   Criminal Justice Administration   (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: CRJU 1010 – Introduction to Criminal Justice

CRJU 1062   Methods of Criminal Investigation   (3)
This course presents the fundamentals of criminal investigation. The duties and responsibilities of the investigator both in
field and in the courtroom are highlighted. Emphasis is placed on techniques commonly utilized by investigative personnel
as well as the procedures used for investigating various crimes.
Pre-requisites: CRJU 1010 – Introduction to Criminal Justice

CRJU 1065   Community-Oriented Policing   (3)
Presents the fundamentals for the community-oriented policing philosophy, including the comparison of traditional and
community policing philosophies; law enforcement and community relationships; importance of political and public support
and involvement; attitudinal changes involving the roles of police management, supervisors and line personnel; creation of
partnerships with community organizations, businesses, private security, other governmental agencies, and special
interest groups; and police problem-solving methodologies. Topics include: foundations of community-oriented policing,
partnerships and problem-solving in community-oriented policing, and community-oriented policing projects and
programs.
Pre-requisites: CRJU 1010 – Introduction to Criminal Justice

CRJU 1068   Criminal Law for Criminal Justice   (3)
This course introduces criminal law in the United States, but emphasizes the current specific status of Georgia criminal
law. The course will focus on the most current statutory contents of the Official Code of Georgia Annotated (O.C.G.A.)
with primary emphasis on the criminal and traffic codes. Topics include: historic development of criminal law in the United
States; statutory law, Georgia Code (O.C.G.A.) Title 16 Crimes and Offenses; statutory law, Georgia Code (O.C.G.A.)
Title 40 – Motor Vehicle and Traffic Offenses; and Supreme Court rulings that apply to criminal law.
Pre-requisites: CRJU 1040 – Principles of Law Enforcement

CRJU 1075   Report Writing   (3)
Explains and demonstrates the effectiveness of the entire criminal investigation process by the quality of notes reports,
and accurate documentation. An examination of what goes into the preparation, content, elements, mechanics, and
format of documenting the criminal investigation process. Topics include: Field notes, initial information, observations,
evidence, victims, witnesses, property, neighborhood canvass, crime scene, laboratory analysis and results, investigative
follow-up, suspect statements, and the characteristics essential to quality report writing.
Pre-requisites: CRJU 1010 – Introduction to Criminal Justice

CRJU 1400   Ethics and Cultural Perspectives for Criminal Justice   (3)
This course provides an exploration ethics and cultural perspectives in criminal justice. In presenting ethics, both the
individual perspective and the organizational standpoint will be examined. Four areas of ethical decision making
opportunities are studied including: law enforcement ethics; correctional ethics; legal profession ethics; and policymaking
ethics. The presentation of cultural perspectives is designed to aid law enforcement officers to better understand and
communicate with members of other cultures with whom they come in contact in the line of duty. Topics include: defining
and applying terms related to intercultural attitudes, role-play activities related to intercultural understanding, developing
interpersonal/intercultural communication competence, and development of personal intercultural growth plan.
Pre-requisites: Program Admission

CRJU 2020   Constitutional Law for Criminal Justice   (3)
This course emphasizes those provisions of the Bill of Rights which pertain to criminal justice. Topics include:
characteristics and powers of the three branches of government; principles governing the operation of the U.S.
Constitution, the Bill of Rights and the Fourteenth Amendment.
Pre-requisites: CRJU 1068 – Criminal Law for Criminal Justice

CRJU 2050   Criminal Procedure   (3)
Introduces the procedural law of the criminal justice system which governs the series of proceedings through which
government enforces substantive criminal law. The course offers an emphasis on the laws of arrest and search and
seizure; the rules of evidence, right to counsel, and the rights and duties of both citizens and officers. The course covers
in depth appropriate Case Law and court rulings that dictate criminal procedure on the State and Federal Level.
Pre-requisites: CRJU 1068 – Criminal Law for Criminal Justice

CRJU 2060   Criminology   (3)
Introduces the nature, extent, and factors related to criminal behavior, and the etiology of criminal offenses and offenders.
Topics include: sociological, psychological, and biological causes of crime; effectiveness of theories in explaining crime;
theory integration; and application of theory to selected issues.
Pre-requisites: CRJU 1010 – Introduction to Criminal Justice

CRJU 2070   Juvenile Justice   (3)
Analyzes the nature, extent, and causes of juvenile delinquency, and examines processes in the field of juvenile justice. Topics include: survey of juvenile law, comparative analysis of adult and juvenile justice systems, and prevention and treatment of juvenile delinquency.
Pre-requisites: CRJU 1010 – Introduction to Criminal Justice

CRJU 2090   Criminal Justice Practicum   (3)
Provides experiences necessary for further professional development and exposure to related agencies in the criminal justice field. The student will pursue a professional research project supervised by the instructor. Topics include: criminal justice theory applications.
Pre-requisites: All required
      CRJU 1010 – Introduction to Criminal Justice
      CRJU 1068 – Criminal Law for Criminal Justice
      CRJU 1400 – Ethics and Cultural Perspectives for Criminal Justice
      CRJU 2020 – Constitutional Law for Criminal Justice
      CRJU 2050 – Criminal Procedure
      CRJU 2070 – Juvenile Justice

CRJU 2100   Criminal Justice Externship   (3)
Provides experiences necessary for further professional development and exposure to related agencies in the criminal justice field. The student will pursue an externship in a related agency supervised by the instructor. Topics include: criminal justice theory applications.
Pre-requisites: All required
      CRJU 1010 – Introduction to Criminal Justice
      CRJU 1068 – Criminal Law for Criminal Justice
      CRJU 1400 – Ethics and Cultural Perspectives for Criminal Justice
      CRJU 2020 – Constitutional Law for Criminal Justice
      CRJU 2050 – Criminal Procedure
      CRJU 2070 – Juvenile Justice

CRJU 2110   Homeland Security   (3)
The course provides an introduction to the principles of homeland security, roles and responsibilities of constituencies and implications for criminal justice fields. Topics include: intelligence and warning, border and transportation security, domestic counterterrorism, protecting critical infrastructure, defending against catastrophic threats, and emergency preparedness and response.
Pre-requisites: CRJU 1068 – Criminal Law for Criminal Justice

CRJU 2150   Cybercrime Investigations   (3)
Course Description: This course is designed to address the fundamental principles of different types of cybercrime investigations, and the specific procedures used to investigate them. Emphasis is placed on the investigation of specific offenses, the identification of sources of information, and the procedures used to properly collect and store digital evidence. The course is designed to develop a working knowledge of the investigative steps to be followed in a cybercrime investigation, beginning with initial crime scene security and concluding with proper testimony and presentation of evidence in court. This course includes study designed to reinforce important investigative and forensic evidence collection skills.
Pre-requisites: CRJU 2050 – Criminal Procedure

CRJU 2201   Criminal Courts   (3)
This course examines the historical context on the development, functions, and controversies in the courts system. Topics include: introduction to the courts; participants of a trial; courtroom processes; and the post-conviction process.
Pre-requisites: CRJU 2020 – Constitutional Law for Criminal Justice

CTDL – Commercial Truck Driving

CTDL 1010   Fundamentals of Commercial Driving   (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

CTDL 1020   Combination Vehicle Basic Operation and Range Work   (2)
This course familiarizes students with truck instruments and controls and performing basic maneuvers required to drive safely in a controlled environment and on the Driving Range. Each student must receive 12 hours behind the wheel (BTW) instructional time in range operations such as operating a tractor trailer through clearance maneuvers, backing, turning, parallel parking and coupling/uncoupling.
Pre-requisites: None
Co-requisites: CTDL 1010 – Fundamentals of Commercial Driving

CTDL 1030   Combination Vehicle Advanced Operations   (4)
Advanced Operations develops students' driving skills under actual road conditions. The classroom part of the course stresses following safe operating practices. These safe operating practices are integrated into the development of driving skills on the road. Each student must receive at least twelve (12) hours behind-the-wheel (BTW) instructional time on the street/road. In addition the student must have a minimum program total of forty four (44) hours BTW instructional time in any combination (with CTDL 1020) of range and street/road driving. Note: state law requires that whenever a combination vehicle is operated on public roads an instructor must be present in the vehicle while the student is driving.
Pre-requisites: None
Co-requisites: CTDL 1020 – Combination Vehicle Basic Operation and Range Work

CTDL 1050   Straight Truck/Passenger Vehicle Basic Operation a   (2)
This course focuses on familiarizing students with truck instruments and controls and performing basic maneuvers required to drive safely in a controlled environment and on the Driving Range. Each student must receive at least twelve (12) hours behind-the-wheel (BTW) instructional time in range operations by operating a straight truck or passenger vehicle through clearance maneuvers, backing, turning, parallel parking and coupling and uncoupling.
Pre-requisites: None
Co-requisites: CTDL 1010 – Fundamentals of Commercial Driving

CTDL 1060   Straight Truck and Passenger Vehicle Advanced Oper   (4)
Advanced Operations focuses on developing students' driving skills under actual road conditions. The classroom part of the course stresses safe operating practices. These safe operating practices are then integrated into the development of driving skills on the road. Each student must receive at least twelve (12) hours behind-the-wheel (BTW) instructional time on the street/road. In addition the student must have a minimum program total of forty-four (44) hours BTW instructional time in any combination (with CTDL 1050) of range and street/road driving. Note: State law requires that whenever a vehicle is operated on public roads an instructor must be present in the truck while a student is driving.
Pre-requisites: None
Co-requisites: CTDL 1050 – Straight Truck/Passenger Vehicle Basic Operation a

DFTG – Drafting

DFTG 1015   Practical Geometry and Trigonometry for Drafting Technology   (3)
This course introduces and develops basic geometric and trigonometric concepts. Course content will emphasize geometric concepts and trigonometric concepts as they pertain to drafting/CAD.
Pre-requisites: MATH 1013 – Algebraic Concepts

DFTG 1101   CAD Fundamentals   (4)
Establishes safety practices as they relate to a drafting environment. Introduces basic CAD functions while presenting essential principles and practices for line relationships, scale, and geometric construction.
Pre-requisites: None

DFTG 1103   Multiview/Basic Dimensioning   (4)
Multiview/Basic Dimensioning 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 DFTG 1101 – CAD Fundamentals

DFTG 1105   3D Mechanical Modeling   (4)
In the 3D Mechanical Modeling course, the student becomes acquainted with concepts of the software related to Parametric modeling for mechanical drafting. The student will develop the skills necessary to create 3D models and presentation/working drawings.
Pre- or Co-requisites: DFTG 1103 – Multiview/Basic Dimensioning

DFTG 1107   Advanced Dimensioning/Sectional Views   (4)
Advanced Dimensioning/Sectional Views continues dimensioning skill development and introduces tools for precision measurement and sectional views.
Pre-requisites: DFTG 1103 – Multiview/Basic Dimensioning
Co-requisites: One required
     DFTG 1105 – 3D Mechanical Modeling
     DFTG 1127 – Architectural 3D Modeling

DFTG 1109   Auxiliary Views/Surface Development   (4)
Introduces techniques necessary for auxiliary view drawings, surface development, and developing sheet metal parts. Topics include: primary auxiliary views, secondary auxiliary views, surface development, and developing sheet metal parts.
Pre- or Co-requisites: DFTG 1107 – Advanced Dimensioning/Sectional Views

DFTG 1111   Fasteners   (4)
This course covers the basics of identifying fastening techniques, interpreting technical data, and create working drawings. Topics include utilization of technical data, identifying thread types, graphic representation of threaded fasteners, utilization of other fastening techniques, welding symbol identification, and welding symbol usage in working drawings.
Pre-requisites: DFTG 1109 – Auxiliary Views/Surface Development

DFTG 1113   Assembly Drawings   (4)
Assembly Drawings provides knowledge and skills necessary to create working drawings for the manufacture of machine parts. Topics include: detail drawings, orthographic assembly drawings, pictorial assembly drawings, and utilization of technical reference source.
Pre-requisites: None
Co-requisites: DFTG 1111 – Fasteners

DFTG 1125   Architectural Fundamentals   (4)
Introduces architectural fundamental principles and practices associated with architectural styles and drawing. Fundamentals residential and commercial practices will be covered. Topics include: specifications and materials; architectural styles, construction drawing practices and procedures, dimensioning and scales.
Pre-requisites: DFTG 1103 – Multiview/Basic Dimensioning

DFTG 1127   Architectural 3D Modeling   (4)
In the Architectural 3D Modeling course, the student becomes acquainted with concepts of the software related to parametric modeling for Architectural drafting. The student will develop the skills necessary to create 3D models and presentation/constructions drawings.
Pre-requisites: None
Co-requisites: DFTG 1125 – Architectural Fundamentals

DFTG 1129   Residential Drawing I   (4)
Introduces the essential skills necessary for assessing the expected materials, labor requirements and costs for given structures or products also students will be introduce to architectural drawing skills necessary to produce a basic set of construction drawings given floor plan information. Topics include: material take-offs; footing and foundation; floor plans; exterior elevations; site plans; and construction drawing techniques/practices.
Pre-requisites: DFTG 1127 – Architectural 3D Modeling

DFTG 1131   Residential Drawing II   (4)
Continues in-depth architectural drawing practice and develops architectural design skills. Plans are designed to meet applicable codes. Topics include: material take-offs; footing and foundation; floor plans; exterior elevations; site plans; and construction drawing techniques/practices.
Pre-requisites: DFTG 1129 – Residential Drawing I

DFTG 1133   Commercial Drawing I   (4)
Introduces commercial drawing skills necessary to produce construction drawings given floor plan information. Topics include: structural steel detailing, reflected ceiling plans, rebar detailing, and commercial construction drawings.
Pre-requisites: None
Co-requisites: DFTG 1131 – Residential Drawing II

DFTG 2010 Engineering Graphics (4)

Covers the basics of computer terminology, input and output devices, file formatting, file management, for CAD software. Introduces students to the fundamentals of geometric construction, scale reading line relationship and basic history of the drafting concepts. Student will also be introduced to basic and intermediate CAD commands and procedures, and drafting concepts and principals.
Pre-requisites: One required
      MATH 1013 – Algebraic Concepts
      MATH 1111 – College Algebra

DFTG 2020 Visualization and Graphics (3)

This course is an introduction to engineering graphics and component visualization. Sketching, line drawing, computer assisted drafting solid modeling including parametric modeling are practiced. Development of working drawings and requirements for drawing in a manufacturing and rapid pro-type environment are emphasized.
Pre-requisites: None

DFTG 2030 Advanced 3D Modeling Architectural (4)

In this course students become acquainted with concepts of the software related to Presentations for Architectural Renderings and Architectural Animations. Students will demonstrate skills in texture applications, camera angles for presentations, lighting and shadow techniques for architectural renderings, and animation techniques for architectural presentations.
Pre-requisites: DFTG 1127 – Architectural 3D Modeling

DFTG 2040 Advanced 3D Modeling Mechanical (4)

In this course the student becomes acquainted with concepts of the software related to Sheet Metal modeling for mechanical drafting, multi-body parts assemblies, and basic animation techniques for mechanical assembly presentations.
Pre-requisites: DFTG 1105 – 3D Mechanical Modeling

DFTG 2110 Print Reading I (2)

Introduces the fundamental principles and practices associated with interpreting technical drawings. Topics include: interpretation of blueprints and sketching.
Pre-requisites: None

DFTG 2120 Blueprint Reading for Architecture (3)

This course emphasizes skills in reading, producing and interpreting construction drawings. Topics include reading and measuring plans, identifying and understanding lines, symbols, dimensions, materials, schedules, and specifications.
Pre-requisites: None

DFTG 2130 Manual Drafting Fundamentals (2)

This course emphasizes the essential techniques of basic manual drafting. It introduces drafting tools and equipment, scale and measurement, line relationships and lettering, and geometric construction concepts.
Pre-requisites: DFTG 1103   Multiview/Basic Dimensioning

DFTG 2400 Drafting Technology Practicum/Internship 4 (4)

Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control.
Pre-requisites: None
Co-requisites: One required
      DFTG 1113 – Assembly Drawings
      DFTG 1133 – Commercial Drawing I

DIET – Diesel Equipment Technology

DIET 1000 Introduction to Diesel Technology, Tools, and Safety (3)

This course introduces basic knowledge and skills the student must have to succeed in the Diesel Equipment Technology field. Topics include an overview of diesel powered vehicles, diesel technology safety skills, basic tools and equipment, reference materials, measuring instruments, shop operation, mechanical fasteners, welding safety, and basic welding skills. Classroom and lab experiences on safety, precision measuring, and basic shop practices are highly emphasized.
Pre-requisites: None

DIET 1010 Diesel Electrical and Electronic Systems (7)

This course introduces students to electrical and electronic systems used on medium/heavy duty trucks and heavy equipment. Topics include: general electrical system diagnosis, battery diagnosis and repair, starting system diagnosis and repair, charging system diagnosis and repair, lighting system diagnosis and repair, gauges and warning devices, and an introduction and familiarization with electrical and electronic systems.
Pre-requisites: None
Co-requisites: DIET 1000 – Introduction to Diesel Technology, Tools, and Safety

DIET 1020   Preventive Maintenance   (5)
This course introduces preventive maintenance procedures pertaining to medium/heavy duty trucks and heavy equipment. Topics include: engine systems; cab and hood; heating, ventilation and air conditioning (HVAC); electrical and electronics; frame and chassis.
Pre-requisites: None
Co-requisites: DIET 1010 – Diesel Electrical and Electronic Systems

DIET 1030   Diesel Engines   (7)
This course introduces diesel engines used in medium/heavy duty trucks and heavy equipment. Topics include: general engine diagnosis, cylinder head and valve train, engine block, engine lubrication system, hydraulic pumps, engine cooling, air induction, exhaust, fuel supply systems, electronic fuel management, and engine brakes. Using and interpreting test and measuring equipment is highly emphasized.
Pre-requisites: None
Co-requisites: DIET 1010 – Diesel Electrical and Electronic Systems

DIET 1040   Diesel Truck and Heavy Equipment HVAC Systems   (3)
This course introduces systems used in medium/heavy duty trucks and heavy equipment. Classroom instruction on HVAC theory and operation along with local, state, and federal regulations are strongly emphasized. Topics include: HVAC safety, HVAC system theory and operation, A/C system component diagnosis and repair, HVAC system diagnosis and repair, HVAC operating systems and related controls, and refrigeration recovery, recycling, and handling procedures.
Pre-requisites: None
Co-requisites: DIET 1010 – Diesel Electrical and Electronic Systems

DIET 2000   Truck Steering and Suspension Systems   (4)
This course introduces steering and suspension systems used on medium/heavy trucks. Classroom instruction on Federal Motor Vehicle Safety Standards (FMVSS) is strongly emphasized. Topics include: hydraulic assist steering systems; suspension systems; wheel alignment diagnosis, adjustment, and repair; wheels and tires; and frame and coupling devices.
Pre-requisites: None
Co-requisites: DIET 1000 – Introduction to Diesel Technology, Tools, and Safety

DIET 2010   Truck Brake Systems   (4)
This course introduces air and hydraulic brake systems used on medium/heavy duty trucks. Classroom theory on brake systems along Federal Motor Vehicle Safety Standards (FMVSS) is strongly emphasized. Topics include: introduction to hydraulic systems and safety; air brakes air supply and system service; air brakes mechanical service; parking brakes; hydraulic brake system and service; hydraulic brakes mechanical service; hydraulic brakes power assist units; anti lock brake systems (ABS) and automatic traction control (ATC); and wheel bearings.
Pre-requisites: None
Co-requisites: All required
        DIET 1000 – Introduction to Diesel Technology, Tools, and Safety
        DIET 1010 – Diesel Electrical and Electronic Systems

DIET 2020   Truck Drivetrains   (4)
This course introduces power train systems used on medium/heavy duty trucks. Topics include: introduction to power trains, clutches and flywheels, powertrain electronic systems, auto-shift mechanical transmissions, power take-offs, truck drive lines, differentials and final drives, torque converters, and automatic transmissions.
Pre-requisites: None
Co-requisites: All required
        DIET 1000 – Introduction to Diesel Technology, Tools, and Safety
        DIET 1010 – Diesel Electrical and Electronic Systems

DMPT – Design and Media Production

DMPT 1000   Introduction to Design   (4)
Introduces students to the fundamentals of design concepts, including design, composition and layout, color theory and typography.
Pre-requisites: Program Admission

DMPT 1005   Vector Graphics   (4)
This course is an introduction to the creation of vector imagery. Students will learn to draw illustrations, transform objects, work with layers, patterns, brushes, and filters, use effects and create graphics for the various applications. The focus will be on learning the essential tools, basic operation and commands used in the creation of vector graphics used in different media fields.
Pre-requisites: DMPT 1000 – Introduction to Design

DMPT 1010   Raster Imaging   (4)
In the Raster Imaging course, the student becomes acquainted with the concepts and software related raster image manipulation. The student is introduced to the workspace and tools used in an image editing software and will learn basic image editing techniques.
Pre-requisites: DMPT 1000 – Introduction to Design

DMPT 1015   Drawing   (4)
Introduces beginning student to basic drawing techniques. Student will complete drawings using various techniques and media.
Pre-requisites: Provisional Admission

DMPT 1040   Introduction to Animation   (4)
This course familiarizes the student with traditional animation methodology, use of key poses, breakdowns, and timing charts. These methods are then applied to each of the 12 basic principles of animation. The course also introduces the history of animated film, various techniques used to create animation, and important animated short films.
Pre-requisites: None
Co-requisites: DMPT 2400 – Basic 3D Modeling and Animation

DMPT 1055   Introduction to Media Technology   (4)
Covers the basics of computer terminology, operating systems, and input and output devices, file formatting, file management, and overview of software.
Pre-requisites: None

DMPT 1500   Introduction to Television Production   (4)
An introduction to the fundamentals of television production. Students will be introduced to the process of television production, technical aspects of video signals, video cameras, video processing, television lighting, audio related to television production, producing, directing, editing, video recording and playback operation. Students will participate in studio production including producing and directing projects. Production theory, terminology, and production techniques are also introduced, with an emphasis on the function and operation of equipment to achieve basic broadcast production skills.
Pre-requisites: All required
     ENGL 1101 – Composition and Rhetoric
     MATH 1111 – College Algebra

DMPT 1505   Introduction to Digital Post Production   (4)
This course is an introduction to basic video editing techniques used in digital video production with non-linear video editing software. The student will learn to perform basic editing functions and include the acquisition and management, shot sequencing, finishing and output.
Pre-requisites: DMPT 1500 – Introduction to Television Production

DMPT 1600   Introduction to Video Production   (4)
This course is an introduction to the creative and technical aspects of video production. Students will learn the basic terminology and techniques of video production through analysis of produced video works as well as hands-on experience. Students will be introduced to basic digital video production including: pre-production and planning, camera operation and framing, lighting, sound, and post-production with basic editing.
Pre-requisites: None

DMPT 2100   Identity Design   (4)
This course focuses on the design challenges associated with the development of symbol systems, logos, environmental graphics and information graphics. Students will use their knowledge of vector and raster applications for further study into the use of typographic treatment and graphic images.
Pre-requisites: None

DMPT 2105   Page Layout   (4)
This course is an introduction to graphic design production using page layout software. Students will be introduced to the essential terminology, tools, and stages of workflow in the graphic design process.
Pre-requisites: None

DMPT 2110   Publication Design   (4)
Using skills learned in the page layout course, students will design projects relating to the challenges associated with multiple page formats.
Pre-requisites: Program Instructor Approval

DMPT 2115   Advertising and Promotional Design   (4)
Using skills learned in the page layout course, students will design projects for advertising and promotion of products and services.
Pre-requisites: Program Instructor Approval

DMPT 2120   Prepress and Output   (4)
This course is an in-depth introduction to the graphic prepress production process. Through hands-on projects, the student will experience the challenges involved in successful graphic prepress production.
Pre-requisites: Program Instructor Approval

DMPT 2130   Advanced Vector Graphics   (4)
Students will learn how to use advance vector imagery techniques for communicating creative concepts in different media fields. They will study a variety of digital illustration styles and begin to develop a personal style of their own.
Pre-requisites: DMPT 1005 – Vector Graphics

DMPT 2300   Foundations of Interface Design   (4)
This course lays the foundation for an in-depth study of web Interface design. Students will be exposed to the basics of design fundamentals, information architecture, interface structure, and graphic element creation. These studies will be used as a basis to develop comprehensive web layouts and navigation systems. Topics include: design elements, project planning, thumbnails and wireframes, web anatomy, sitemap and user-flows, common usability problems, UI libraries and mock-ups.
Pre-requisites: None

DMPT 2305   Web Interface Design   (4)
This course introduces best practices for interaction design and user experience. This course begins with a review of static page design and progresses into Cascading Style Sheet (CSS) construction. Students will be introduced to JavaScript as a means of expanding page interactivity. Students will learn to upload websites, retrieve, and replace pages on a server.
Pre-requisites: DMPT 2300 – Foundations of Interface Design

DMPT 2310   Animation for Web   (4)
This course begins with Keyframe animation and Tween animation and then progresses into code driven functionality. Students will be introduced to ActionScript or a similar language and use it to incorporate interactive navigation elements, sound and video files.
Pre-requisites: None

DMPT 2315   Dynamic Web Design   (4)
This course begins with Cascading Style Sheets (CSS) and moves into Dynamic Database Driven Web Page Development. Students will be introduced to database connectivity and data exchange using forms along with advanced client-side scripting. Students will also explore advanced scripting for 2D vector animation.
Pre-requisites: DMPT 2300 – Foundations of Interface Design

DMPT 2320   Interactive Multimedia for Web   (4)
This course provides an opportunity to explore the latest trends and technologies related to live media, rich media, and virtual interactivity for the internet. Students will produce interactive and rich media content using sound, motion graphics, and 3D graphics.
Pre-requisites: Program Instructor Approval

DMPT 2330   Introduction to Content Management Systems (CMS)   (4)
In the Introduction to CMS course, the student learns the basics of installing and configuring a Content Management System to easily build blogs and small web sites. Students will perform common tasks using any of the most popular (and free) Content Management Systems.
Pre-requisites: COMP 1000 – Introduction to Computer Literacy

DMPT 2335   Web Interface Structure   (4)
This course focuses on creating standard-based web interfaces while using the most current version of HTML for content structure and CSS for interface styling. Students will also explore emerging design trends and techniques used for designing modern web based interfaces.
Pre-requisites: None

DMPT 2400   Basic 3D Modeling and Animation   (4)
An introduction to 3D Animation software and component visualization. Students will be introduced to software and basic techniques to begin creating models and material for animation projects. Students will also be introduced to basic lighting and animation concepts so that they will be able to develop a complete animation using 3D software at the end of this course.
Pre-requisites: DMPT 1000 – Introduction to Design and Media Production

DMPT 2405   Intermediate 3D Modeling   (4)
This course covers the fundamentals of computer geometry by creating the basic elements that make computer models: surfaces, NURBS, polygon, mesh and subdivisions. Students will also be introduced to production techniques that includes preparing reference images for modeling aid, rendering and output of models.
Pre-requisites: DMPT 2400 – Basic 3D Modeling and Animation

DMPT 2410   Digital, Texture and Lighting   (4)
Introduces the students to concepts for creating textures and lighting for 3D computer graphics. Students will explore in-depth the various ways to create and apply texture and lighting to the 3D models.
Pre-requisites: None
Co-requisites: DMPT 2405 – Intermediate 3D Modeling

DMPT 2415   Character Rigging   (4)
This course introduces fundamental rigging techniques used to prepare a modeled character for animation. The course will focus on the essential tools and techniques, used for body and facial character rigging, skinning, skin weighting, and blend shapes.
Pre-requisites: DMPT 2410 – Digital, Texture and Lighting

DMPT 2420   3D Production and Animation   (4)
This course will focus on tying together all the various stages of production, including concept development, materials creation, rigging and animation, and post-production.
Pre-requisites: DMPT 2400   Basic 3D Modeling and Animation

DMPT 2505   Intermediate Digital Post Production   (4)
The student will be introduced to non-linear systems advanced features. The focus will be on audio, titling, effects, aesthetics, keyboard shortcuts and other advanced operations. The student will also work under rigid timelines and specific guidelines to acquaint the student to tight deadline practices of the television industry.
Pre-requisites: None

DMPT 2510   Field Video Production   (4)
This course applies the concepts and practices of field video production. The class will be introduced to portable video equipment, and field production practices and techniques including Electronic News Gathering (ENG) and Electronic Field Production (EFP). The student will produce several projects executing all aspects of production including conceiving, writing, producing, shooting and editing resulting in final broadcast-ready products.
Pre-requisites: DMPT 1505 – Introduction to Digital Post Production

DMPT 2520   Lighting for Television   (4)
This course focuses on lighting techniques for television production and on the tools of lighting for television and film. The student will learn about lighting and grip equipment and techniques for their use in the audio and field. The course will consist of extensive demonstration, lab and project work.
Pre-requisites: Program Instructor Approval

DMPT 2525   Writing for Broadcast   (4)
Students will be introduced to writing formats for news, promotion, press releases, commercial television and radio productions and dramatic screenplays. Emphasis will be placed on correct writing styles and conceptualization for each application. Students will adapt an existing work to create an original script for the screen.
Pre-requisites: Program Instructor Approval

DMPT 2530   Advanced Video Projects   (4)
This is an advanced production course. The individual student will complete a long form production, which will include conceiving, writing, and pre/pro/post producing the project. Evaluation criteria include organization, visual story telling, lighting, audio, editing, and graphics.
Pre-requisites: DMPT 2510 – Field Video Production

DMPT 2600   Basic Video Editing   (4)
An introduction to basic audio and video editing techniques used in digital video production with non-linear software. Students will be introduced to the primary feature set and interface of video editing software and will learn to perform basic editing functions that include setup, adjusting and customizing preferences and settings, capturing video and audio, various editing and trimming techniques and tools, audio editing and audio creation, finishing and output.
Pre-requisites: All required
    DMPT 1005 – Vector Graphics
    DMPT 1010 – Raster Imaging
    DMPT 1600 – Introduction to Video Production

DMPT 2605   Introduction to Video Compositing and Broadcast Animation   (4)
This course introduces how to create and animate motion graphics. Students will learn to create dynamic animated titles and logos, animate raster and vector image file graphics, composite and edit multi-layered special effects using footage, work with shapes and masks, work with 3D elements, apply and animate various effect filters, and analyze and compress digital video for different output specifications. Students will be exposed to compositing concepts, techniques, and terminology used in finalizing a video or animation project.
Pre-requisites: DMPT 1010 – Raster Imaging

DMPT 2610   Intermediate Video Compositing and Broadcast Animation   (4)
This course will expose students to advanced techniques used in finalizing a video or animation project using compositing software. The class will reinforce compositing concepts, workflow techniques and terminology that students have learned in previous classes. More advanced tools and techniques will be introduced to focus on overall project workflow.
Pre-requisites: DMPT 2605 – Introduction to Video Compositing and Broadcast Animation

DMPT 2615   Intermediate Video Editing   (4)
This course will focus on more advanced editing and finishing techniques. Students will explore different editing styles and techniques for different genres and learn how to use these techniques to create complex compositions with polished transitions, fix screen direction errors, edit multi-camera projects, edit and mix audio, work with nested sequences, create effects, use filters creatively, color correct video, and manage clips and media.
Pre-requisites: DMPT 2600 – Basic Video Editing

DMPT 2620   Intermediate Graphics for Television   (4)
The student will apply knowledge from the Introduction to Raster Imaging to creating static graphics for broadcast. Emphasis will be placed upon aesthetics and techniques, working with filters, compositing, layering, creating alpha channels, creating mattes, creating titles and effects as well as importing images to the application. The student will also learn how to export multi-layer graphics into applicable animation and editing applications.
Pre-requisites: DMPT 1010 – Raster Imaging

DMPT 2625   DVD Authoring   (4)
This course will provide design techniques and strategies for authoring DVDs. Students will create interactive navigational interfaces for their own projects. Students will "author" a DVD by crating buttons, interactive links, and slideshows.
Pre-requisites: All required
    DMPT 1010 – Raster Imaging
    DMPT 2600 – Basic Video Editing
    DMPT 2605 – Introduction to Video Compositing and Broadcast Animation

DMPT 2630   Post-Production Audio   (4)
The course will introduce students to intermediate and advanced techniques for post-production audio for film and video using specialized software such as Adobe Audition or Pro-Tools. Students will learn the concept of sound design and use techniques such as rerecording dialogue and creating Foley to enrich the sound of finished projects. Students will also learn mixing techniques to ensure that all elements are audible final projects.
Pre-requisite: DMPT 2600 – Basic Video Editing

DMPT 2640   Color Grading   (4)
The course will teach students techniques in compositing video with visual effects which includes incorporating 3D elements and pre-keyed footage, applying digital lighting and shading techniques, and applying 3rd party plugins with the goal of creating realistic-looking visual effects.
Pre-requisite: DMPT 2600 – Basic Video Editing

DMPT 2650   Visual Effects   (4)
The course will introduce students to color balancing and grading techniques.
Pre-requisite: DMPT 2605 – Introduction to Video Compositing and Broadcast Animation

DMPT 2660   Special Projects   (4)
In this course students will work closely with the instructor to develop complex, portfolio quality work that reflects his or her skill set in projects in production and/or post-production. Depending on complexity, the instructor may ask students to create a single project, or multiple projects. These may include, but are not limited to, works using motion graphics, visual effects, animation, editing, color grading, or post-production audio.
Pre-requisite: Instructor Approval

DMPT 2800   Intermediate Video Production   (4)
This course will expose students to advanced techniques in digital cinematography and production audio. Students will gain hands on experience in camera operation, shot composition, camera movement, lighting, and production sound.
Pre-requisite: DMPT 1600 – Introduction to Video Production

DMPT 2805   Narrative Filmmaking   (4)
This course will take students through the entire process of creating a narrative short film, with particular emphasis on skills that are specific to fictional, scripted material.
Pre-requisites: All required
    DMPT 1600 – Introduction to Video Production
    DMPT 2600 – Basic Video Editing
    DMPT 2800 – Intermediate Video Production

DMPT 2810   Documentary Filmmaking   (4)
This course will take students through the entire process of creating a documentary short film, with particular emphasis on skills that are specific to unscripted or partially scripted, non-fiction material.
Pre-requisites: All required
     DMPT 1600 – Introduction to Video Production
     DMPT 2600 – Basic Video Editing
     DMPT 2800 – Intermediate Video Production

DMPT 2930   Exit Review   (4)
Emphasis is placed on student's production of portfolio-quality pieces. Focuses on the preparation for entry into the job market.
Pre-requisites: Program Instructor Approval

ECCE – Early Childhood Care and Education

ECCE 1101   Introduction to Early Childhood Care and Education   (3)
Introduces concepts relating the responsibilities and procedures involved in a variety of early childhood care situations. Topics include historical perspectives; professionalism; guidance; developmentally appropriate practices; learning environment (including all children); cultural diversity; and licensing, accreditation, and credentialing.
Pre-requisites: Program Admission

ECCE 1103   Child Growth and Development   (3)
Introduces the student to the physical, social, emotional, and cognitive development of the young child (prenatal through 12 years of age). The course provides for competency development in observing, recording, and interpreting growth and development stages in the young child; advancing physical and intellectual competence; supporting social and emotional development; and examining relationships between child development and positive guidance. Topics include developmental characteristics, prenatal through age 12, developmental guidance applications, observing and recording techniques, ages and stages of development, and introduction to children with special needs.
Pre-requisites: Program Admission

ECCE 1105   Health, Safety and Nutrition   (3)
Introduces the theory, practices, and requirements for establishing and maintaining a safe, healthy learning environment. Topics include CPR and first aid, health issues, safety issues, child abuse and neglect, and nutritional needs of children.
Pre-requisites: Program Admission

ECCE 1112   Curriculum and Assessment   (3)
Provides student with an understanding of developmentally effective approaches to teaching, learning, observing, documenting and assessment strategies that promote positive development for young children. The course will enable the student to establish a learning environment appropriate for young children and to identify the goals, benefits, and uses of assessment in the development of curriculum for young children. Topics include observing, documenting, and assessing; learning environments; development of curriculum plans and materials; curriculum approaches; and instructional media.
Pre-requisites: All required
     ECCE 1101 – Introduction to Early Childhood Care and Education
     ECCE 1103 – Child Growth and Development
     ECCE 1113 – Creative Activities for Children

ECCE 1113   Creative Activities for Children   (3)
Introduces the concepts related to creativity in art, music, movement and creative drama, and facilitating children's creative expression across the curriculum. Topics include concepts of creativity and expression; theories of young children's creative development; facilitation of children's creative expression, media, methods and materials across the curriculum; appreciation of children's art processes and products; appreciation of children's creativity in music, movement and dance; appreciation of children's creative expression in play and creative drama; and art and music appreciation.
Pre-requisites: Program Admission

ECCE 1121   Early Childhood Care and Education Practicum   (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 1101 – Introduction to Early Childhood Care and Education
    ECCE 1103 – Child Growth and Development
    ECCE 1105 – Health, Safety and Nutrition
    ECCE 1113 – Creative Activities for Children
Pre- or Co-requisites: All required
    ECCE 1112 – Curriculum and Assessment
    ECCE 2115 – Language and Literacy

ECCE 1125   Professionalism through CDA Certificate Preparation   (2)
Provides training in professionalism through Child Development Associate Credentialing Certificate preparation in the following areas: applying for the Child Development Associate Credential through Direct Assessment, professional resource file development, and strategies to establish positive and productive relationships with families.
Pre-requisites: Program Admission

ECCE 2115   Language and Literacy   (3)
Develops knowledge, skills, and abilities in supporting young children's literacy acquisition and development, birth through age twelve. Topics include developmental continuum of reading and writing, literacy acquisition birth to five years of age, literacy acquisition in kindergarten, literacy acquisition in early grades, and literacy acquisition in children who are culturally and linguistically diverse.
Pre- or Co-requisites: ECCE 1103 – Child Growth and Development

ECCE 2116   Math and Science   (3)
Presents the process of introducing math and science concepts to young children. Includes planning and implementation of developmentally appropriate activities and development of math and science materials, media and methods. Topics include inquiry approach to learning; cognitive stages and developmental processes in developing math and science concepts with children birth to five; cognitive stages and developmental processes in developing math and science concepts with children in kindergarten and primary grades; planning math and science activities; and development of math and science materials, media and methods.
Pre-requisites: ECCE 1103 – Child Growth and Development
Pre- or Co-requisites: All required
    ECCE 1113 – Creative Activities for Children
    ECCE 2115 – Language and Literacy

ECCE 2201   Exceptionalities   (3)
Provides for the development of knowledge and skills that will enable the student to understand individuals with special needs and appropriately guide their development. Special emphasis is placed on acquainting the student with programs and community resources that serve families with children with special needs. Topics include inclusion/least restrictive environment (LRE), physical and motor impairments, gifted/talented, intellectual and cognitive disabilities, emotional and behavioral disorders, communication disorders in speech and language, autism spectrum disorders, visual impairments, deaf and hard of hearing, health impairments, multiple disabilities, and community resources.
Pre-requisites: ECCE 1103 – Child Growth and Development

ECCE 2202   Social Issues and Family Involvement   (3)
Enables the student to value the complex characteristics of children's families and communities and to develop culturally responsive practices which will support family partnerships. Students use their understanding to build reciprocal relationships which promote children's development and learning. Students are introduced to local programs and agencies that offer services to children and families within the community. Topics include professional responsibilities, family/social issues, community resources, family education and support, teacher-family communication, community partnerships, social diversity and anti-bias concerns, successful transitions, and school-family activities.
Pre-requisites: All required
    ECCE 1101 – Introduction to Early Childhood Care and Education
    ECCE 1103 – Child Growth and Development
Pre- or Co-requisites: ECCE 1121 – Early Childhood Care and Education Practicum

ECCE 2203   Guidance and Classroom Management   (3)
Examines effective guidance practices in group settings based upon the application of theoretical models of child development and of developmentally appropriate practices. Focus will be given to individual, family, and cultural diversity. Topics will include developmentally appropriate child guidance (birth through 12); effective classroom management, including preventive and interventive techniques; understanding challenging behaviors; and implementing guidance plans.
Pre-requisites: ECCE 1103 – Child Growth and Development

ECCE 2240   Early Childhood Care and Education Internship   (12)
Provides the student with the opportunity to gain a supervised experience in an actual or simulated work site allowing demonstration of techniques obtained from course work. 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: ECCE 1121 – Early Childhood Care and Education Practicum

ECCE 2310   Paraprofessional Methods and Materials   (3)
Develops the instructional skills to enable the student to work as a paraprofessional in a program for kindergarten through elementary age children. Topics include assessment and curriculum, instructional techniques, and methods for instruction in a learning environment.
Pre-requisites: ECCE 1121 – Early Childhood Care and Education Practicum

ECCE 2312   Paraprofessional Roles and Practices   (3)
Develops skills to enable the student to work as a paraprofessional in a program for kindergarten through elementary aged children. Topics include professional qualifications, professional and ethical conduct, professionalism and employment, and paraprofessional roles and responsibilities.
Pre-requisites: ECCE 1121 – Early Childhood Care and Education Practicum

ECCE 2320   Program Administration and Facility Management   (3)
Provides training in planning, implementation, and maintenance of an effective early childhood program and facility. Topics include organization, mission, philosophy, goals of a program; types of programs; laws, rules, regulations, accreditation, and program evaluation; needs assessment; administrative roles and board of directors; anti-bias program development; child development and developmentally appropriate practices; marketing, public and community relations, grouping, enrollment and retention; working with families; professionalism and work ethics; space management; money management; and program, equipment, and supplies management.
Pre-requisites: ECCE 1103 – Child Growth and Development

ECCE 2322   Personnel Management   (3)
Provides training in early childhood personnel management. Topics include staff records; communication; personnel policies; managing payroll; recruitment, interviewing, selection, hiring, motivating, and firing; staff retention; staff scheduling; staff development; staff supervision; conflict resolution; staff evaluations; ethical responsibilities to employees; and time and stress management.
Pre-requisites: ECCE 1103 – Child Growth and Development

ECCE 2330   Infant/Toddler Development   (3)
Introduces the three developmentally meaningful age periods during infancy. Provides knowledge, grounded in brain and attachment research, about how children learn and the skills and attitudes necessary to support optimum social/emotional, cognitive, and physical development for children from birth to three. Principles of brain development and language and communication will be explored in depth. Special emphasis is placed on experiential learning to show caregivers practical ways of meeting the fundamental needs of all infants in group care settings and of helping them learn the lessons that every infant comes into the world eager to learn. The needs of infants and toddlers with established disabilities as well as those at risk for developmental problems will be examined from the perspective of early intervention and inclusion.
Pre-requisites: Program Admission

ECCE 2332   Infant/Toddler Group Care and Curriculum   (3)
Provides the knowledge, skills and attitudes necessary to meet the fundamental needs of children from birth to three in group care settings. Establishes a foundation for a responsive, relationship-based curriculum for children birth to three who are in group care settings. Introduces the philosophy behind primary care, continuity of care, and respectful care. Explores ways of creating environments for infant/toddler group care which foster optimum social/emotional, physical and cognitive development, promote cultural sensitivity and encourage positive parent caregiver relations.
Pre-requisites: Program Admission

ECCE 2350   Early Adolescent Development   (3)
Introduces the student to the physical, social, emotional, and intellectual development of the early adolescent (1215 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: Program Admission

ECCE 2352   Designing Programs and Environments for School Age Children and Youth   (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: Program Admission

ECCE 2360   Classroom Strategies for Exceptional Children   (3)
Prepares child care providers and paraprofessionals with knowledge and skills in the areas of working effectively with children with a disability; working with families as partners; examining the laws and regulations; exploring resources, service providers, and agencies that may assist the child and his/her family; examining the adaptations and modifications to facilities and environments; reviewing the referral process; implementing inclusion; modifying instruction to accommodate the child with special needs; and investigating ways to document and chart observations.
Pre-requisites: ECCE 2201 – Exceptionalities

ECCE 2362   Exploring Your Role in the Exceptional Environment   (3)
Prepares child care providers and paraprofessionals with knowledge and skills for screening and assessing purposes; and explores resources, service providers, and agencies that may assist the child and families in educational or natural settings. Examines adaptations, accommodations, and modifications to environments; reviews the referral process; implements inclusion and modifies instruction to accommodate the child with special needs.
Pre-requisites: ECCE 2201 – Exceptionalities

ECCE 2370   Visual Arts Integration   (3)
Develops knowledge skills and abilities in supporting integration in the use of the visual arts across the EEC curriculum. Topics include developmental support for arts integration, definition of arts integration, variety of approaches to visual integration, visual arts development and acquisition in the early years, use of visual arts integration with children who are culturally and developmentally diverse, assessment of visual arts integration behavioral skills, collaborating with parents, teaching arts, and colleagues.
Pre-requisites: ECCE 1113 – Creative Activities for Children, with a minimum grade of "C".

ECCE 2372   Music and Movement Integration   (3)
Develops knowledge, skills and abilities in supporting integration in the use of music and movement across the ECCE curriculum. Topics include developmental support for music and movement integration, definition of music and movement integration, variety of approaches to music and movement integration, music and movement development in acquisition in the early years, use of movement and movement integration with children who are culturally and developmentally diverse, assessment of music and movement integration behavioral skills, and creating plans for collaborating with parents and colleagues.
Pre-requisites: ECCE 1113 – Creative Activities for Children, with a minimum grade of "C".

ECCE 2374   Drama Integration   (3)
Develops knowledge, skills and abilities in supporting integration in the use of drama, including role play, pantomime, story enactment, puppetry, play writing, process drama, story drama across the ECCE curriculum. Topics include: Developmental support for drama integration; definition and history of drama integration; variety of approaches to drama integration; drama development and acquisition in the early years; use of drama integration with children who are culturally and developmentally diverse; assessment of drama integration, behavioral skills; and creating plans for collaborating with parents and colleagues.
Pre-requisites: ECCE 1113 – Creative Activities for Children, with a minimum grade of "C".

ECET – Electrical and Computer Engineering Tech

ECET 1101   Circuit Analysis I   (4)
Emphasizes the knowledge and ability to analyze basic DC circuits and introductory concepts of AC circuits. Topics include: international units, basic electrical laws, series and parallel circuits, network analysis concepts, network theorems concepts, D.C. instruments, grounding techniques, magnetism, inductance/capacitance, transient analysis, and introduction to dependent sources and 2-port parameters. Laboratory work parallels class work.
Pre-requisites: None
Co-requisites: All required
       ENGT 1000 – Introduction to Engineering Technology
       MATH 1111 – College Algebra

ECET 1110   Digital Systems I   (4)
Study of digital circuit fundamentals with an emphasis on digital electronics and techniques, simplification of logic circuits, sequential and combinational logic circuits, programmable logic devices, flip-flops and registers, binary number system, and arithmetic and logic operations. Laboratory work parallels class work using trainers, DesignWorks, and Altera simulation software and system.
Pre-requisites: ECET 1101 – Circuit Analysis

ECET 1191   Computer Programming Fundamentals   (3)
This course emphasizes fundamental concepts of problem solving using a high level source language. Laboratory work is designed to acquaint students with computer facilities, software, and programming fundamentals. Topics include: system fundamentals, concepts of structured programming, arrays, functions, and engineering applications.
Pre-requisites: MATH 0098 – Elementary Algebra

ECET 1210   Networking Systems I   (3)
Provides a foundation in Local Area Networking of computers with an introduction to Wide Area Networking. Emphasis is on Peer-to-Peer Networking.
Pre-requisites: ENGT 1000 – Introduction to Engineering Technology

ECET 1220   Computer System Maintenance   (3)
This course provides an introduction to computer hardware, architecture and operating systems. Areas of study include computer assembly, operating system installation and configuration, and performance monitoring and troubleshooting.
Pre-requisites: ENGT 1100 – Introduction to Engineering Technology

ECET 2101   Circuit Analysis II   (4)
Continues study of AC circuit analysis, which emphasizes complex networks. Topics include: analysis of complex networks, networks with multiple sources, AC network theorems, resonance, transformers, three-phase systems, filters and bode plots, non-sinusoidal waveforms, and pulse response of RLC circuits. Laboratory work parallels class work.
Pre-requisites: All required
       ECET 1101 – Circuit Analysis I
       MATH 1113 – Pre-Calculus

ECET 2110   Digital Systems II   (4)
Continues the study of digital systems with emphasis on the study of microcomputers with programming applications involving external devices with which the microprocessor/microcontroller must communicate. Topics include: logic families, PLD programming, microcomputer architecture, programming with arithmetic/logic instructions, jump, loop and call operations, I/O programming, timers, interrupts and interfacing techniques. Laboratory work parallels class work to include use of PLD (programmable logic devices) platforms, and microprocessor/microcontroller platforms to reinforce and edify theoretical concepts.
Pre-requisites: All required
       ECET 1110 – Digital Systems I
       ECET 2120 – Electronic Circuits I

ECET 2120   Electronic Circuits I   (4)
Introduces the conduction process in semiconductor materials and devices. Topics include semiconductor physics; diodes; basic diode circuits and applications; biasing, stability and graphical analysis of bipolar junction transistors and field effect transistors; introduction to silicon controlled rectifiers; device curve characteristics; and related devices with selected applications. Laboratory work includes circuit construction, use of appropriate instruments, troubleshooting and circuit simulation using P-SPICE.
Pre-requisites: ECET 2101 – Circuit Analysis II

ECET 2210   Networking Systems II   (4)
This course emphasizes the design, implementation, configuration, and monitoring of a client-server network environment. Emphasis is placed on applications to Local Area Networks. An introduction to Network Domains in Wide Area Networks is included.
Pre-requisites: ECET 1210 – Networking Systems I

ECET 2220 Electronic Circuits II (4)
Emphasizes the analysis of BJT and FET amplifiers; analysis and applications of operational amplifiers and other linear digital ICs. Topics include: re transistor model; CB, CE and CC amplifiers; Darlington connection; cascaded systems; CS, CD, CG Amplifiers; High frequency and low frequency response of BJT and FET amplifiers; Power Amplifiers Class A, Class B, Class C Amplifiers; op-amp fundamentals; inverting, non-inverting amplifiers, voltage followers and summing amplifiers; comparators; instrumentation applications; active filters; differentiators and integrators; 555 Timers; A/D and D/A Conversion. Laboratory work parallels class work and includes circuit simulation using P-spice. Laboratory work parallels class work.
Pre-requisites: ECET 2120 – Electronic Circuits I

ECET 2230 Network Systems Design (4)
This course is an advanced networking course that emphasizes installation and configuration of multiple operating systems on a local area network. Wide Area Network routing, switching and subnetting applications are also covered.
Pre-requisites: ECET 1210 – Networking Systems I
Co-requisites: ECET 2210 – Networking Systems II

ECON – Economics

ECON 1101 Principles of Economics (3)
Provides a description and analysis of economic operations in contemporary society. Emphasis is placed on developing an understanding of economic concepts and policies as they apply to everyday life. Topics include basic economic principles; economic forces and indicators; capital and labor; price, competition, and monopoly; money and banking; government expenditures, federal and local; fluctuations in production, employment, and income; and United States economy in perspective
Pre-requisites: Regular Admission

ECON 2105 Macroeconomics (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

ECON 2106 Microeconomics (3)
Provides an analysis of the ways in which consumers and business firms interact in a market economy. Topics include basic economic principles, consumer choice, behavior of profit maximizing firms, modeling of perfect competition, monopoly, oligopoly and monopolistic competition.
Pre-requisites: Regular Admission

ELCR – Electronics Technology

ELCR 1005 Soldering Technology (1)
Develops the ability to solder and desolder connectors, components, and printed circuit boards using industry standards. Topics include: safety practices, soldering, desoldering, anti-static grounding, and surface mount techniques.
Pre-requisites: None

ELCR 1010 Direct Current Circuits (6)
This course provides instruction in the theory and practical application of simple and complex direct current circuitry. Topics include laboratory safety practices and procedures, electrical laws and principles, DC test equipment basic series, parallel and combination circuits, complex series and parallel circuits, and DC theorems.
Pre-requisites: None
Co-requisites: One required
    MATH 1013 – Algebraic Concepts
    MATH 1111 – College Algebra

ELCR 1020 Alternating Current Circuits (7)
This course introduces the theory and application of varying sine wave voltages and current, and continues the development of AC concepts with emphasis on constructing, verifying, and troubleshooting reactive circuits using RLC theory and practical application. Topics include AC wave generation, frequency and phase relationship, impedance, admittance, and conductance power factors, reactive components simple RLC circuits, AC circuit resonance, passive filters, and non-sinusoidal wave forms.
Pre-requisites: ELCR 1010 – Direct Current Circuits

ELCR 1030   Solid State Devices   (5)
This course provides instruction in the theory and application of solid state devices in the electronics industry. Emphasis is placed on the physical characteristics and uses of solid state devices. Topics include PN diodes, power supplies, voltage regulation, bipolar junction theory and application, field effect transistors, and special applications.
Pre-requisites: ELCR 1020 – Alternating Current Circuits

ELCR 1040   Digital and Microprocessor Fundamentals   (5)
This course is designed to provide sufficient coverage of digital electronics and microprocessor fundamentals. Digital fundamentals will introduce basic 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: ELCR 1030 – Solid State Devices

ELCR 1060   Linear Integrated Circuits   (3)
Provides in-depth instruction on the characteristics and applications of linear integrated circuits. Topics include: operational amplifiers, timers, and three-terminal voltage regulators.
Pre-requisites: ELCR 1030 – Solid State Devices

ELCR 1300   Mobile Audio and Video Systems   (3)
Provides the fundamental concepts for the installation of automotive audio and video systems. Topics include: charging and electrical systems, automotive wiring harnesses, basic audio systems, advanced audio systems, and mobile video systems.
Pre-requisites: All required
    ELCR 1010 – Direct Current Circuits
    ELCR 1020 – Alternating Current Circuits

ELCR 1800   Electrical Lineworker Organization Principles   (3)
This course provides a comprehensive summary of lineworker requirements. Topics include physical and mechanical abilities, electrical and workplace safety practices, communications skills, and positive work ethic responsibilities.
Pre-requisites: Program Admission

ELCR 1820   Electrical Lineworker Workplace Skills   (2)
This course will familiarize the student with the importance of working together and team building. Topics include basic tools in the problem solving process, change in the workplace, developing and maintaining a positive image, resume writing, and developing job interview skills.
Pre-requisites: Program Admission

ELCR 1840   Electrical Lineworker Automation Skills   (2)
This course familiarizes the student with the identification, proper use, basic electrical fundamentals, and safety and maintenance of lineworker hand and power tools. Students will be prepared to operate hydraulic and pneumatic systems.
Pre-requisites: Program Admission

ELCR 1860   Electrical Lineworker Occupational Skills   (5)
This course provides an introduction to the basic skills necessary for an electrical lineworker. Topics include an understanding of ratios and proportions, blueprint reading, CSL training and testing, lineman simulations, and observation based instruction.
Pre-requisites: Program Admission

ELCR 2170   Computer Hardware   (5)
Provides an introduction to the fundamentals of installing, configuring, upgrading, troubleshooting, and repairing microcomputer systems. Topics include installation, configuration, upgrading, diagnosing, troubleshooting, preventive maintenance, basic hardware, printers, and basic networking.
Pre-requisites: Program Admission

ELCR 2190   Networking I   (3)
Provides an introduction to networking technologies. Cover a wide range of material about networking, from careers in networking to local area networks, wide area networks, protocols, topologies, transmission media, and security. Focuses on operating network management systems and implementing the installation of networks. The course reviews cabling, connection schemes, the fundamentals of LAN and Wan technologies, TCP/IP configuration and troubleshooting, remote connectivity, and network maintenance and troubleshooting. Topics include: media and topologies, protocols and standards, network implementation, and network support.
Pre-requisites: Program Admission

ELCR 2210   Analog Communications   (5)
This course provides an in depth study of communication system concepts and emphasis an analysis of amplitude and
frequency modulation and detection methods. Topics include AM, FM, and SSB modulation and detection, transmitters
and receivers, multiplexing and de-multiplexing, basic telemetry concepts, and noise bandwidth considerations.
Pre-requisites: ELCR 1020 – Alternating Current Circuits

ELCR 2220   Digital Communications   (3)
This course continues the study of modulation and detection techniques. Topics include: digital modulation techniques,
pulse modulation techniques, and sampling techniques.
Pre-requisites: ELCR 2210 – Analog Communications

ELCR 2230   Antenna and Transmission Lines   (3)
Provides an understanding of antennas and transmission lines used in communications. Topics include: transmission
lines, wave guides, antenna types, antenna applications, and telephone transmission lines.
Pre-requisites: ELCR 2220 – Digital Communications

ELCR 2240   Microwave Communications and Radar   (3)
Provides a basic understanding of microwave communications and radar. Topics include: microwave and radar
fundamentals, microwave devices, wave guides, specialized antennas, radar systems, and communications systems.
Pre-requisites: ELCR 2230 – Antenna and Transmission Lines

ELCR 2250   Optical Communications Techniques   (3)
Surveys the major optical devices used for communications. Topics include: light sources, fiber optic cable, coupling and
fusing, light modulation and detection techniques, and system application of light devices.
Pre-requisites: ELCR 2240 – Microwave Communications and Radar

ELCR 2290   Security Systems   (3)
Provides an in-depth study of electronic devices designed to detect environmental changes that indicate a threat to
property security. Topics include: sensor theory, low-voltage license regulations, system components, and system
installation and service.
Pre-requisites: ELCR 1010 – Direct Current Circuits

ELCR 2590   Fiber Optic Systems   (3)
Introduces the fundamentals of fiber optics and explores the applications of fiber optic transmission systems. Laboratory
exercises give students hands-on experience with fiber optic devices and test equipment. Topics includes: fundamentals
of fiber optics, types of optical fibers, fiber materials and manufacture, cabling, light sources/transmitters/receivers,
connectors, splicing, test measurement, and fiber optic system design.
Pre-requisites: ELCR 1040 – Digital and Microprocessor Fundamentals

ELCR 2600   Telecommunication and Data Cabling   (3)
Introduces the basic of cable installation from the initial site survey to splicing cable and making connections. Through
laboratory activities, students perform the basic tasks of a cable installer. Topics include: basic standards and practices,
cable rating and performance, cable installation and management, testing and troubleshooting, industry standards, pulling
cable, and understanding blueprints.
Pre-requisites: ELCR 1040 – Digital and Microprocessor Fundamentals

ELCR 2620   Telecommunications Systems Installation, Programming, and Data Transmission   (4)
This course provides instruction in the installation, programming, testing, and repair of simple and complex telephone
systems. An introduction is also given to basic concepts on telecommunication and data transmission.
Pre-requisites: ELCR 1020 – Alternating Current Circuits
Co-requisites: ELCR 2600 – Telecommunication and Data Cabling

ELCR 2650   Home Automation Systems   (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: ELCR 2620 – Telecommunications Systems Installation, Programming, and Data Transmission

ELTR – Electrical Technology

ELTR 1060   Electrical Prints, Schematics, and Symbols   (3)
Introduces electrical symbols and their use in construction blueprints, electrical schematics, and diagrams. Topics include:
electrical symbols, component identification, print reading and scales and measurement.
Pre-requisites: None

ELTR 1205   Residential Wiring I   (4)
Introduces residential wiring practices and procedures. Topics include: residential circuits, print reading, National Electrical Code, wiring materials, determining the required number and location of lighting/receptacles and small appliance circuits, wiring methods (size and type conductors, box fill calculations and voltage drop), switch control of luminaries, receptacle installation including bonding, GFCI and AFCI circuits, special purposes outlets   ranges, cook tops, ovens, dryers, water heaters, sump pumps, and sizing OCPDs (circuit breakers and fuses)
Pre-requisites: None

ELTR 1210   Residential Wiring II   (4)
Provides additional instruction on wiring practices in accordance with the National Electrical Code. Topics include: residential single family service calculations, residential two family service calculations, load balancing, sub panels and feeders, residential single family service installation, residential two family service installation, concepts of TV and CATV installation, swimming pool installation, and remote control of lighting and intercom installation.
Pre-requisites: None
Co-requisites: ELTR 1205 – Residential Wiring I

EMPL – Job Acquisition Skills

EMPL 1000   Interpersonal Relations and Professional Development   (2)
Emphasizes human relations and professional development in today's rapidly changing world that prepares students for living and working in a complex society. Topics include human relations skills, job acquisition skills and communication, job retention skills, job advancement skills, and professional image skills.
Pre-requisites: Provisional Admission

EMSP – Emergency Medical Services Professions

EMSP 1010   Emergency Medical Responder   (4)
The Emergency Medical Responder (EMR) course prepares the student to provide initial stabilizing care to the sick or injured prior to the arrival of Emergency Medical Services Professionals (EMS), and to assist EMS personnel in transporting patients for definitive care at an appropriate hospital/facility. Major areas of instruction include Introductory Medical Terminology and Anatomy & Physiology; Responder Safety; Incident Command; Bloodborne Pathogen Training; Basic Physical Assessment; and Treatment of Trauma and Medical Emergencies; Cardiopulmonary Resuscitation and the use of Automatic External Defibrillators. The course is a blend of lecture, hands on lab/learning, and practical scenario based learning/testing. The course will include Healthcare Provider CPR/AED Certification from a Nationally Recognized Body (American Heart Association, Red Cross, etc). If this course is also approved by the Georgia State Office of Emergency Medical Services and Trauma (SOEMST), successful completion will allow the student to be eligible to take the National Registry of Emergency Medical Technicians (NREMT) Emergency Medical Responder (EMR) certification. Topics include: Preparatory; Anatomy and Physiology; Medical Terminology; Pathophysiology; Life Span Development; Public Health; Pharmacology; Airway; Management; Respiration and Artificial Ventilation; Assessment; Medicine; Shock and Resuscitation; Trauma; Special Patient Populations; EMS Operations; and Integration of Patient Assessment and Management.
Pre-requisites: Program Admission

EMSP 1110   Introduction to the EMT Profession   (3)
This course serves as the introductory course to the Emergency Medical Services (EMS) profession. It orients the student to the prehospital care environment, issues related to the provision of patient care in both in-hospital and out-of-hospital circumstances. It further provides foundational information upon which subsequent curriculum content is based so that successful completion of this content increases the potential for success in subsequent courses and should allow students to apply the fundamental knowledge, skills, and attitudes gained in order to effectively communicate and function safely, ethically and professionally within the emergency medical services environment. Topics include: Anatomy and Physiology, Medical Terminology, Pathophysiology, CPR for HCP, EMS Systems, Research, Workforce Safety and Wellness, Documentation, EMS System Communication, Therapeutic Communication, Medical/Legal and Ethics, Public Health, Principles of Safely Operating a Ground Ambulance, Incident Management, Multiple Casualty Incidents, Air Medical, Vehicle Extrication, HazMat, MCI due to Terrorism/Disaster, and Life Span Development.
Pre-requisites: Program Admission

EMSP 1120   EMT Assessment/Airway Management and Pharmacology   (3)
This course prepares students for initial scene management and assessment of patients as well as management of the airway. Introduction to pharmacology is also covered. Includes application of scene information and patient assessment findings (scene size up, primary and secondary assessment, patient history, and reassessment) to guide emergency management. Topics include: Scene Size-Up; Primary Assessment; History Taking; Secondary Assessment; Monitoring Devices; Reassessment; Airway Management; Respiration; Artificial Ventilation; Principles of Pharmacology; Medication Administration; and Emergency Medications.
Pre-requisites: EMSP 1110 – Emergency Medical Responder

EMSP 1130 Medical Emergencies for the EMT (3)
This course integrates pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan of cases involving non-traumatic medical emergencies. Topics include: Medical Overview; Neurology; Abdominal and Gastrointestinal Disorders; Immunology; Infectious Disease; Endocrine Disorders; Psychiatric; Cardiovascular; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Non-Traumatic Musculoskeletal Disorders; Diseases of the Eyes, Ears, Nose, and Throat; and Medical Assessments.
Pre-requisites: EMSP 1110 – Emergency Medical Responder

EMSP 1140 Special Patient Populations (3)
This course provides a fundamental knowledge of growth, development, and aging and assessment findings to provide basic emergency care and transportation for a patient with special needs. Topics include: Obstetrics, Gynecology, Neonatal Care, Pediatrics, Geriatrics, Patients with Special Challenges, and Special Patient Populations Assessments.
Pre-requisites: EMSP 1110 – Emergency Medical Responder

EMSP 1150 Shock and Trauma for the EMT (3)
This course is designed to prepare the EMT student to apply pre-hospital emergency care to patients who have sustained injuries resulting from various mechanisms of injury including: Abdominal and Genitourinary trauma; Orthopedic trauma; Soft Tissue trauma; Head, Facial, Neck, and Spine Trauma and Nervous System trauma. Special considerations in trauma related injuries will be presented including the physiology of shock as well as multi-system trauma and environmental emergencies. Topics include: Shock and Resuscitation; Trauma Overview; Bleeding; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopedic Trauma; Soft Tissue Trauma; Head, Facial, Neck, and Spine Trauma; Nervous System Trauma; Special Considerations in Trauma; Environmental Emergencies; and Multi-System Trauma.
Pre-requisites: EMSP 1110 – Emergency Medical Responder

EMSP 1160 Clinical and Practical Applications for the EMT (1)
This course provides supervised clinical experience in various clinical settings as well as opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of an EMT. Topics include: Clinicals and Assessment Based Management.
Pre-requisites: EMSP 1110 – Emergency Medical Responder

EMSP 1510 Advanced Concepts for the AEMT (3)
This course serves as the introductory course to the advanced level practice of the Advanced Emergency Medical Technician (AEMT). It expands on the information attained at the EMT level. Topics include: EMS Systems; Documentation; EMS System Communication; Therapeutic Communication; Principles of Pharmacology; Medication Administration; Emergency Medications; Airway Management; Respiration; Artificial Ventilation; Primary Assessment; and Secondary Assessment.
Pre-requisites: Program Admission

EMSP 1520 Advanced Patient Care for the AEMT (3)
This course provides opportunities to apply fundamental knowledge of basic and selected advanced emergency care and transportation based on assessment findings for the following: an acutely ill patient; a patient in shock, respiratory failure or arrest, cardiac failure or arrest, and post resuscitation management; and an acutely injured patient. In addition it provides a fundamental knowledge of growth, development, and aging and assessment findings to provide basic and selected advanced emergency care and transportation for a patient with special needs. Topics include: Geriatrics; Patients with Special Challenges; Medical Overview; Neurology; Immunology; Infectious Disease; Endocrine Disorders; Cardiovascular; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Shock and Resuscitation; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopedic Trauma; Head, Facial, Neck, and Spine Trauma: Nervous System Trauma; and Integration of Medical/Trauma Assessments.
Pre-requisites: EMSP 1510 – Advanced Concepts for the AEMT

EMSP 1530 Clinical Applications for the AEMT (1)
This course provides supervised clinical experience in various clinical settings. Topics include: Clinicals.
Pre-requisites: EMSP 1510 – Advanced Concepts for the AEMT

EMSP 1540 Clinical and Practical Applications for the AEMT (3)
This course provides supervised clinical experience in various clinical settings as well as opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of an AEMT. Topics include: Clinicals and Assessment Based Management.
Pre-requisites: EMSP 1510 – Advanced Concepts for the AEMT

EMSP 2110   Foundations of Paramedicine (3)
This course introduces the student to the role of the paramedic in today's healthcare system, with a focus on the prehospital setting. This course will also prepare the student to integrate scene and patient assessment findings with knowledge of epidemiology and pathophysiology to form a field impression. This includes developing a list of differential diagnoses through clinical reasoning to modify the assessment and formulate a treatment plan. Topics include: EMS Systems; Research; Workforce Safety and Wellness; Documentation; EMS System Communication; Therapeutic Communication; Medical/Legal and Ethics; Life Span Development; Public Health; Incident Management; Air Medical; Scene Size-Up; Primary Assessment; History Taking; Secondary Assessment; Monitoring Devices; and Reassessment.
Pre-requisites: Program Admission

EMSP 2120   Applications of Pathophysiology for Paramedics (3)
This course expands the concepts of pathophysiology as it correlates to disease processes. This course will enable the student to apply the general concepts of pathophysiology to the assessment and management of patients in the emergency setting. Topics include: Pathophysiology.
Pre-requisites: EMSP 1210 – Foundations of Paramedicine

EMSP 2130   Advanced Resuscitative Skills for Paramedics (3)
This course will equip the paramedicine student with an expanded knowledge of pharmacology, as well as skills used to manage the respiratory system. Students will learn to use these advanced resuscitative skills to mitigate patient care emergencies, and to improve the overall health of the patient. Topics include: Principles of Pharmacology; Medication Administration; Emergency Medications; Airway Management; Respiration; and Artificial Ventilation.
Pre-requisites: EMSP 1210 – Foundations of Paramedicine

EMSP 2140   Advanced Cardiovascular Concepts (4)
This course equips the paramedicine student with an expanded knowledge of the anatomy, physiology, and electrophysiology of the cardiovascular system. Students will also examine the epidemiology of cardiovascular disease, and will begin to integrate advanced assessment skills (including ECG interpretation) into the assessment of cardiac patients. Topics include: Anatomy, Physiology, and Electrophysiology of the Cardiovascular System; Epidemiology of Cardiovascular Disease; Assessment of the Cardiac Patient; Electrocardiographic (ECG) interpretation.
Pre-requisites: EMSP 1210 – Foundations of Paramedicine

EMSP 2310   Therapeutic Modalities of Cardiovascular Care (3)
This course will enable the student to integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient experiencing a cardiovascular emergency. Topics include: Cardiovascular Emergencies and Advanced Cardiovascular Life Support (ACLS).
Pre-requisites: EMSP 1210 – Foundations of Paramedicine

EMSP 2320   Therapeutic Modalities of Medical Care (5)
This course will enable the student to integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient experiencing a medical emergency. Topics include: Medical Overview; Neurology; Abdominal and Gastrointestinal Disorders; Immunology; Infectious Disease; Endocrine Disorders; Psychiatric; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Non-Traumatic Musculoskeletal Disorders; Diseases of the Eyes, Ears, Nose, and Throat; and Assessment of Medical Emergencies.
Pre-requisites: EMSP 1210 – Foundations of Paramedicine

EMSP 2330   Therapeutic Modalities of Trauma Care (4)
This course will enable the student to integrate a comprehensive knowledge of causes and pathophysiology into the management of traumatic: cardiac arrest and peri-arrest states; shock, respiratory failure or arrest with an emphasis on early intervention to prevent arrest. This course will also include integrating assessment findings with principles of epidemiology and pathophysiology to formulate a field impression to implement a comprehensive treatment/disposition plan for an acutely injured patient. During this course, the student will complete a nationally recognized pre-hospital trauma course (i.e. PHTLS, ITLS, ATT, etc.). Topics include: Shock and Trauma Resuscitation; Trauma Overview; Bleeding; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopedic Trauma; Soft Tissue Trauma; Head, Facial, Neck, and Spine Trauma; Nervous System Trauma; Special Considerations in Trauma; Environmental Emergencies; Multi-System Trauma; and Assessment of Trauma Emergencies.
Pre-requisites: EMSP 1210 – Foundations of Paramedicine

EMSP 2340   Therapeutic Modalities for Special Patient Populations (4)
This course will enable the student to integrate assessment findings with principles of pathophysiology and knowledge of psychosocial needs to formulate a field impression and implement a comprehensive treatment/disposition plan for various special patient populations. During this course, the student will also complete a nationally recognized pediatric course (i.e. EPC, PALS, PEPP, etc.). Topics include: Obstetrics; Gynecology; Neonatal Care; Pediatrics; Geriatrics; and Patients with Special Challenges.
Pre-requisites: EMSP 1210 – Foundations of Paramedicine

EMSP 2510   Clinical Applications for the Paramedic – I   (2)
This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2510 Clinical Applications for the Paramedic – I is one in a series of courses that also includes: EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.
Pre-requisites: EMSP 1210 – Foundations of Paramedicine

EMSP 2520   Clinical Applications for the Paramedic – II   (2)
This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2520 Clinical Applications for the Paramedic – II is one in a series of courses that also includes: EMSP 2510, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.
Pre-requisites: EMSP 1210 – Foundations of Paramedicine

EMSP 2530   Clinical Applications for the Paramedic – III   (2)
This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2530 Clinical Applications for the Paramedic – III is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.
Pre-requisites: EMSP 1210 – Foundations of Paramedicine

EMSP 2540   Clinical Applications for the Paramedic – IV   (1)
This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2540 Clinical Applications for the Paramedic – IV is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.
Pre-requisites: EMSP 1210 – Foundations of Paramedicine

EMSP 2550   Clinical Applications for the Paramedic – V   (1)
This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2550 Clinical Applications for the Paramedic – V is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.
Pre-requisites: EMSP 1210 – Foundations of Paramedicine

EMSP 2560   Clinical Applications for the Paramedic – VI   (1)
This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2560 Clinical Applications for the Paramedic – VI is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.
Pre-requisites: EMSP 1210 – Foundations of Paramedicine

EMSP 2570   Clinical Applications for the Paramedic – VII   (1)
This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2570 Clinical Applications for the Paramedic – VII is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550 and EMSP 2560. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.
Pre-requisites: EMSP 1210 – Foundations of Paramedicine

EMSP 2710   Field Internship for the Paramedic   (2)
Provides supervised field internship experience in the prehospital advanced life support setting. Topics include: Field Internship.
Pre-requisites: EMSP 1210 – Foundations of Paramedicine

EMSP 2720   Practical Applications for the Paramedic   (3)
Allows opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of a Paramedic. Topics include: Assessment Based Management for Paramedics.
Pre-requisites: EMSP 1210 – Foundations of Paramedicine

ENGL – English

ENGL 0097   Pre-Diploma English   (3)
Emphasizes the rules of grammar, punctuation, capitalization, spelling, and writing in order to ensure a smooth transition into communicating orally and in writing. Topics include basic grammar, mechanics, spelling, and writing. Scheduled laboratory experiences for application and reinforcement of classroom learning.
Pre-requisites: Approved admission level English and Reading scores

ENGL 0099   Pre-Degree English   (3)
Emphasizes the ability to communicate using written and oral methods. Topics include writing, grammar, and revising. Scheduled laboratory experiences for application and reinforcement of classroom learning.
Pre-requisites: Approved admission level English and Reading scores

ENGL 0988   Remedial English and Reading   (3)

This course will develop proficiency in the area of integrated and contextualized English and reading skills and strategies. Topics include reading, general writing and grammar; critical thinking strategies, recognition and composition of well-developed, coherent, and unified texts.
Pre-requisites: Approved admission level English and Reading scores

ENGL 0998   Intermediate Reading and Writing   (3)
This course will develop proficiency in the area of integrated and contextualized reading and writing skills and strategies. Topics include the reading and writing process; critical thinking strategies, recognition and composition of well-developed, coherent, and unified texts.
Pre-requisites: Approved admission level English and Reading scores

ENGL 1010   Fundamentals of English I   (3)
Emphasizes the development and improvement of written and oral communication abilities. Topics include analysis of writing, applied grammar and writing skills, editing and proofreading skills, research skills, and oral communication skills.
Pre-requisites: All required
　　ENGL 0097 – English II OR Appropriate Placement Test Score
　　READ 0097 – Reading II OR Appropriate Placement Test Score.

ENGL 1012   Fundamentals of English II   (3)
Provides knowledge and application of written and oral communications found in the workplace. Topics include writing fundamentals and speaking fundamentals.
Pre-requisites: ENGL 1010 – Fundamentals of English I

ENGL 1101   Composition and Rhetoric   (3)
Explores the analysis of literature and articles about issues in the humanities and in society. Students practice various modes of writing, ranging from exposition to argumentation and persuasion. The course includes a review of standard grammatical and stylistic usage in proofreading and editing. An introduction to library resources lays the foundation for research. Topics include writing analysis and practice, revision, and research. Students write a research paper using library resources and using a formatting and documentation style appropriate to the purpose and audience.
Pre-requisites: Appropriate Degree Level Writing (English) and Reading Placement Test Scores

ENGL 1102   Literature and Composition   (3)
Emphasizes the student's ability to read literature analytically and meaningfully and to communicate clearly. Students analyze the form and content of literature in historical and philosophical contexts. Topics include reading and analysis of fiction, poetry, and drama; research; and writing about literature.
Pre-requisites: ENGL 1101 – Composition and Rhetoric, with a minimum grade of "C".

ENGL 1105   Technical Communications   (3)
Emphasizes practical knowledge of technical communications techniques, procedures, and reporting formats used in industry and business. Topics include reference use and research, device and process description, formal technical report writing, business correspondence, and technical report presentation.
Pre-requisites: ENGL 1101 – Composition and Rhetoric, with a minimum grade of "C".

ENGL 2130   American Literature   (3)
Emphasizes American literature as a reflection of culture and ideas. A survey of important works in American literature. Includes a variety of literary genres: short stories, poetry, drama, nonfiction, and novels. Topics include literature and culture, essential themes and ideas, literature and history, and research skills.
Pre-requisites: ENGL 1101 – Composition and Rhetoric, with a minimum grade of "C".

ENGL 2310   British Literature   (3)
This course presents a survey of important works in early English literature. Course content includes a variety of literary genres: poetry, drama, fiction and nonfiction. Writers typically include the Beowulf poet, Gawain poet, Chaucer, Spenser, Sidney, Marlowe, Donne, Jonson, Shakespeare, and Milton. The course emphasizes English literature as a reflection of culture and ideas. Competency areas include literature and culture; essential themes and ideas, literature and history; research and writing skills, and oral communication skills.
Pre-requisites: ENGL 1101 – Composition and Rhetoric, with a minimum grade of "C".

ENGT – Engineering Technology

ENGT 1000   Introduction to Engineering Technology   (3)
Provides a study of engineering technology as a career field and describes the knowledge and skills required for academic and occupational success. Topics include: engineering technology career, measurement and standards, mathematical operators, engineering tools, and engineering concepts. Labs reinforce mathematical, mechanical and electrical concepts through practical exercises, such as measurement and calculation of density of objects, relative humidity, use of digital multi-meter, building circuits, use of precision instruments, and team exercises.
Pre-requisites: Provisional Admission

ENGT 2300   Capstone Project   (1)
This course will require students to undertake either individual or team projects, by applying knowledge acquired classroom/lab activities in program courses and core courses. The student will create or construct a product, a circuit or mechanism using circuit building, troubleshooting and other engineering skills developed through previous course work. The project activity includes conceptualization, detailed planning and design, project construction, cost and production considerations, quality assurance and project presentation.
Pre-requisites: ECET 2101 – Circuit Analysis II

FILM – Film and Television Production

FILM 1010   Basic Skills for Film and Television Production I   (3)
Explores the foundational hierarchy and work environment found in the Film and Television Production Industry. Emphasis is placed on the students understanding of the fundamental elements, principles and theories of Film production, including the classical stage, set and location environments, exposure to the core production departments, their crafts and responsibilities including expected protocols, etiquette and ethics of the production assistant.
Pre-requisites: Program Admission
Co-requisites FILM 1020 – Basic Skills for Film and Television Production II

FILM 1020   Basic Skills for Film and Television Production I   (3)
Building on the fundamentals gained from the Film 1010, broadens the exploration of the business of Film and Television Production by understanding the scheduling and budgeting process. Stresses the importance of the Pre-Production strategy as the foundation for an effective production model. Students will be introduced to production skills that are intrinsic to the success of any type of production. Includes rigorous exposure to crew responsibilities, locations logistics and organizational expectations.
Pre-requisites: FILM 1010 – Basic Skills for Film and Television Production I

FILM 1040   Film and Television Production Scheduling/Movie Magic   (3)
Continues the exploration into the techniques of Film and Television Production by acquainting students with the pre-production process of script breakdown, scene evaluation and film production scheduling strategies. Utilizes the industry standard, Entertainment Partners/Movie Magic Scheduling software, students will become familiar with this essential pre-production process and will also become proficient in navigating this powerful production software tool.
Pre-requisites: All required
      FILM 1010 – Basic Skills of Film and Television Production I
      FILM 1020 – Basic Skills of Film and Television Production II
Co-requisites FILM 1050 – Film and Television Production Budgeting/Movie Magic

FILM 1050   Film and Television Production Budgeting/Movie Magic   (3)
Continues to teach the industry software. Following the pre-production scheduling process, comes the utilization of the data collected through the scheduling software and the creation of an accurate production budget for Film/Television. Entertainment Partners/Movie Magic Budgeting software will be used to introduce students to the complex tasks of calculating costs for talent, crew, locations, union fees, overtime/penalties, art direction & scenic, etc through post production to final product. Students will become familiar with this essential pre-production process and will also become proficient in navigating this powerful production software tool.
Pre-requisites: All required
      FILM 1010 – Basic Skills of Film and Television Production I
      FILM 1020 – Basic Skills of Film and Television Production II
      FILM 1040 – Film and Television Production Scheduling/Movie Magic

FILM 1100   GFA Introduction to On-Set Film Production   (6)
This course provides students with a basic set of skills and insights sufficient to be integrated onto the sets of working film productions. The course is offered in collaboration with the Georgia Film Academy.
Pre-requisites: Program Admission and Program Instructor Approval

FILM 1510   GFA Set Construction and Painting   (6)
Designed to equip students with entry-level skills and knowledge of set construction for the film and episodic television industries. Students will participate in class projects that include reading blueprints, set safety, use of power tools, carpentry, scenic paint and sculpting. Additionally, emphasis will be placed on set etiquette including, but not limited to attitude and professionalism. The course is offered in collaboration with the Georgia Film Academy.
Pre-requisites: FILM 1100 – GFA Introduction to On-Set Film Production

FILM 2010   Advanced Skills for Film and Television Production I   (3)
Reinforcing the foundational knowledge gained in Film 1010 & 1020, reinforce the structure embedded in the hierarchy and work environment found in the Film and Television Production Industry. Emphasis is placed on the students understanding of the fundamental elements, principles and theories of film production, including the classical stage, set and location environments. Hands on instructional exercises reproduces production department environments, responsibilities, protocols, etiquette and ethics used daily by production assistants.
Pre-requisites: All required
      FILM 1010 – Basic Skills of Film and Television Production I
      FILM 1020 – Basic Skills of Film and Television Production II

FILM 2020   Advanced Skills for Film and Television Production II   (3)
Building on the fundamentals gained from the course Film 2010, students will broaden the exploration of the business of Film and Television Production by better understanding the scheduling and budgeting process. Stressing the importance of the Pre-Production strategy as the foundation for an effective production model. Students will be introduced to production skills that are intrinsic to the success of any type of production. Advanced rigorous exposure to crew responsibilities, locations logistics and organizational expectations.
Pre-requisites: FILM 2010 – Advanced Skills for Film and Television Production I

FILM 2100   GFA Practicum   (12)
Through cooperative agreements among the film industry, the Georgia Film Academy, and the student, the practicum provides students opportunities to demonstrate techniques learned in the initial Georgia Film Academy's course through on-set productions. Emphasizes student opportunities to practice production assistant skills in a hands-on situation under the supervision of a film industry professionalism. Topics include: demonstrating film production functions, applying film knowledge and skills in the workplace, listening and following directions, and modeling professionals.
Pre-requisites: Program Instructor Approval

FILM 2550   GFA Film Practicum/Internship   (6)
Provides additional skills application in a professional production environment through cooperative agreements among the film industry, the Georgia Film Institute and the student to furnish employment within a variety of production opportunities. Emphasizes student opportunities to practice production assistant skills in a hands-on situation under the supervision of a film industry professional. Supplements and compliments the courses taught in the Georgia Film Institute. Topics include: application of production skills, appropriate employability skills, problem solving, adaptability to differing production environments and acceptable job performance for Production Assistants assigned to the grip, electrical, art department, hair and makeup, SPFX, locations, camera, transportation and production departments.
Pre-requisites: None

FOSC – Forensics

FOSC 1206   Introduction to Forensic Science   (3)
This introductory course will provide a broad overview of the areas in forensic science covered in higher level courses. Topics include the recognition, identification, individualization and evaluation of various types of physical evidence, forensic science and the law, and ethics in forensic science. The relationship of forensic science to the natural sciences and the use of the scientific method in forensic science will also be explored.
Pre-requisites: Program Admission

FOSC 2010   Crime Scene Investigation I   (4)
A study of the methods and techniques of scientific crime scene investigation and analysis using principles from biology, chemistry, and physics to document, recognize, preserve and collect physical evidence. Topics covered include video recording, photography, sketching, and searching of crime scenes along with proper collection and preservation methods.
Pre-requisites: FOSC 1206 – Introduction to Forensic Science, with a minimum grade of "C".

FOSC 2011   Crime Scene Investigation II   (4)
Designed to follow Crime Scene Investigation I, this course focuses on the specialized scene techniques needed to investigate, analyze, process and reconstruct crime scenes. Topics will include presumptive testing, enhancement reagents, special scene techniques, bloodstain pattern analysis, shooting reconstruction, pattern recognition and crime scene reconstruction.
Pre-requisites: FOSC 2010 – Crime Scene Investigation I, with a minimum grade of "C".

FOSC 2014   Documentation and Report Preparation   (4)
The effectiveness of quality notes, reports and accurate documentation in the investigative process are explained and performed. Preparation of a report, chain of custody documents and other forms with proper content, mechanics, elements and format will also be explained and performed. Topics include field or bench notes, documentation of observations, factual report writing, property and evidence reports, business letters, memorandums, proper grammar, proper sentence structure and characteristics essential to quality report writing and document preparation.
Pre-requisites: All required
　　ENGL 1010 – Fundamentals of English I
　　FOSC 1206 – Introduction to Forensic Science, with a minimum grade of "C".

FOSC 2039   Computer Forensics   (5)
The main goal of this course is to provide students with an understanding of computer forensics and investigation tools and techniques. Students will gain a solid foundation in computer forensics and investigations. Most of the major personal computer operating system architectures and disk structures will be discussed. Students will learn how to set up an investigators office and laboratory, as well as what computer forensic hardware and software tools are available. Students will also learn the importance of digital evidence controls and how to process crime and incident scenes. Finally, students will learn the details of data acquisition, computer forensic analysis, e-mail investigations, image file recovery, investigative report writing, and expert witness requirements. The course provides a range of laboratory and hands-on assignments that teaches about theory as well as the practical application of computer forensic investigation.
Pre-requisites: All required
　　CIST 1401 – Computer Networking Fundamentals, with a minimum grade of "C".
　　COMP 1000 – Introduction to Computer Literacy, with a minimum grade of "C".
　　One of the following:
　　　　CIST 1130 – Operating Systems Concepts, with a minimum grade of "C".
　　　　CIST 1135 – Operating Systems and Virtual/Cloud Computing, with a minimum grade of "C".

FOSC 2150   Case Preparation and Courtroom Testimony   (4)
Examines the case file preparation, admissibility of evidence rulings, the criminal trial process, courtroom demeanor, and direct and cross examination techniques for courtroom testimony. Skills are performed in a mock courtroom setting by the students. Topics include fact and expert witnesses, pertinent case law, property and evidence reports, investigative and laboratory reports, preparation of the witness, witness credibility and proper courtroom appearance and demeanor.
Pre-requisites: FOSC 1206 – Introduction to Forensic Science, with a minimum grade of "C".
Co-requisites: FOSC 2010 – Crime Scene Investigation I

FRSC – Fire Science

FRSC 1020   Basic Firefighter – Emergency Services Fundamentals   (3)
This course provides the student with information on the applicable laws, policies, and standards that the Firefighter I course is designed, and how the course will be administered. This course will provide the student basic knowledge of where and how the fire service originated from the colonial periods to present day firefighting operations. The student will learn basic roles and responsibilities of a firefighter, how firefighters have to abide by and work from standard operating procedures and guidelines, and how the chain of command works and their position within it. The student will be provided the knowledge on how to communicate within the fire service; whether it with the fire station or on the fire ground. This course provides the emergency responder with basic principles and functions of the Incident Command System. The course will provide the necessary knowledge and skills to operate within the ICS and their role within the ICS at the fire station, at a non-emergency scene, and at emergency scenes. It will provide also provide the emergency responder with knowledge on how to perform basic skills at emergency scenes that deal with infection control, cardiopulmonary resuscitation, basic first aid measures, and using an AED. Finally, it will provide the emergency responder skills and knowledge on how to recognize the presence of and the potential for a hazardous materials release, and how and who personnel should call. Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to obtain a certificate of completion or become certified through the appropriate governing agency for the following: 1. Infection Control 2. CPR 3. First Aid 4. ICS-100 5. IS-700 6. NPQ　　Hazardous Materials for First Responders Awareness Level This course meets the requirements NFPA 1001 Standard for Fire Fighter Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.
Pre-requisites: Program Admission

FRSC 1030   Basic Firefighter – MODULE I   (5)

This course provides the firefighter candidate/recruit with basic knowledge and skills to perform various fire ground operations as a firefighter on emergency scenes. The candidate/recruit will learn about safety during all phases of a firefighters career, the personal protective equipment that is required for training and every emergency response, and how to properly don it for use and doff it after use. The candidate/recruit will learn about the dynamics of fire through fire behavior and how to extinguish the different phases of fires with either portable fire extinguishers or through fire suppression attacks and techniques. The candidate/recruit will also learn the three tactical priorities of Life Safety, Incident Stabilization, and Property Conservation that have to be achieved on every fireground. Basic knowledge and skills will be provided to the candidate/recruit so they can achieve the tactical priorities through various fireground operations such as: response & size-up, forcible entry, ladders, search & rescue, ventilation, water supply, fire hose, fire nozzles, fire streams, salvage, and overhaul. Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to obtain a certificate of completion or become certified through the appropriate governing agency for the following: 1. Module I This course meets the requirements NFPA 1001 Standard for Fire Fighter Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.
Pre-requisites: FRSC 1020 – Basic Firefighter – Emergency Service Fundamentals

FRSC 1040   Basic Firefighter – MODULE II   (3)

This course builds from the skills and knowledge in Module I and provides the knowledge and skills to support the fireground techniques learned in the previous courses. The firefighter will learn various uses of ropes & knots and how to hoist firefighting tools and equipment. The firefighter will also gain the knowledge and skills of building construction principles that will be used throughout their firefighting career to identify building conditions such as: fire spread and travel, how and where to ventilate, indications of potential building collapse, etc. The firefighter will learn survival techniques that will be used throughout their career to help keep themselves safe and how to rescue themselves or another firefighter. Firefighter rehabilitation will be discussed during this course, so that the firefighter will know how and when to properly rehab themselves before, during, after an emergency response. Knowledge of fire suppression systems will be discussed, so that the firefighter will have a basic understanding of the components of a fire detection, protection, and suppression system. Basic cause determination will be discussed so that firefighters will be aware of observations during various phases of fireground operations. Finally to complete the Firefighter I program the firefighter will participate in the following live fire scenarios in order to complete the objectives of the program. 1. Exterior Class A Fire 2. Interior Structure Attack Above Grade Level 3. Interior Structure Attack Below Grade Level 4. Vehicle Fire 5. Dumpster Fire Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to obtain a certificate of completion or become certified through the appropriate governing agency for the following: 1. NPQ Fire Fighter I This course meets the requirements NFPA 1001 Standard for Fire Fighter Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.
Pre-requisites: FRSC 1020 – Basic Firefighter – Emergency Service Fundamentals

FRSC 1100   Introduction to the Fire Service   (3)

This course is a survey of the philosophy and history of Fire Protection, loss of property and life by fire, review of municipal fire defenses and the organization and function of the federal, state, county, city and private fire protection. Includes introduction to: fire technology education and the firefighter selection process; fire protection career opportunities; public fire protection; chemistry and physics of fire; public and private support organizations; fire department resources, fire department administration; support functions; training, fire prevention; codes and ordinances; fire protection systems and equipment; emergency incident management; and emergency operations.
Pre-requisites: Program Admission

FRSC 1110   Fire Administration – Supervision and Leadership   (3)

This course provides the necessary knowledge and skills for an emergency responder to become a successful fire officer. The student will learn how to become a responsible leader and supervisor to a crew of firefighters, how to manage a budget for the fire station, understand standard operating procedures, and be able to manage an incident. Also, an understanding of basic fire prevention methods, fire and building codes, and records systems will be covered throughout the course. Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to qualify for a certificate of completion or seek certification through the appropriate governing agency for the following: 1. NFA Leadership I 2. NFA Leadership II 3. NFA Leadership III This course meets the requirements NFPA 1021 Standard for Fire Officer Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.
Pre-requisites: FRSC 1100 – Introduction to the Fire Service

FRSC 1115   Fire Behavior and Combustion   (3)

This course provides an understanding of the basic principles of fire chemistry, the processes of fire/combustion, and fire behavior. It addresses theoretical concepts, explaining their importance, and illustrates how they can be applied in a practical manner when responding to emergency situations. An emphasis is placed on safety, with each explanation drawing a connection between how a fire behaves and how it affects the safety of the individual firefighters and their team.
Pre-requisites: FRSC 1100 – Introduction to the Fire Service

FRSC 1121   Firefighting Strategy and Tactics   (3)
This course presents the principles of applying fire department resources to mitigate a fire or related emergency. General topics include: principles of firefighting, size up, engine company operations, hose line selection and placement, water supply, standpipe and sprinkler operations, ladder company operations, forcible entry, ventilation and search and rescue. Specific-fires reviewed will include private dwellings, multiple dwellings, commercial buildings, high-rise structures, buildings under construction, structural collapse, flammable liquid and gas fires and waterfront fires.
Pre-requisites: FRSC 1100 – Introduction to the Fire Service

FRSC 1132   Fire Service Instructor   (4)
Students will learn to analyze jobs and information, then prepare and present related training. Emphasis is placed on planning, organizing, presenting, and testing, using methodologies appropriate to the subject. Topics include: orientation to emergency services instruction, communication, planning and analysis, objectives, learning, assessment, methods of instruction, instructor materials, media, training related group dynamics, classroom management, the legal environment, and NPQ Fire Instructor I. Students will have numerous hands-on opportunities to apply what they learn. Successful completers of FRSC 1132 are qualified to test for the National Professional Qualification (NPQ) Fire Instructor I Exam.
Pre-requisites: FRSC 1100 – Introduction to the Fire Service

FRSC 1141   Hazardous Materials Operations   (4)
This course provides emergency responder personnel with the information to respond safely, limit possible exposure to all personnel, and to provide information to the proper authorities as being a primary goal while reacting in the defensive mode of operation. The first responder operations level responsibilities are recognition and identification of a hazardous material scene, the gathering of information, the notification of the proper authorities, the isolation of the area by setting perimeters/zones, possible evacuation, protection by initiating the incident management system, emergency decontamination, and performing defensive actions only. Even though the first responder is a member of an emergency response service, they are not trained in specialized protective clothing or specialized control equipment. Thus, the first responder is not a member of a hazardous materials response team. This course meets the requirements of NFPA 472 – Professional Competence of First Responders to Haz Mat Incidents at the Operations Level. This course also meets the requirements of OSHA 29 CFR 1910.120, EPA, USDOT, and all other appropriate state, local and provincial occupational health and safety regulatory requirements. Also required as prerequisite: NPQ FF I and NPQ Hazardous Materials Awareness Level
Pre-requisites: program Admission

FRSC 1151   Fire Prevention and Inspection   (4)
Emphasis is placed on the shared responsibility of all fire service personnel to prevent fires and fire losses by survey of fire prevention activities, conducting basic fire prevention inspections, practicing life safety codes, review of local and state laws regarding fire inspection, and review of applicable codes and standards. Topics include: code administration, inspection, use and occupancy, building limitations and types of construction, fire resistive construction elements, installation of fire protection systems, mean of egress, interior finish requirements, general fire safety provisions, maintenance of fire protection systems, means of egress maintenance for occupancies, hazardous materials, flammable liquids and aerosols, detonation and deflagration hazards, hazardous assembly occupancies, other storage and processing occupancies, compressed gases and cryogenic liquids, pesticides and other health hazards, and using referenced standards. Successful completion of FRSC 1151 qualifies individuals to test for the National Professional Qualification (NPQ) Inspector Level-I examination.
Pre-requisites: FRSC 1100 – Introduction to the Fire Service

FRSC 1161   Fire Service Safety and Loss Control   (3)
This course will provide the necessary knowledge and skills for the emergency responder to understand occupational safety and health and be able to develop safety programs. The course starts with an introduction to occupational safety and health and covers the history, national agencies that produce injury and fatality reports, and efforts that have been made to address safety and health problems in emergency service occupations. The course will review safety related regulations and standards and discuss how to implement them through risk management processes. There will be lectures and discussions on pre-incident safety, safety at fire emergencies, safety at medical and rescue emergencies, safety at specialized incidents, and post-incident safety management. Personnel roles and responsibilities will be covered, so that knowledge can be gained on the relationship to the overall safety and health program by the different responding and administrative personnel at emergency scenes. Lectures and discussions on how to develop, manage, and evaluate safety programs will be covered to provide general knowledge and basic skills on occupational health and safety programs. Finally information management and various other special topics will be covered to gain knowledge on the legal, ethical, and financial considerations that programs need to be aware of and how to collect the data and report it.
Pre-requisites: FRSC 1100 – Introduction to the Fire Service

FRSC 2100   Fire Administration Management   (3)
This course will provide the necessary knowledge and skills for the emergency responder to become a diverse leader and manager in their department. The course starts with the history of the fire service which focuses on the historical events that have forged the fire service today. Discussions on preparing for the future are designed to provide information to develop a game plan for personal success. Leadership and Management principles will be taught to blend the academics of leadership and management research into what occurs in the fire service organization on a daily basis. Leadership styles will be discussed to help understand how to lead and manage and, as important, why it's done. The course will take an insightful look into how people handle change personally and organizationally. Discussions on ethics will be focused on the elements critical to ethical leadership and management practices. The course will explore the elements of team building and provide a depth of understanding how to blend various styles and personalities to get the most from people. Discussions on managing emergency services will target budgeting and personnel management the support elements that are so vital to every organization. Quality of the fire service will also be looked at for methods of quality improvement and their applications to improve the services delivered to citizens every day. An in-depth overview of the changes in disaster planning and response since 9-11, and includes ways to help with community evaluation and preparedness processes. Finally, shaping the future will explore the possibilities of what may occur in the fire service and how you can play an important role in helping to shape the fire service of the future.
Pre-requisites: FRSC 1100 – Introduction to the Fire Service

FRSC 2110   Fire Service Hydraulics   (3)
This course begins with the history and theories of the use of water for fire extinguishment then moves to practical application of the principles of hydraulics in water systems and on the fire ground. Topics include: water at rest and in motion, velocity and discharge, water distribution systems, fire service pumps, friction loss, engine and nozzle pressures, fire streams, standpipe systems, automatic sprinkler systems, firefighting foams, and the clip board friction loss system.
Pre-requisites: FRSC 1100 – Introduction to the Fire Service

FRSC 2120   Fire Prevention Systems   (3)
A review of fire detection and protection systems including: automatic sprinkler systems, portable fire extinguishers, restaurant/kitchen systems, special hazard systems, detection systems, and control systems. The applicable laws, codes and standards will be introduced along with regulatory and support agencies. Specific topics include: introduction to fire protection systems, water supply systems for fire protection systems, water-based suppression systems, non-water-based suppression systems, fire alarm systems, smoke management systems, and portable fire extinguishers.
Pre-requisites: FRSC 1100 – Introduction to the Fire Service

FRSC 2130   Fire Service Building Construction   (3)
Presents building construction features from the perspective of the fire service with emphasis placed on the use of building construction information to prevent and reduce fire fighter and civilian deaths and injuries. Topics include: principles of building construction, building construction classification, building construction hazards and tactical considerations, structural loads and stresses, structural building components and functions, fire resistance and flame spread, building codes, structural failure and firefighter safety, and firefighter safety in structural and wildland firefighting.
Pre-requisites: FRSC 1100 – Introduction to the Fire Service

FRSC 2141   Incident Command   (4)
The Incident Command course is designed to illustrate the responsibilities to use, deploy, implement, and/or function within an Incident Command System (ICS) as well as functioning within multi-jurisdictions incident under the Incident Management System (IMS). The course emphasizes the need for incident management systems, an overview of the structure and expandable nature of ICS, an understanding of the command skills needed by departmental officers to use ICS guidelines effectively, and scenario practice on how to apply ICS and IMS. The National Incident Management System (NIMS) will illustrate and provide the consistent nationwide template to enable all government, private sectors, and non-governmental organizations to work together during virtual all domestic incidents. These course competencies will cover those objectives entailed in NIMS 100, 200, 700, and 800.
Pre-requisites: FRSC 1100 – Introduction to the Fire Service

FRSC 2170   Fire and Arson Investigation   (4)
Presents an introduction to Fire Investigation. Emphasis is placed upon: fire behavior, combustion properties of various materials, sources of ignition, and investigative techniques for   structures, grassland, wildland, automobiles, vehicles, ships and other types of fire investigation, causes of electrical fires, chemical fires, explosive evaluations, laboratory operation, Techniques used in fire deaths and injuries, arson as a crime, other techniques, State and Federal laws, and future trends in fire investigative technology.
Pre-requisites: FRSC 1100 – Introduction to the Fire Service

GRBT – Green Building Technology

GRBT 1010   Sustainable Concepts   (4)
This course explores the underlying principles of sustainability. Topics include the various elemental cycles, population growth, biodiversity, air and water pollution, environmental hazards, nonrenewable and renewable energy, climate change, and sustainable practices.
Pre-requisites: Program Admission

GRBT 1020   Sustainable Energy   (4)
This course explores the most current methods of sustainable energy production. Basic principles of energy, work, power, and the Laws of Thermodynamics are covered first, and then the course moves into specific types of energy production which are sustainable. Topics include solar thermal, solar photovoltaic, bioenergy, hydroelectric, wind energy, tidal energy, wave energy, geothermal energy, and energy integration,
Pre-requisites: None

GRBT 1030   Sustainable Buildings   (3)
This course explores the principles of efficient building design and maintenance and the US Green Building Council's Leadership in Energy and Environmental Design (LEED) rating system. Topics include building shell, building mechanical systems, building electrical systems, building lighting systems, building baselining, LEED Green Associate Credential, LEED Operation and Maintenance, and LEED Building Design and Construction.
Pre-requisites: All required
     GRBT 1010 – Sustainable Concepts
     GRBT 1020 – Sustainable Energy

GRBT 2000   Sustainable Communications   (3)
This course covers how to effectively write a research paper and present it to an audience. Topics include plagiarism, writing mechanics, formatting a research paper, formulating a thesis, documenting sources, citing sources, constructing an outline, developing a working bibliography, developing a works cited page, writing the body of the paper, and delivering an informative speech.
Pre-requisites: None

HIMT – Health Information Technology

HIMT 1100   Introduction to Health Information Technology   (3)
This course focuses on orienting the student to health information management. Topics include introducing students to the structure of healthcare in the United States and its providers, and the structure and function of the American Health Information Management Association (AHIMA).
Pre-requisites: Program Admission

HIMT 1150   Computer Applications in Healthcare   (3)
Designed to provide students with computer and software skills used in medical offices. Topics include hardware and software components of computers for medical record applications; database software and information management; specialized information management systems in healthcare; methods of controlling confidentiality and patient rights; accuracy and security of health information data in computer systems as well as future directions of information technology in healthcare.
Pre-requisites: None

HIMT 1200   Legal Aspects of Healthcare   (3)
This course focuses on the study of legal principles applicable to health information, patient care and health records. Topics include: working of the American Legal System, courts and legal procedures, principles of liability, patient record requirements, access to health information, confidentiality and informed consent, the judicial process of health information, specialized patient records, risk management and quality assurance, HIV information, and the electronic health record.
Pre-requisites: Program Admission

HIMT 1250   Health Record Content and Structure   (2)
This course provides a study of content, storage, retrieval, control, retention, and maintenance of health information. Topics include: health data structure, content and standards, healthcare information requirements and standards.
Pre-requisites: None

HIMT 1350   Pharmacotherapy   (2)
Introduces drug therapy with emphasis on safety, classification of drugs, their action, side effects, and/or adverse reactions. Also introduces the basic concept used in the administration of drugs. Topics include: introduction to pharmacology, sources and forms of drugs, drug classification, and drug effects on the body systems.
Pre-requisites: ALHS 1090 Medical Terminology for Allied Health Sciences

HIMT 1400   Coding and Classification – ICD Basic   (4)
This course provides the student an introduction to Medical Coding & Classification of diseases, injuries, encounters, and procedures using standard applications of Medical Coding Guidelines to support reimbursement of healthcare services.
Pre-requisites: All required
    ALHS 1011 or BIOL 2114
    ALHS 1090 – Medical Terminology for Allied Health Sciences
    HIMT 1350 – Pharmacotherapy
Co-requisites: MAST 1120 – Human Pathological Conditions in the Medical Office

HIMT 1410   Coding and Classification – ICD Advanced   (3)
This course provides the student with case studies for in-depth review of inpatient and outpatient record formats as found in current healthcare settings. Advanced coding skills and use of industry applications to apply coding and billing standards will be the focus to develop auditing and compliance strategies in the work setting.
Pre-requisites: HIMT 1400 – Coding and Classification – ICD Basic

HIMT 2150   Healthcare Statistics   (2)
This course analyzes the study of methods and formulas used in computing and preparing statistical reports for health care services and vital records. It also focuses on the study of methods and techniques used in presenting statistical data.
Pre-requisites: MATH 1111 – College Algebra
Co-requisites: HIMT 2200 – Performance Improvement

HIMT 2200   Performance Improvement   (2)
This course introduces the students to the peer review and the role health information plays in evaluating patient care. The course investigates the components of performance improvement programs in health care facilities, including quality assessment, utilization management, risk management, and critical clinical pathways. State and local standards are included as well as review of the federal government's role in health care and accreditation requirements of various agencies.
Pre-requisites: None

HIMT 2300   Healthcare Management   (3)
This course will engage in the functions of a manager, planning, organizing, decision making, staffing, leading or directing, communication and motivating. Further study will include principles of authority/ responsibility, delegation and effective communication, organization charts, job descriptions, policies and procedures, employee motivation, discipline and performance evaluation.
Pre-requisites: None

HIMT 2400   Coding and Classification – CPT/HCPCS   (3)
This course provides an introduction to, and application of, codes using CPT/HCPCS system. Codes will be applied to workbook exercises, case studies, and actual outpatient charts. Codes will be assigned manually as well as by an encoder.
Pre-requisites: HIMT 1400 – Coding and Classification – ICD Basic

HIMT 2410   Revenue Cycle Management   (3)
This course focuses on how the revenue cycle is impacted by various departments within the facility such as patient access/registration, case management/quality review, health information management, and patient accounting. Subjects include insurance plans, medical necessity, claims processing, accounts receivable, chargemaster, DRGs, APCs, edits, auditing and review. ICD and CPT coding as they relate to the billing function will be reviewed. The importance of revenue cycle management for fiscal stability is emphasized.
Pre-requisites: HIMT 1400 – Coding and Classification – ICD Basic

HIMT 2460   Health Information Technology Practicum   (3)
This course will allow students to perform advanced functions of a health information management (HIM) department. Students will work in realistic work environments in either a traditional, non-traditional, or lab setting. Activities will include application of all HIMT coursework. The student will also learn professional skills to prepare them for employment in the HIM career field.
Pre-requisites: All required
    HIMT 1200 – Legal Aspects of Healthcare
    HIMT 1250 – Health Record Content and Structure
Co-requisites: HIMT 2400 – Coding and Classification – CPT/HCPCS

HIMT 2500   Certification Seminar   (4)
This course provides students with the opportunity to review for the certification exam. Students are also afforded the opportunity to develop a portfolio as they seek to make the transition into the workforce. Topics include: searching the job market; preparing the portfolio; stress management and burnout; test-taking strategies; and reviewing for the certification exam.
Pre-requisites: None

HIST – History

HIST 1111   World History I   (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: ENGL 1101 – Composition and Rhetoric with a minimum grade of "C".

HIST 1112   World History II   (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: ENGL 1101 – Composition and Rhetoric with a minimum grade of "C".

HIST 2111   U.S. History I   (3)
Emphasizes the study of U. S. History to 1877 to include the post-Civil War period. The course focuses on the period from the Age of Discovery through the Civil War to include geographical, intellectual, political, economic and cultural development of the American people. It includes the history of Georgia and its constitutional development. Topics include colonization and expansion; the Revolutionary Era; the New Nation; nationalism, sectionalism, and reform; the Era of Expansion; and crisis, Civil War, and reconstruction.
Pre-requisites: ENGL 1101 – Composition and Rhetoric with a minimum grade of "C".

HIST 2112   U.S. History II   (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 I; World War II; the Cold War and the 1950's; the Civil Rights Movement; the 1960's and 1970's; and America since 1980.
Pre-requisites: ENGL 1101 – Composition and Rhetoric with a minimum grade of "C".

HRTM – Hotel/Restaurant/Travel Management

HRTM 1100   Introduction to Hotel, Restaurant, and Tourism Management   (3)
Provides the student with an overview of occupations in the hospitality industry. Emphasizes the various segments of each occupation and the interrelated responsibilities for customer service which exist across the hospitality industry. Topics include: development of the hospitality industry, food and beverage services, hotel services, meeting and convention services, management's role in the hospitality industry, and hospitality industry trends.
Pre-requisites: Program Admission

HRTM 1140   Hotel Operations Management   (3)
This course focuses on the organization and management of lodging operations. It covers day-to-day operations of each department in a hotel and helps students to understand what seasoned managers do. Emphasis is placed on the rooms division. Topics include corporate structures, departmental responsibilities, hotel services and staff, decision making, and industry trends.
Pre-requisites: Program Admission

HRTM 1150   Event Planning   (3)
This course introduces students to event planning requirements. Topics include fundamentals of event planning; selecting event dates and venues; developing agendas, time lines, budgets, and contracts; marketing events, and facilitating events.
Pre-requisites: Program Admission

HRTM 1160   Food and Beverage Management   (3)
Provides students with a study of food and beverage operations and management. Emphasis is placed on the successful operation of a food and beverage establishment. Topics include restaurants, owners, locations, and concepts; business plans, financing, and legal and tax matters; menus, kitchens, and purchasing; restaurant operations and management.
Pre-requisites: Program Admission

HRTM 1201   Hospitality Marketing   (3)
Introduces students to marketing techniques associated with hotel/restaurant/tourism fields with emphasis on identifying and satisfying needs of customers. Topics include: marketing introduction, research and analysis, marketing strategies, marketing plans, social media marketing, branding, positioning, sales and advertising. Because of the constant change in marketing strategies in the hospitality industry, this course will also focus on new marketing techniques that are being used in the hospitality industry.
Pre-requisites: Program Admission

HRTM 1210   Hospitality Law   (3)
Introduces the student to local, state, federal, and international laws which govern the hospitality industry. Emphasis is placed on creating a workplace where compliance with the law, adherence to ethical standards, and stressing security and loss prevention are the basis for every decision. Topics include civil law, the structure of hospitality enterprises, government agencies that impact the hospitality industry, preventative legal management, contracts, employee selection and management, duties and obligations to employees and guests, and crisis management.
Pre-requisites: Program Admission

HRTM 1220   Supervision and Leadership in the Hospitality Industry   (3)
This courses focuses on the principles of good supervision and leadership as they apply to day-to-day hospitality operations. Topics include recruiting, selection, orientation, compensation and benefits, motivation, teamwork, coaching, employee training and development, performance standards, discipline, employee assistance programs, health and safety, conflict management, communicating and delegating, and decision making and control.
Pre-requisites: Program Admission

HUMN – Humanities

HUMN 1101   Introduction to Humanities   (3)
Explores the philosophic and artistic heritage of humanity expressed through a historical perspective on visual arts, music, and literature in the early, middle, and modern periods. The humanities provide insight into people and society in both the Western and non-Western world. Topics include historical and cultural developments, contributions of the humanities, and research.
Pre-requisites: ENGL 1101 – Composition and Rhetoric with a minimum grade of "C".

ICET – Instrumentation and Process Measurement

ICET 2010   Electromechanical Devices   (3)
This course introduces electromechanical devices which are essential control elements in electrical systems. Topics include: fundamentals of electromechanical devices, control elements in electrical circuits, typical devices such as generators and alternators, D.C. and A.C. motors and controls, and transformers. Quantitative analysis of power losses, power factors, and efficiencies in D.C., single-phase and three-phase dynamos are stressed. Laboratory work parallels class work.
Pre-requisites: ECET 2120 – Electronic Circuits I

IDFC – Industrial Fundamental Courses

IDFC 1007   Industrial Safety Procedures   (2)
Provides an in-depth study of the health and safety practices required for maintenance of industrial, commercial, and home electrically operated equipment. Topics include: introduction to OSHA regulations; safety tools, equipment, and procedures; and first aid and cardiopulmonary resuscitation.
Pre-requisites: None

IDSY – Industrial Systems Technology

IDSY 1101   DC Circuit Analysis   (3)
This course introduces direct current (DC) concepts and applications. Topics include: electrical principles and laws; batteries; DC test equipment; Series, parallel, and simple combination circuits; and laboratory procedures and safety practices.
Pre-requisites: Program Admission

IDSY 1105   AC Circuit Analysis   (3)
This course introduces alternating current concepts, theory, and application of varying sine wave voltages and current, and the physical characteristics and applications of solid state devices. Topics include, but are not limited to, electrical laws and principles, magnetism, inductance and capacitance.
Pre-requisites: Program Admission

IDSY 1110   Industrial Motor Controls I   (4)
This course introduces the fundamental concepts, principles, and devices involved in industrial motor controls, theories and applications of single and three-phase motors, wiring motor control circuits, and magnetic starters and braking. Topics include, but are not limited to, motor theory and operating principles, control devices, symbols and schematic diagrams, NEMA standards, Article 430 NEC and preventative maintenance and troubleshooting.
Pre-requisites: Program Admission

IDSY 1120   Basic Industrial PLC's   (4)
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: Program Admission

IDSY 1130   Industrial Wiring   (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: Program Admission

IDSY 1210   Industrial Motor Controls II   (4)
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: Program Admission

IDSY 1220   Intermediate Industrial PLC's   (4)
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: Program Admission

LETA – Law Enforcement Training Academy

LETA 1010   Health & Life Safety for Basic Law Enforcement   (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: LETA 1032 – Introduction to Criminal Justice for Basic Law Enforcement

LETA 1012   Ethics and Liability for Basic Law Enforcement   (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: LETA 1032 – Introduction to Criminal Justice for Basic Law Enforcement

LETA 1014   Firearms Training for Basic Law Enforcement   (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

LETA 1016   Emergency Vehicle Operations for Basic Law Enforcement   (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

LETA 1018   Defensive Tactics for Basic Law Enforcement   (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

LETA 1020   Police Patrol Operations for Basic Law Enforcement   (4)
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. 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

LETA 1022   Methods of Criminal Investigation for Basic Law Enforcement   (4)
Course Description 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. 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

LETA 1024   Criminal Law for Criminal Justice for Basic Law Enforcement   (4)
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. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.
Pre-requisites: LETA 1032 – Introduction to Criminal Justice for Basic Law Enforcement

LETA 1026   Criminal Procedure for Basic Law Enforcement   (4)
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. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.
Pre-requisites: All required
    LETA 1024 – Criminal Law for Criminal Justice for Basic Law Enforcement
    LETA 1032 – Introduction to Criminal Justice for Basic Law Enforcement

LETA 1028   Police Traffic Control and Investigation for Basic Law Enforcement   (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. 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

LETA 1030   Principles of Law Enforcement for Basic Law Enforcement   (3)
This course examines the principles of the organization, administration, and duties of federal, state and local law enforcement agencies. Topics include: history and philosophy of law enforcement, evaluation of administrative practices, problems in American law enforcement agencies, emerging concepts, professionalism, and community crime prevention programs. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.
Pre-requisites: All required
    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

LETA 1032   Introduction to Criminal Justice for Basic Law Enforcement   (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. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.
Pre-requisites: Program Admission

LETA 1034   Constitutional Law for Criminal Justice for Basic Law Enforcement   (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. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.
Pre-requisites: All required
    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

MAST – Medical Assisting

MAST 1010   Legal and Ethical Concerns in the Medical Office   (2)
Introduces the basic concept of medical assisting and its relationship to the other health fields. Emphasizes medical ethics, legal aspects of medicine, and the medical assistant's role as an agent of the physician. Provides the student with knowledge of medical jurisprudence and the essentials of professional behavior. Topics include: introduction to medical assisting; introduction to medical law; physician/patient/assistant relationship; medical office in litigation; as well as ethics, bioethical issues and HIPAA.
Pre-requisites: All required
    Program Admission
    ALHS 1090 – Medical Terminology for Allied Health Sciences
    Select One of the Following
        ALHS 1011 – Structure and Function of the Human Body
        Or All of the Following
            BIOL2113 – Anatomy and Physiology I
            BIOL2113L – Anatomy and Physiology I Lab
            BIOL2114 – Anatomy and Physiology II
            BIOL2114L – Anatomy and Physiology II Lab
    COMP 1000 – Introduction to Computer Literacy
    ENGL 1010 – Fundamentals of English I
    MATH 1012 – Foundations of Mathematics
Co-requisites: All required
    MAST 1060 – Medical Office Procedures
    MAST 1080 – Medical Assisting Skills I
    MAST 1120 – Human Diseases

MAST 1030   Pharmacology in the Medical Office   (4)
Introduces medication therapy with emphasis on safety; classification of medications; their actions; side effects; medication and food interactions and adverse reactions. Also introduces basic methods of arithmetic used in the administration of medications. Topics include: introductory pharmacology; dosage calculation; sources and forms of medications; medication classification; and medication effects on the body systems.
Pre-requisites: All required
    Program Admission
    MAST 1010 – Legal and Ethical Concerns in the Medical Office
    MATH 1012 – Foundations of Mathematics
    MAST 1060 – Medical Office Procedures
    MAST 1080 – Medical Assisting Skills I
    MAST 1120 – Human Diseases
Co-requisites: All required
    MAST 1090 – Medical Assisting Skills II
    MAST 1100 – Medical Insurance Management
    MAST 1110 – Administrative Practice Management

MAST 1060   Medical Office Procedures   (4)
Emphasizes essential skills required for the medical practice. Topics include: office protocol, time management, appointment scheduling, medical office equipment, medical references, mail services, medical records, and professional communication.
Pre-requisites: None
Co-requisites: All required
    MAST 1010 – Legal and Ethical Concerns in the Medical Office
    MAST 1080 – Medical Assisting Skills I
    MAST 1120 – Human Diseases

MAST 1080   Medical Assisting Skills I   (4)
Introduces the skills necessary for assisting the physician with a complete history and physical in all types of medical practices. The course includes skills necessary for sterilizing instruments and equipment and setting up sterile trays. The student also explores the theory and practice of electrocardiography. Topics include: infection control and related OSHA guidelines; prepare patients/assist physician with age and gender-specific examinations and diagnostic procedures; vital signs/mensuration; medical office surgical procedures and electrocardiography.
Pre-requisites: All required
    Program Admission
    ALHS 1011 – Structure and Function of the Human Body
    ALHS 1090 – Medical Terminology for Allied Health Sciences
Co-requisites: All required
    MAST 1010 – Legal and Ethical Concerns in the Medical Office
    MAST 1060 – Medical Office Procedures
    MAST 1120 – Human Diseases

MAST 1090   Medical Assisting Skills II   (4)
Furthers student knowledge of the more complex activities in a physician's office. Topics include: collection/examination of specimens and CLIA regulations/risk management; urinalysis; venipuncture; hematology and chemistry evaluations; advanced reagent testing (Strep Test, HcG etc); administration of medications; medical office emergency procedures and emergency preparedness; respiratory evaluations; principles of IV administration; rehabilitative therapy procedures; principles of radiology safety and maintenance of medication and immunization records.
Pre-requisites: All required
    Program Admission
    ALHS 1011 – Structure and Function of the Human Body
    ALHS 1090 – Medical Terminology for Allied Health Sciences
Co-requisites: All required
    MAST 1010 – Legal and Ethical Concerns in the Medical Office
    MAST 1060 – Medical Office Procedures
    MAST 1080 – Medical Assisting Skills I
    MAST 1120 – Human Diseases

MAST 1100   Medical Insurance Management   (2)
Emphasizes essential skills required for the medical practice. Topics include: managed care, reimbursement, and coding.
Pre-requisites: All required
    MAST 1010 – Legal and Ethical Concerns in the Medical Office
    MAST 1060 – Medical Office Procedures
    MAST 1080 – Medical Assisting Skills I
    MAST 1120 – Human Diseases Co-requisites: All required
Co-requisites: All required
    MAST 1030 – Pharmacology in the Medical Office
    MAST 1090 – Medical Assisting Skills II
    MAST 1110 – Administrative Practice Management

MAST 1110   Administrative Practice Management   (3)
Emphasizes essential skills required for the medical practice in the areas of computers and medical transcription. Topics include: medical transcription/electronic health records; application of computer skills; integration of medical terminology; accounting procedures; and application of software.
Pre-requisites: All required
    MAST 1010 – Legal and Ethical Concerns in the Medical Office
    MAST 1060 – Medical Office Procedures
    MAST 1080 – Medical Assisting Skills I
    MAST 1120 – Human Diseases Co-requisites: All required
Co-requisites: All required
    MAST 1030 – Pharmacology in the Medical Office
    MAST 1090 – Medical Assisting Skills II
    MAST 1100 – Medical Insurance Management

MAST 1120   Human Diseases   (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
    One of the following
        ALHS 1011 – Structure and Function of the Human Body
        ALHS 1090 – Medical Terminology for Allied Health Sciences

MAST 1170   Medical Assisting Externship   (6)
Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical office job setting. This clinical practicum allows the student to become involved in a work setting at a professional level of technical application and requires concentration, practice, and follow-through. Topics include: application of classroom knowledge and skills and functioning in the work environment.
Pre-requisites: All required
    MAST 1030 – Pharmacology in the Medical Office
    MAST 1090 – Medical Assisting Skills II
    MAST 1100 – Medical Insurance Management
    MAST 1110 – Administrative Practice Management
Co-requisites: MAST 1180 – Medical Assisting Seminar

MAST 1180   Medical Assisting Seminar   (3)
Seminar focuses on job preparation and maintenance skills and review for the certification examination. Topics include: letters of application, resumes, completing a job application, job interviews, follow-up letter/call, letters of resignation and review of program competencies for employment and certification.
Pre-requisites: All required
    MAST 1030 – Pharmacology in the Medical Office
    MAST 1090 – Medical Assisting Skills II
    MAST 1100 – Medical Insurance Management
    MAST 1110 – Administrative Practice Management
Co-requisites: MAST 1170 – Medical Assisting Externship

MATH – Mathematics

MATH 0098   Elementary Algebra   (3)
Emphasizes basic algebra skills. Topics include introduction to real numbers and algebraic expressions, solving linear equations, graphs of linear equations, polynomial operations, and polynomial factoring.
Pre-requisites: An approved minimum entrance placement test score in Arithmetic or Algebra.

MATH 0099   Pre-Degree Math   (3)
This course is designed for students who require additional skills in algebra prior to taking College Algebra. Additionally, this course reinforces skills learned in MATH 0098. Topics include: operations with algebraic expressions; linear and quadratic equations; inequalities, and functions; graphing techniques; rational expressions and equations; exponents, radicals, and complex numbers; and simultaneous equations. Computer technology and Internet technology are an integral part of this course.
Pre-requisites: An approved minimum entrance placement test score in Arithmetic or Algebra.

MATH 1011   Business Math   (3)
Emphasizes mathematical concepts found in business situations. Topics include basic mathematical skills, mathematical skills in business-related problem solving, mathematical information for documents, graphs, and mathematical problems.
Pre-requisites: One required
    MATH 0097 – Math II
    Appropriate entrance arithmetic placement test score.

MATH 1012   Foundations of Mathematics   (3)
Emphasizes the application of basic mathematical skills used in the solution of occupational and technical problems. Topics include fractions, decimals, percents, ratios and proportions, measurement and conversion, formula manipulation, technical applications, and basic statistics.
Pre-requisites: One required
    MATH 0097 – Math II
    Appropriate entrance arithmetic placement test score.

MATH 1013   Algebraic Concepts   (3)
Emphasizes concepts and operations which are applied to the study of algebra. Topics include basic mathematical concepts, basic algebraic concepts, and intermediate algebraic concepts.
Pre-requisites: One required
    MATH 0098 – Elementary Algebra
    Appropriate entrance algebra placement test score.

MATH 1015   Geometry and Trigonometry   (3)
Emphasizes basic geometric and trigonometric concepts. Topics include measurement conversion, geometric terminology and measurements, and trigonometric terminology and functions.
Pre-requisites: MATH 1013 – Algebraic Concepts, with a minimum grade of "C".

MATH 1017   Trigonometry   (3)
Emphasizes trigonometric concepts, logarithms, and exponential functions. Topics include trigonometric concepts, logarithms and exponentials.
Pre-requisites: MATH 1013 – Algebraic Concepts, with a minimum grade of "C".

MATH 1101   Mathematical Modeling   (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 placement test score or appropriate learning support exit point.

MATH 1103   Quantitative Skills and Reasoning   (3)
Overview course covering algebra, statistics, and mathematics of finance. This course focuses on quantitative skills and reasoning in the context of experiences that students will be likely to encounter. The course emphasizes processing information in context from a variety of representations, understanding of both the information and the
Pre-requisites: Appropriate placement test score or appropriate learning support exit point.

MATH 1111   College Algebra   (3)
Emphasizes techniques of problem solving using algebraic concepts. Topics include fundamental concepts of algebra, equations and inequalities, functions and graphs, and systems of equations; optional topics include sequences, series, and probability or analytic geometry.
Pre-requisites: Appropriate placement test score or appropriate learning support exit point.

MATH 1112   College Trigonometry (3)
Emphasizes techniques of problem solving using trigonometric concepts. Topics include trigonometric functions, properties of trigonometric functions, vectors and triangles, inverse of trigonometric functions and graphing of trigonometric functions, logarithmic and exponential functions, and complex numbers.
Pre-requisites: All required
    Regular Admission
    MATH 1111 – College Algebra, with a minimum grade of "C".

MATH 1113   Precalculus (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: All required
    Regular Admission
    MATH 1111 – College Algebra, with a minimum grade of "C".

MATH 1127   Introduction to Statistics (3)
Discusses the concepts and methods fundamental to utilizing and interpreting commonly used statistics. Topics include: descriptive statistics, basic probability, discrete and continuous distributions, sampling distributions, hypothesis testing, chi-square tests and linear regression. Computer and Internet technology are an integral part of this course.
Pre-requisites: All required
    Regular Admission
    MATH 0099 – Pre-Degree Math, with a minimum grade of "C" or appropriate math placement test score.

MATH 1131   Calculus I (4)
Topics include the study of limits and continuity, derivatives, and integrals of functions of one variable. Applications are incorporated from a variety of disciplines. Algebraic, trigonometric, exponential, and logarithmic functions are studied.
Pre-requisites: All required
    Regular Admission
    MATH 1113 – Precalculus, with a minimum grade of "C" or appropriate math placement test score.

MATH 1132   Calculus II (4)
This course includes the study of techniques of integration, application of the definite integral, and introduction to differential equations, improper integrals, sequences, and series.
Pre-requisites: MATH 1131 – Calculus I, with a minimum grade of "C" or appropriate math placement test score.

MCST – Motorcycle Service Technology

MCST 1000   Introduction to Motorcycle Technology (4)
This course serves as an introduction to the program and the field of professional motorcycle service. Topics include: work facility safety and cleanliness, safety devices, environmental safety, fire prevention, personal safety, as well as the operation, construction, design, testing, maintenance, and repair of motorcycle and ATV systems and components.
Pre-requisites: None

MCST 1010   Motorcycle Engines and Drive Trains (6)
This course covers 2-cycle and 4-cycle engines, their transmissions, and their final drive systems. It also provides an overview of the exhaust and lubrication systems. Upon successful completion of this course the student will have disassembled, inspected, reassembled, and operationally tested motorcycle engines and drive trains.
Pre-requisites: None
Co-requisites: MCST 1000 – Introduction to Motorcycle Technology

MCST 1020   Motorcycle Electrical Systems (6)
This course covers the theory, operation and repair of electrical systems and components on modern motorcycles. Upon completion, the student should be able to diagnose, service, rebuild, and adjust the components of various motorcycle electrical and accessory systems.
Pre-requisites: None
Co-requisites: MCST 1000 – Introduction to Motorcycle Technology

MCST 1030   Motorcycle Fuel and Exhaust Systems (4)
This course covers the theory, operation, and repair of fuel tanks, petcocks, carburetors, fuel injection systems, and exhaust systems on modern motorcycles. Upon completion of this course the student should be able to diagnose, service, rebuild, and adjust the components of various motorcycle fuel systems. The student should also be able to diagnose, service, and repair exhaust systems.
Pre-requisites: None
Co-requisites: MCST 1000 – Introduction to Motorcycle Technology

MCST 1040   Motorcycle Chassis and Suspension Systems   (4)

This course covers the maintenance, adjustment, and repair of motorcycle chassis systems. Topics include: brakes, front and rear suspensions, and wheels. Upon completion the student should be able to diagnose, service, and repair motorcycle chassis and suspension systems.
Pre-requisites: None
Co-requisites: MCST 1000 – Introduction to Motorcycle Technology

MCST 1050   Customer Service and Product Awareness   (3)

The objectives of this course include professional customer interaction/service, current knowledge of manufacturer and after-market products, and knowledge of the repair of motorcycles and utility vehicles. The topics covered in this course include commercial catalog systems, computer parts lists, inventory control, and proper selection and use of motorcycle parts and products. A motorcycle related business plan will be required.
Pre-requisites: None
Co-requisites: MCST 1000 – Introduction to Motorcycle Technology

MCST 1110   Motorcycle Maintenance   (5)

This course serves as an introduction to the field of professional motorcycle service. Topics include: advanced shop and tool techniques, preventive maintenance, adjustments, and minor repairs. Upon completion students should be able to perform basic inspection and service of motorcycles and ATVs.
Pre-requisites: None
Co-requisites: MCST 1000 – Introduction to Motorcycle Technology

MCST 1120   Troubleshooting and Diagnostics   (5)

This course covers procedures for efficient and accurate diagnosis of components in the mechanical, electrical, and fuel systems of the motorcycle. Emphasis is placed on developing logical procedures for diagnosis. Upon completion the student should be able to perform accurate diagnosis of various motorcycle systems.
Pre-requisites: All required
    MCST 1000 – Introduction to Motorcycle Technology
    MCST 1010 – Motorcycle Engines and Drive Trains
    MCST 1020 – Motorcycle Electrical Systems
    MCST 1030 – Motorcycle Fuel and Exhaust Systems
    MCST 1040 – Motorcycle Chassis and Suspension Systems
    MCST 1110 – Motorcycle Maintenance

MCST 2000   Motorcycle Technology Internship   (4)

This internship course provides the student with opportunities for application and reinforcement of motorcycle maintenance, service, and employability principles in an actual job setting. It acquaints the student with work situations and provides insights into the work environment of a repair shop.
Pre-requisites: All required
    MCST 1000 – Introduction to Motorcycle Technology
    MCST 1010 – Motorcycle Engines and Drive Trains
    MCST 1020 – Motorcycle Electrical Systems
    MCST 1030 – Motorcycle Fuel and Exhaust Systems
    MCST 1040 – Motorcycle Chassis and Suspension Systems
    MCST 1110 – Motorcycle Maintenance

MGMT – Business Management

MGMT 1100   Principles of Management   (3)

Develops skills and behaviors necessary for successful supervision of people and their job responsibilities. Emphasis will be placed on real life concepts, personal skill development, applied knowledge and managing human resources. Course content is intended to help managers and supervisors deal with a dramatically changing workplace being affected by technology changes, a more competitive and global market place, corporate restructuring and the changing nature of work and the workforce. Topics include: Understanding the 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: Provisional Admission

MGMT 1105   Organizational Behavior   (3)

Provides a general knowledge of the human relations aspects of the senior-subordinate workplace environment. Topics include employee relations principles, problem solving and decision making, leadership techniques to develop employee morale, human values and attitudes, organizational communications, interpersonal communications, and employee conflict.
Pre-requisites: Provisional Admission

MGMT 1110   Employment Law   (3)
Develops a working knowledge of the laws of employment necessary for managers. Topics include: Employment Law, the Courts, Alternative Dispute Resolution (ADR), Discrimination Law, Selecting Applicants Under the Law, OSHA and Safety, Affirmative Action, At-Will Doctrine, Right to Privacy, Fair Labor Standards Act (FLSA), Family Medical Leave Act (FMLA), Workers Compensation, Unemployment Compensation, and National Labor Relations Act.
Pre-requisites: All required
    Program Admission
    MGMT 1100 – Principles of Management
    MGMT 2115 – Human Resource Management

MGMT 1111   Employee Compensation and Benefits   (3)
This course provides students with theoretical and practical knowledge of the design and implementation of effective compensation and benefits programs. Topics include: compensation program development, legal requirements of employee benefit packets, effect of compensation on employee morale, current trends and practices in compensation and benefits, and calculation of compensation costs.
Pre-requisites: All required
    Program Admission
    MGMT 1100 – Principles of Management
    MGMT 2115 – Human Resource Management
Co-requisites: MGMT 1100 – Principles of Management

MGMT 1115   Leadership   (3)
This course familiarizes the student with the principles and techniques of sound leadership practices. Topics include: Characteristics of Effective Leadership Styles, History of Leadership, Leadership Models, The Relationship of Power and Leadership, Team Leadership, The Role of Leadership in Effecting Change.
Pre-requisites: Provisional Admission
Co-requisites: MGMT 1100 – Principles of Management

MGMT 1120   Introduction to Business   (3)
This course is designed to provide the student with an overview of the functions of business in the market system. The student will gain an understanding of the numerous decisions that must be made by managers and owners of businesses. Topics include: the market system, the role of supply and demand, financial management, legal issues in business, employee relations, ethics, and marketing.
Pre-requisites: All required
    Program Admission
    MGMT 1100 – Principles of Management

MGMT 1125   Business Ethics   (3)
Provides students with an overview of business ethics and ethical management practices with emphasis on the process of ethical decision-making and working through contemporary ethical dilemmas faced by business organizations, managers and employees. The course is intended to demonstrate to the students how ethics can be integrated into strategic business decisions and can be applied to their own careers. The course uses a case study approach to encourage the student in developing analytical, problem-solving, critical thinking and decision-making skills. Topics include: An overview of business ethics; moral development and moral reasoning; personal values, rights, and responsibilities; frameworks for ethical decision-making in business; justice and economic distribution; corporations and social responsibility; corporate codes of ethics and effective ethics programs; business and society: consumers and the environment; ethical issues in the workplace; business ethics in a global and multicultural environment; business ethics in cyberspace; and business ethics and the rule of law.
Pre-requisites: All required
    Program Admission
    MGMT 1100 – Principles of Management
    MGMT 1120 – Introduction to Business

MGMT 2115   Human Resource Management   (3)
This course is designed as an overview of the Human Resource Management (HRM) function and of the manager and supervisors role in managing the career cycle from organizational entry to exit. It acquaints the student with the authority, responsibility, functions, and problems of the human resource manager, with an emphasis on developing familiarity with the real world applications required of employers and managers who increasingly are in partnership with HRM generalists and specialists in their organizations. Topics include: strategic human resource management, contemporary issues in HRM: ethics, diversity and globalization; the human resource/supervisor partnership; human resource planning and productivity; job description analysis, development, and design: recruiting, interviewing, and selecting employees; performance management and appraisal systems; employee training and development: disciplinary action and employee rights; employee compensation and benefits; labor relations and employment law; and technology applications in HRM.
Pre-requisites: Provisional Admission
Co-requisites: MGMT 1100 – Principles of Management

MGMT 2120   Labor Management Relations   (3)
This course is designed as an overview of the Human Resource Management (HRM) function and of the manager and supervisors role in managing the career cycle from organizational entry to exit. It acquaints the student with the authority, responsibility, functions, and problems of the human resource manager, with an emphasis on developing familiarity with the real world applications required of employers and managers who increasingly are in partnership with HRM generalists and specialists in their organizations. Topics include: strategic human resource management, contemporary issues in HRM: ethics, diversity and globalization; the human resource/supervisor partnership; human resource planning and productivity; job description analysis, development, and design: recruiting, interviewing, and selecting employees; performance management and appraisal systems; employee training and development: disciplinary action and employee rights; employee compensation and benefits; labor relations and employment law; and technology applications in HRM.
Pre-requisites: All required
    Program Admission
    MGMT 1110 – Employment Law

MGMT 2125   Performance Management   (3)
Develops an understanding of how fostering employer/employee relationships 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
    Program Admission
    MGMT 1100 – Principles of Management
    MGMT 2115 – Human Resource Management

MGMT 2130   Employee Training and Development   (3)
Addresses the challenges of improving the performance and career potential of employees, while benefiting the student in their own preparation for success in the workplace. The focus is on both training and career and personal development. Shows the student how to recognize when training and development is needed and how to plan, design, and deliver an effective program of training for employees. Opportunities are provided for the student to develop their own career plans, assess their work-related skills, and practice a variety of skills desired by employers. Topics include: developing a philosophy of training; having systems approach to training and development; the context of training; conducting a needs analysis; critical success factors for employees: learning principles; designing and implementing training plans; conducting and evaluating training; human resource development and careers; personal career development planning; and applications in interpersonal relationships and communication.
Pre-requisites: All required
    Program Admission
    MGMT 1100 – Principles of Management
    MGMT 2115 – Human Resource Management

MGMT 2135   Management Communication Techniques   (3)
Emphasizes developing the full range of communication strategies required to become a successful manager and prepares managers for the skills required to communicate effectively in business today. Topics include: Organizational/Strategic Communication, Interpersonal Communication, Presentation Techniques, Presentation Technology & Applications, Team/Group Communication, Intercultural Communication, External Stakeholder Communication and Using Spreadsheet Applications for Business Problem Solving.
Pre-requisites: All required
    Program Admission
    COMP 1000 – Introduction to Computer Literacy
    MGMT 1100 – Principles of Management

MGMT 2140   Retail Management   (3)
Develops a working knowledge of managing a retail business from a variety of perspectives with an emphasis on store management. The emphasis is on contemporary issues in retailing, particularly the process of supervising customer service and dealing with the changing demographics of retailing. An application focus on the use of information technologies, the internet, and electronic retailing is intended to give the student hands-on experience in retail management. Topics include: strategic retail management; store, non-store, and nontraditional retailing; retail human resource management; developing a customer-focused service strategy; managing customer service; retail operations and financial management; merchandise management; buying and inventory management; global, cataloging, and electronic retail management, information technology applications in retailing.
Pre-requisites: All required
    Program Admission
    MGMT 1100 – Principles of Management

MGMT 2145   Business Plan Development   (3)
Provides students with knowledge and skills necessary for a manager or entrepreneur to develop and implement a
business plan. Topics include: business/community compatibility, introduction to cash flow and break even analysis,
development of product/service idea, determination of market feasibility, determination of financial feasibility, development
of marketing strategy, development of operations outline, and application of financial concepts.
Pre-requisites: All required
    Program Admission
    COMP 1000 – Introduction to Computer Literacy
    ENGL 1010 – Fundamentals of English
    MGMT 1100 – Principles of Management
    MGMT 1120 – Introduction to Business

MGMT 2155   Quality Management Principles   (3)
Familiarizes the student with the principles and methods of Quality Management (QM). Topics include: the history of
quality control, quality control leaders, quality tools, QM implementation, team building for QM, and future quality trends.
Pre-requisites: All required
    Program Admission
    MGMT 1100 – Principles of Management

MGMT 2205   Service Sector Management   (3)
This course focuses on supervision in the service sector with special emphasis on team building, quality management,
and developing a customer focus. The challenge of providing world-class customer service is addressed through sections
on principles of service industry supervision, career development, problem solving, stress management, and conflict
resolution. Topics include: principles of service industry supervision, team building, customer service operations, TQM in a
service environment, business software applications, communication in the service sector, introduction to information
systems, selling principles and sales management, retail management, and legal issues in the service sector.
Pre-requisites: All required
    Program Admission
    MGMT 1100 – Principles of Management

MGMT 2210   Project Management   (3)
Provides a basic understanding of project management functions and processes. Topics include: team selection and
management; project planning, definition and scheduling of tasks; resource negotiation, allocation, and leveling; project
control, monitoring, and reporting; computer tools for project planning and scheduling; managing complex relationships
between project team and other organizations; critical path methodology; and total quality management.
Pre-requisites: All required
    Program Admission
    COMP 1000 – Introduction to Computer Literacy
    MGMT 1100 – Principles of Management
    MGMT 2115 – Human Resource Management

MGMT 2215   Team Project   (3)
This course utilizes team methodologies to study the field of management. It encourages students to discuss their
perception of management practices which have been studied during the management program. Topics include: current
issues and problems in management and supervision and state-of-the-art management and leadership techniques.
Students will be put into teams, will work on team projects to demonstrate their understanding of the competencies of this
course, and will do peer evaluation. Potential team projects could include authoring a management book covering the
competencies, videos, web sites, bulletin boards, and slide presentations amongst others.
Pre-requisites: All required
    Advisor Approval
    MGMT 1100 – Principles of Management

MKTG – Marketing Management

MKTG 1100   Principles of Marketing   (3)
This course emphasizes the trends and the dynamic forces that affect the marketing process and the coordination of the
marketing functions. Topics include effective communication in a marketing environment, role of marketing, knowledge of
marketing principles, marketing strategy, and marketing career paths.
Pre-requisites: Provisional Admission

MKTG 1130   Business Regulations and Compliance   (3)
This course introduces the study of contracts and other legal issues and obligations for businesses. Topics include:
creation and evolution of laws, court decision processes, legal business structures, sales contracts, commercial papers,
Uniform Commercial Code, and risk-bearing devices.
Pre-requisites: None

MKTG 1160 Professional Selling (3)
This course introduces professional selling skills and processes. Topics include: professional selling, product/sales knowledge, customer analysis/relations, selling process, sales presentations, and ethics of selling.
Pre-requisites: None

MKTG 1190 Integrated Marketing Communications (3)
This course introduces the fundamental principles and practices associated with promotion and communication. Topics include: purposes of promotion and IMC, principles of promotion and Integrated Marketing Communication (IMC), budgeting, regulations and controls, media evaluation and target market selection, integrated marketing plans, trends in promotion, and promotion and communication career paths.
Pre-requisites: None

MKTG 1270 Visual Merchandising (3)
This course focuses on the components of the visual merchandising of goods and services. Topics include: design and color principles, tools and materials of the trade, lighting and signs, installation of displays, store planning, safety, and related areas of visual merchandising and display.
Pre-requisites: None

MKTG 1370 Consumer Behavior (3)
This course analyzes consumer behavior and applicable marketing strategies. Topics include: the nature of consumer behavior, influences on consumer behavior, consumer decision-making process, role of research in understanding consumer behavior, and marketing strategies.
Pre-requisites: None

MKTG 2000 Global Marketing (3)
This course introduces opportunities and international strategies employed in the global marketplace. Topics include: the environment of international marketing, analyze international marketing opportunities, international market entries, design an international marketing strategy, and career paths in international marketing.
Pre-requisites: MKTG 1100 – Principles of Marketing

MKTG 2010 Small Business Management (3)
This course introduces competencies required in managing a small business. Topics include: nature of small business management, business management and organizational change, marketing strategies, employee relations, financial planning, and business assessment and growth.
Pre-requisites: MKTG 1100 – Principles of Marketing

MKTG 2060 Marketing Channels (3)
Emphasizes the design and management of marketing channels. Topics include: role of marketing channels, channel design and planning, supply chain management, logistics, and managing marketing channels.
Pre-requisites: None

MKTG 2070 Buying and Merchandising (3)
Develops buying and merchandising skills required in retail or e-business. Topics include: principles of merchandising, inventory control, merchandise plan, assortment planning, buying merchandise, and pricing strategies.
Pre-requisites: None

MKTG 2090 Marketing Research (3)
This course conveys marketing research methodology. Topics include: role of marketing research, marketing research process, ethics in marketing research, research design, collection data analysis, reporting, application of marketing research, and marketing research career paths.
Pre-requisites: MKTG 1100 – Principles of Marketing

MGMT 2140 Retail Management (3)
Develops a working knowledge of managing a retail business from a variety of perspectives with an emphasis on store management. The emphasis is on contemporary issues in retailing, particularly the process of supervising customer service and dealing with the changing demographics of retailing. An application focus on the use of information technologies, the internet, and electronic retailing is intended to give the student hands-on experience in retail management. Topics include: strategic retail management; store, non-store, and nontraditional retailing; retail human resource management; developing a customer-focused service strategy; managing customer service; retail operations and financial management; merchandise management; buying and inventory management; global, cataloging, and electronic retail management, information technology applications in retailing.
Pre-requisites: All required
   Program Admission
   MGMT 1100 – Principles of Management

MKTG 2210   Entrepreneurship   (6)
This course provides an overview of the steps in establishing a business. A formal business will be created. Topics include planning, location analysis, financing, developing a business plan, and entrepreneurial ethics and social responsibility.
Pre-requisites: All required
    Program Admission
    MKTG 1100 – Principles of Marketing

MKTG 2270   Retail Operations Management   (3)
This course emphasizes the planning, staffing, leading, organizing, and controlling management functions in a retail operation. Topics include: the retailing environment, retailing strategy, supply chain management, financial planning, financial strategies, employee relations, and career paths in retailing.
Pre-requisites: None

MKTG 2290   Marketing Internship/Practicum   (3)
This course applies and reinforces marketing and employability skills in an actual job placement or practicum experience. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of marketing skills, and professional development.
Pre-requisites: Program Instructor Approval

MKTG 2300   Marketing Management   (3)
This course reiterates the program outcomes for marketing management through the development of a marketing plan. Topics include: the marketing framework, the marketing plan, and preparing a marketing plan for a new product.
Pre-requisites: Program Instructor Approval and MKTG 1100 – Principles of Marketing

MUSC – Music

MUSC 1101   Music Appreciation   (3)
Explores the formal elements of musical composition, musical form and style, and the relationship of music to historical periods. The course includes listening and analysis of well-known works of music. This course encourages student interest in musical arts beyond the classroom.
Pre-requisites: ENGL 1101 – Composition and Rhetoric with a minimum grade of "C".

NAST – Nursing Assistant

NAST 1150   Patient Care Fundamentals   (7)
Introduces student to the occupation of Certified Nurse Assistant. Emphasis is placed on human anatomy and physiology, cardiac pulmonary resuscitation, and nutrition and diet therapy. Topics include: role and responsibilities of the Certified Nurse Assistant; topography, structure, and function of body systems; legal and safety requirements in the patient care field; equipment use and care; and performance skills standards and procedures.
Pre-requisites: Program Admission
Co-requisites: All required
    ALHS 1090 – Medical Terminology for Allied Health Sciences
    ALHS 1011 – Structure and Function of the Human Body

OPHD – Ophthalmic Dispensing

OPHD 1010   Introduction to Ophthalmic Optics   (3)
Introduces students to the eye-care field and the profession of Opticianry. Emphasis is placed on the scope of activities performed by opticians. Topics include: scope and practice of a licensed optician; eye-care professions; major divisions of Opticianry; basic ocular anatomy; light and refraction; vision problems; corrective lenses; and national and state regulations.
Pre-requisites: Program Admission
Co-requisites: OPHD 1020 – Eye Anatomy and Physiology

OPHD 1020   Eye Anatomy and Physiology   (3)
Develops students' knowledge of the anatomy and physiology of the eye. Emphasis is placed on the corneal metabolism and its accommodation of a contact lens. Topics include: anatomy of the eye; physiology of the eye; eye diseases and abnormalities; anterior and posterior segments; drugs and treatment methods; and ophthalmic terminology.
Pre-requisites: Program Admission
Co-requisites: OPHD 1010 – Introduction to Ophthalmic Optics

OPHD 1030   Applied Optical Theory   (2)
Introduces students to properties of light and the laws of geometrical optics. Emphasis is placed on understanding major theories of light and the principles of plane and curved surfaces of mirrors and lenses. Topics include: light and vision; refraction; lens modified light; and lens systems.
Pre-requisites: All required
      OPHD 1010 – Introduction to Ophthalmic Optics
      OPHD 1020 – Eye Anatomy and Physiology
Co-requisites: All required
      OPHD 1060 – Optical Laboratory Techniques I
      OPHD 1080 – Contact Lens I

OPHD 1060   Optical Laboratory Techniques I   (6)
Introduces students to the operations involved in lens fabrication. Emphasis is placed on gaining knowledge of equipment requirements and developing surfacing and finishing techniques. Topics include: safety and environmental procedures and lens processing terminology; lens surfacing and finishing equipment; lens blank selection and layout; lens surfacing techniques; lens finishing techniques; lens final insertion and mounting techniques; and standard alignment, inspection of lenses and lensometer operation.
Pre-requisites: All required
      OPHD 1010 – Introduction to Ophthalmic Optics
      OPHD 1020 – Eye Anatomy and Physiology
Co-requisites: All required
      OPHD 1030 – Applied Optical Theory
      OPHD 1080 – Contact Lens I

OPHD 1070   Optical Laboratory Techniques II   (6)
This course continues students' study of lens fabrication. Emphasis is placed on using specialized lens materials and multifocal surfacing and finishing techniques. Topics include: specialized lens fabrication; multifocal lens positioning; inspection of multifocal lenses; optical calculations; frame repairs; optical equipment maintenance; advanced optical calculations, and high index lenses.
Pre-requisites: All required
      OPHD 1030 – Applied Optical Theory
      OPHD 1060 – Optical Laboratory Techniques I
      OPHD 1080 – Contact Lens I
Co-requisites: All required
      OPHD 2130 – Contact Lens II

OPHD 1080   Contact Lens I   (5)
Introduces students to the contact lens field. Emphasis is placed on the development of contact lenses to correct visual defects, types of contact lenses, and consumer selection. Topics include: safety and environmental procedures; contact lens history; contact lens instruments;, contact lens terminology; corneal topography; lens types, prefitting evaluation, examination and patient/lens selection; adverse effects of lens wear; lens selection, inspection and verification; fitting guidelines and regulations; and follow-up care.
Pre-requisites: All required
      OPHD 1010 – Introduction to Ophthalmic Optics
      OPHD 1020 – Eye Anatomy and Physiology
Co-requisites: All required
      OPHD 1030 – Applied Optical Theory
      OPHD 1060 – Optical Laboratory Techniques I

OPHD 2090   Frame Selection   (5)
Introduces students to frame selection and dispensing techniques. Emphasis is placed on gaining clinical experience in providing service to the eyewear consumer. Topics include: ocular measurements; frame selection; frame materials; eyewear fitting techniques; frame adjustment; administrative procedures; lens finishing; matching frames to consumer needs; managed care terminology; information technology; communication with consumers, prescribers, and suppliers; effective consumer services; and problem solving.
Pre-requisites: All required
      OPHD 1070 – Optical Laboratory Techniques II
      OPHD 2130 – Contact Lens II
Co-requisites: OPHD 2120 – Lens Selection

OPHD 2120   Lens Selection   (6)
This course introduces students to techniques of ophthalmic sales and emphasizes effective consumer service. Topics include: managed care terminology; information gathering; information technology; communicating with consumers, prescribers and suppliers; ophthalmic sales skills; effective consumer services and problem solving; and lens finishing. This course continues students' study of eyewear dispensing techniques. Emphasis is placed on gaining clinical experience in providing service to the eyewear consumer. Topics include: prescription lens materials; lens positioning; multifocal lenses; absorptive lenses; special lens coatings; prescription lens selection; lens finishing; use and care of eyewear; matching lenses to consumer needs; optical, physiological, and psychological problems; applied lensmeter techniques; information gathering; and ophthalmic sales skill.
Pre-requisites: All required
    OPHD 1070 – Optical Laboratory Techniques II
    OPHD 2130 – Contact Lens II
Co-requisites: OPHD 2090 – Frame Selection

OPHD 2130   Contact Lens II   (5)
This course continues students' study of contact lenses with emphasis on rigid and gas permeable trial and prescriptive lens fitting techniques. Topics include: lens selection; inspection and verification; fitting guidelines and regulations; follow-up care; soft lens care and storage; fitting specialty rigid lenses; rigid lens care and storage; and fitting specialty soft contact lenses.
Pre-requisites: All required
    OPHD 1030 – Applied Optical Theory
    OPHD 1060 – Optical Laboratory Techniques I
    OPHD 1080 – Contact Lens I
Co-requisites: OPHD 1070 – Optical Laboratory Techniques II

OPHD 2170   Contact Lens Review   (3)
This course continues student's study of contact lens dispensing knowledge skills. Emphasis is placed on reviewing types of contact lenses, fitting techniques, and further development of associated skills. Topics include: soft contact lens fitting; hard contact lens fitting; contact lens instrumentation; effective consumer service; and contact lens regulations.
Pre-requisites: All required
    OPHD 1030 – Applied Optical Theory
    OPHD 1060 – Optical Laboratory Techniques I
    OPHD 1080 – Contact Lens I
Co-requisites: All required
    OPHD 2180 – Opticianry Review
    OPHD 2190 – Opticianry Occupational Based Instruction

OPHD 2180   Opticianry Review   (3)
Continues students' study of ophthalmic dispensing knowledge and skills. Emphasis is placed on reviewing optical theory, laboratory procedures, and further development of associated skills. Topics include: optical laboratory; frames and lenses; dispensing techniques; eyewear sales; and eyewear regulations.
Pre-requisites: OPHD 2120 – Lens Selection
Co-requisites: All required
    OPHD 2170 – Contact Lens Review
    OPHD 2190 – Opticianry Occupational Based Instruction

OPHD 2190   Opticianry Occupational Based Instruction   (6)
Continues students' study of ophthalmic dispensing techniques. Emphasis is placed on gaining clinical experience in providing service to the ophthalmic consumer. Topics include: special visual problems; contact lenses; analyzing ophthalmic problems; ordering procedures; marketing eyewear; and work attitudes. The occupation-based instruction is implemented through the use of a Practicum or internship and all of the following: written individualized training plans, written performance evaluation, and required weekly seminar.
Pre-requisites: All required
    OPHD 2090 – Frame Selection
    OPHD 2120 – Lens Selection
Co-requisites: All required
    OPHD 2170 – Contact Lens Review
    OPHD 2180 – Opticianry Review

PARA – Paralegal Studies

PARA 1100   Introduction to Law and Ethics   (3)

Emphasizes the American legal system, the role of the lawyer and legal assistant within that system, and the ethical obligations imposed upon attorneys and legal assistants. Topics include: survey of American jurisprudence, code of professional responsibility and ethics overview, and introduction to areas of law and legal vocabulary.
Pre-requisites: All required
    Program Admission
    ENGL 1101 – Composition and Rhetoric, with a minimum grade of "C".
    Watson-Glaser Exam

PARA 1105   Legal Research and Legal Writing I   (3)
Introduces the student to the process of locating statutory, judicial, administrative and secondary sources on both a state and federal level. The student will utilize both print and electronic research resources. Focuses on the application and reinforcement of basic writing skills, familiarizes the student with types of writing typically engaged in by lawyers and legal assistants, and prepares the student for legal writing tasks. The student learns to write business letters as well as advisory documents. Topics include: legal analysis and legal correspondence and composition.
Pre-requisites: All required
    ENGL 1101 – Composition and Rhetoric, with a minimum grade of "C".
    PARA 1100 – Introduction to Law and Ethics, with a minimum grade of "C".

PARA 1110   Legal Research and Legal Writing II   (3)
Builds on competencies acquired in PARA 1102 and continues the process of locating statutory, judicial, administrative and secondary sources on both a state and federal level. The student will conduct a wider range of research in both print and electronic research resources. Emphasis will be placed on preparation of legal documents. Criminal case documents will be examined, but most of the emphasis will be on civil matters. The student will be presented factual scenarios, and utilizing these facts, research and develop a case from intake to trial.
Pre-requisites: PARA 1105 – Legal Research and Legal Writing I, with a minimum grade of "C".

PARA 1115   Family Law   (3)
Introduces the student to the issues which may arise in family law cases and to the role of the paralegal in assisting the attorney in the development and presentation of such cases. Topics include: issues associated with client and witness interviews, marriage validity and dissolution, litigation support in family law matters, issues concerning children, special matters in family law, and attorney and paralegal ethical obligations.
Pre-requisites: PARA 1100 – Introduction to Law and Ethics, with a minimum grade of "C".

PARA 1120   Real Estate Law   (3)
Introduces the student to the basic concepts of real property law as they pertain to common types of real estate transactions. Additionally, emphasis will be placed on practical skills such as document preparation and title examination. Topics include: real estate contracts, plat reading and legal descriptions, types and purposes of deeds, title searches, common real estate mortgages and documentation, real estate closing and closing statements, recordation statutes and requirements, and elements of the lease.
Pre-requisites: PARA 1100 – Introduction to Law and Ethics, with a minimum grade of "C".

PARA 1125   Criminal Law and Criminal Procedure   (3)
Introduces the student to the basic concepts of substantive criminal law and its procedural aspects with an emphasis on the constitutionally protected rights of the accused in the criminal justice system. Topics include: substantive criminal law and procedure and criminal litigation support.
Pre-requisites: PARA 1100 – Introduction to Law and Ethics, with a minimum grade of "C".

PARA 1130   Civil Litigation   (3)
Emphasizes competencies and concepts of civil litigation in both federal and state courts. Topics include: federal and state litigation; trial and pretrial proceedings; litigation ethics; and litigation documents, exhibits, investigations, and interviews.
Pre-requisites: PARA 1100 – Introduction to Law and Ethics, with a minimum grade of "C".

PARA 1135   Wills, Trusts, Probate, and Administration   (3)
Provides a general framework of the substantive theory of wills, trusts, and estates. Topics include: wills, trusts, and powers of attorney; probate of wills and administration of estates; document preparation for other probate proceedings; general jurisdiction of the probate court; terminology of wills and estate practice; client interviews; and document preparation.
Pre-requisites: PARA 1100 – Introduction to Law and Ethics, with a minimum grade of "C".

PARA 1140   Tort Law   (3)
Introduces the student to the basic concepts of substantive tort law. Topics include: concepts of intentional torts, negligence and product liability; causation and liability concepts; damages and defenses; and special tort actions and immunities.
Pre-requisites: PARA 1100 – Introduction to Law and Ethics, with a minimum grade of "C".

PARA 1145   Law Office Management   (3)
Introduces the student to common forms of law practice. The student will be exposed to methods of billing and time-keeping, automation in the law office, the law office library, the appropriate role of support staff in the law office, and ethical concerns relevant to law office management. Topics include: forms of law practice and insurance needs, support systems, support staff, and ethical responsibilities.
Pre-requisites: PARA 1100 – Introduction to Law and Ethics, with a minimum grade of "C".

PARA 1150   Contracts, Commercial Law and Business Organizations   (3)
Introduces the student to the basic concepts of legal rules commonly applicable in commercial settings, to the basic concepts of substantive contract law and to the formulation and operation of sole proprietorships, general partnerships, limited partnerships, and corporations. Additionally, the course explores the basic concepts of agency law. Topics include Constitutional law and its impact on business, the essential elements of a contract and related legal principles and the Uniform Commercial Code, sole proprietorships, partnerships, professional associations and other business organizations, corporations and tax implications of different organizations.
Pre-requisites: PARA 1100 – Introduction to Law and Ethics, with a minimum grade of "C".

PARA 1200   Bankruptcy/Debtor-Creditor Relations   (3)
Introduces the student to the purpose and application of the Federal Bankruptcy Code and Rules, as well as applicable state law related to bankruptcy and debtor-creditor issues. Topics include: the Bankruptcy Code and Rules, Bankruptcy Court procedures, the preparation of bankruptcy forms and documents, state law workouts and collection, and the role of the paralegal in a bankruptcy practice.
Pre-requisites: PARA 1100 – Introduction to Law and Ethics, with a minimum grade of "C".

PARA 1205   Constitutional Law   (3)
Explains the major legal principles and concepts of the U.S. Constitution including governmental powers and structure, and civil liberties. Additionally, this course includes an exploration of the history of the Constitution and case law interpreting it.
Pre-requisites: PARA 1100 – Introduction to Law and Ethics, with a minimum grade of "C".

PARA 1210   Legal and Policy Issues in Healthcare   (3)
Provide an overview of the legal issues involved in the delivery of healthcare and the issues relating to Elder Law. Students will recognize the fundamentals of the healthcare treatment relationship, liability issues, patient care decisions and the human condition of sickness. They will explore the complexities of heathcare 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 healthcare facilities.
Pre-requisites: PARA 1100 – Introduction to Law and Ethics, with a minimum grade of "C".

PARA 1215   Administrative Law   (3)
Introduces the student to the basic concepts of administrative law including the legislative process related to enabling the agency. The Administrative Procedure Act (federal and state) is covered. Topics also include agency discretion, due process, delegation, 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: PARA 1100 – Introduction to Law and Ethics, with a minimum grade of "C".

PARA 1220   Intellectual Property Law   (3)
Introduces the student to the various fields of intellectual property, including: Copyrights, Trademarks, Trade Secrets, Unfair Competition and Patents. Student will practice basic search approaches for copyrights, trademarks and patents along with drafting applications for such. The course take a practice-oriented approach to the subject of intellectual property.
Pre-requisites: PARA 1100 – Introduction to Law and Ethics, with a minimum grade of "C".

PARA 1225   Elder Law   (3)
A study of the social and legal issues involved with the representation of the elderly and their families including Social Security, pensions, annuities, age discrimination in employment, Medicare, Medicaid, health care decision-making, property management, special needs trusts, veterans disability benefits, guardianships and conservatorships, elder abuse, elder housing, grand parent and end of life issues. The course also examines the special ethical issues that often arise for attorneys who represent the elderly.
Pre-requisites: PARA 1100 – Introduction to Law and Ethics, with a minimum grade of "C".

PARA 2210   Paralegal Internship I   (6)
Focuses on the application and reinforcement of paralegal skills in an actual workplace environment, or at the discretion of the instructor, in a school practicum with simulated work experiences. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into paralegal applications on the job. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of paralegal skills in a workplace setting, and professional development.
Pre-requisites: Advisor Approval

PARA 2215   Paralegal Internship II   (6)
This course continues the focus on the application and reinforcement of paralegal skills in an actual workplace environment, or at the discretion of the instructor, in a school practicum with simulated work experiences. Realistic work situations are used to provide students with insights into paralegal applications on the job. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of paralegal skills in a workplace setting, and professional development.
Pre-requisites: Advisor Approval

PHLT – Phlebotomy Technician

PHLT 1030   Introduction to Venipuncture   (3)
Provides an introduction to blood collecting techniques and processing specimens. Emphasis is placed on the knowledge and skills needed to collect all types of blood samples from hospitalized patients. Topics include: venipuncture procedure, safety and quality assurance; isolation techniques, venipuncture problems, and definitions; lab test profiles and patient care areas; other specimen collections and specimen processing; test combinations, skin punctures and POCT; professional ethics and malpractice; and certification and licensure.
Pre-requisites: All required
 Program Admission
 ALHS 1011 – Anatomy and Physiology
 ALHS 1090 – Medical Terminology
 COMP 1000 – Introduction to Computer Literacy
 ENGL 1010 – Fundamentals of English I
Co-requisites: PHLT 1050 – Clinical Practice

PHLT 1050   Clinical Practice   (5)
Provides work experiences in a clinical setting. Emphasis is placed on enhancing skills in venipuncture techniques. Topics include: introduction to clinical policies and procedures and work ethics; routine collections: adult, pediatric, and newborn; and special procedures.
Pre-requisites: All required
 Program Admission
 ALHS 1011 – Anatomy and Physiology
 ALHS 1090 – Medical Terminology
 COMP 1000 – Introduction to Computer Literacy
 ENGL 1010 – Fundamentals of English I
Co-requisites: PHLT 1030 – Introduction to Venipuncture

PHYS – Physics

PHYS 1110   Conceptual Physics   (3)
Introduces some of the basic laws of physics. Topics include systems of units and conversion of units, vector algebra, Newtonian mechanics, fluids and thermodynamics, heat, light, and optics, mechanical waves, electricity and magnetism, and modern physics.
Pre-requisites: All required
 ENGL 1101 – Composition and Rhetoric
 MATH 1101 – Mathematical Modeling OR MATH 1111 – College Algebra
Co-requisites: PHYS 1110L – Conceptual Physics Lab

PHYS 1110L   Conceptual Physics Lab   (1)
Selected laboratory exercises paralleling the topics in PHYS 1110. The laboratory exercises for this course include systems of units and systems of measurement, vector algebra, Newtonian mechanics, fluids and thermodynamics, heat, light, and optics, mechanical waves, electricity and magnetism, and modern physics.
Pre-requisites: All required
 ENGL 1101 – Composition and Rhetoric
 MATH 1101 – Mathematical Modeling OR MATH 1111 – College Algebra
Co-requisites: PHYS 1110 – Conceptual Physics

PHYS 1111   Introductory Physics I   (3)
The first course of two algebra and trigonometry based courses in the physics sequence. Topics include material from mechanics (kinematics, dynamics, work and energy, momentum and collisions, rotational motion, static equilibrium, elasticity theory, and simple harmonic motion), mechanical waves, theory of heat and heat transfer, and thermodynamics.
Pre-requisites: All required
    ENGL 1101 – Composition and Rhetoric
    MATH 1112 – College Trigonometry OR MATH 1113 – Precalculus
Co-requisites: PHYS 1111L – Introductory Physics Lab I

PHYS 1111L   Introductory Physics Lab I   (1)
Selected laboratory exercises paralleling the topics in PHYS 1111. The laboratory exercises for this course include units of measurement, Newton's laws, work energy and power, momentum and collisions, one- and two-dimensional motion, circular motion and law of gravity, rotational dynamics and static equilibrium, elasticity theory, harmonic motion, theory of heat and heat transfer, thermodynamics, wave motion, and sound.
Pre-requisites: All required
    ENGL 1101 – Composition and Rhetoric
    MATH 1112 – College Trigonometry OR MATH 1113 – Precalculus
Co-requisites: PHYS 1111 – Introductory Physics I

PHYS 1112   Introductory Physics II   (3)
The second of two algebra and trigonometry based courses in the physics sequence. Topics include material from electricity and magnetism (electric charge, electric forces and fields, electric potential energy, electric potential, capacitance, magnetism, electric current, resistance, basic electric circuits, alternating current circuits, and electromagnetic waves), geometric optics (reflection and refraction), and physical optics (interference and diffraction).
Pre-requisites: All required
    PHYS 1111 – Introductory Physics I
    PHYS 1111L – Introductory Physics Lab I
Co-requisites: PHYS 1112L – Introductory Physics Lab II

PHYS 1112L   Introductory Physics Lab II   (1)
Selected laboratory exercises paralleling the topics in PHYS 1112. The laboratory exercises for this course include material from electricity and magnetism, geometric optics, and physical optics.
Pre-requisites: All required
    PHYS 1111 – Introductory Physics I
    PHYS 1111L – Introductory Physics Lab I
Co-requisites: PHYS 1112 – Introductory Physics II

PNSG – Practical Nursing

PNSG 2010   Introduction to Pharmacology and Clinical Calculations   (2)
Applies fundamental mathematical concepts and includes basic drug administration. Emphasizes critical thinking skills. Topics include: systems of measurement, calculating drug problems, resource materials usage, fundamental pharmacology, administering medications in a simulated clinical environment, principles of IV therapy techniques, and client education.
Pre-requisites: All required
    ALHS 1011 – Structure and Function of the Human Body
    ENGL 1101 – Composition and Rhetoric
    MATH 1013 – Algebraic Concepts
    PSYC 1010 – Basic Psychology
Co-requisites: All required
    ALHS 1060 – Diet and Nutrition for Allied Health Sciences
    PNSG 2030 – Nursing Fundamentals
    PNSG 2035 – Nursing Fundamentals Clinical
    PNSG 2210 – Medical-Surgical Nursing I
    PNSG 2310 – Medical-Surgical Nursing Clinical I

PNSG 2030   Nursing Fundamentals   (6)
An introduction to the nursing process. Topics include: nursing as a profession; ethics and law; client care which is defined as using the nursing process, using critical thinking, and providing client education and includes principles and skills of nursing practice, documentation, and an introduction to physical assessment; customer/client relationships; standard precautions; basic life support; infection control/blood-borne/airborne pathogens; and basic emergency care/first aid and triage.
Pre-requisites: All required
    ALHS 1011 – Structure and Function of the Human Body
    ENGL 1101 – Composition and Rhetoric
    MATH 1013 – Algebraic Concepts
    PSYC 1010 – Basic Psychology
Co-requisites: All required
    ALHS 1060 – Diet and Nutrition for Allied Health Sciences
    PNSG 2010 – Introduction to Pharmacology and Clinical Calculations
    PNSG 2035 – Nursing Fundamentals Clinical
    PNSG 2210 – Medical-Surgical Nursing I
    PNSG 2310 – Medical-Surgical Nursing Clinical I

PNSG 2035   Nursing Fundamentals Clinical   (2)
An introduction to nursing practice in the clinical setting. Topics include but are not limited to: history taking; physical assessment; nursing process; critical thinking; activities of daily living; documentation; client education; standard precautions; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; and perioperative care.
Pre-requisites: All required
    ALHS 1011 – Structure and Function of the Human Body
    ENGL 1101 – Composition and Rhetoric
    MATH 1013 – Algebraic Concepts
    PSYC 1010 – Basic Psychology
Co-requisites: All required
    ALHS 1060 – Diet and Nutrition for Allied Health Sciences
    PNSG 2010 – Introduction to Pharmacology and Clinical Calculations
    PNSG 2030 – Nursing Fundamentals
    PNSG 2210 – Medical-Surgical Nursing I
    PNSG 2310 – Medical-Surgical Nursing Clinical I

PNSG 2210   Medical-Surgical Nursing I   (4)
Focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; immunology; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the cardiovascular, respiratory, and hematological and immunological systems.
Pre-requisites: All required
    ALHS 1011 – Structure and Function of the Human Body
    ENGL 1101 – Composition and Rhetoric
    MATH 1013 – Algebraic Concepts
    PSYC 1010 – Basic Psychology
Co-requisites: All required
    ALHS 1060 – Diet and Nutrition for Allied Health Sciences
    PNSG 2010 – Introduction to Pharmacology and Clinical Calculations
    PNSG 2030 – Nursing Fundamentals
    PNSG 2035 – Nursing Fundamentals Clinical
    PNSG 2310 – Medical-Surgical Nursing Clinical I

PNSG 2220   Medical-Surgical Nursing II   (4)
This second course in a series of four focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the endocrine, gastrointestinal, and urinary system.
Pre-requisites: All required
    ALHS 1060 – Diet and Nutrition for Allied Health Sciences
    PNSG 2010 – Introduction to Pharmacology and Clinical Calculations
    PNSG 2030 – Nursing Fundamentals
    PNSG 2035 – Nursing Fundamentals Clinical
    PNSG 2210 – Medical-Surgical Nursing I
    PNSG 2310 – Medical-Surgical Nursing Clinical I
Co-requisites: All required
    PNSG 2230 – Medical-Surgical Nursing III
    PNSG 2240 – Medical-Surgical Nursing IV
    PNSG 2320 – Medical-Surgical Nursing Clinical II
    PNSG 2330 – Medical-Surgical Nursing Clinical III
    PNSG 2340 – Medical-Surgical Nursing Clinical IV

PNSG 2230   Medical-Surgical Nursing III   (4)
This third course in a series of four focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; mental health; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the neurological, sensory, and musculoskeletal systems.
Pre-requisites: All required
    ALHS 1060 – Diet and Nutrition for Allied Health Sciences
    PNSG 2010 – Introduction to Pharmacology and Clinical Calculations
    PNSG 2030 – Nursing Fundamentals
    PNSG 2035 – Nursing Fundamentals Clinical
    PNSG 2210 – Medical-Surgical Nursing I
    PNSG 2310 – Medical-Surgical Nursing Clinical I
Co-requisites: All required
    PNSG 2220 – Medical-Surgical Nursing II
    PNSG 2240 – Medical-Surgical Nursing IV
    PNSG 2320 – Medical-Surgical Nursing Clinical II
    PNSG 2330 – Medical-Surgical Nursing Clinical III
    PNSG 2340 – Medical-Surgical Nursing Clinical IV

PNSG 2240   Medical-Surgical Nursing IV   (4)
This fourth course in a series of four courses focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole, oncology; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the integumentary and reproductive systems.
Pre-requisites: All required
    ALHS 1060 – Diet and Nutrition for Allied Health Sciences
    PNSG 2010 – Introduction to Pharmacology and Clinical Calculations
    PNSG 2030 – Nursing Fundamentals
    PNSG 2035 – Nursing Fundamentals Clinical
    PNSG 2210 – Medical-Surgical Nursing I
    PNSG 2310 – Medical-Surgical Nursing Clinical I
Co-requisites: All required
    PNSG 2220 – Medical-Surgical Nursing II
    PNSG 2230 – Medical-Surgical Nursing III
    PNSG 2320 – Medical-Surgical Nursing Clinical II
    PNSG 2330 – Medical-Surgical Nursing Clinical III
    PNSG 2340 – Medical-Surgical Nursing Clinical IV

PNSG 2250   Maternity Nursing   (3)
Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and
deviations from the normal state of health. The definition of client care includes using the nursing process, performing
assessments, using critical thinking, providing client education, displaying cultural competence across the life span and
with attention to special populations. Topics include: health management and maintenance and prevention of illness, care
of the individual as a whole, pathological and nonpathological concerns in obstetric clients and the newborn; client care,
treatments, pharmacology, and diet therapy related to obstetric clients and the newborn; and standard precautions.
Pre-requisites: All required
     PNSG 2220 – Medical-Surgical Nursing II
     PNSG 2230 – Medical-Surgical Nursing III
     PNSG 2320 – Medical-Surgical Nursing Clinical II
     PNSG 2330 – Medical-Surgical Nursing Clinical III
Co-requisites: All required
     PNSG 2240 – Medical-Surgical Nursing IV
     PNSG 2255 – Maternity Nursing Clinical
     PNSG 2340 – Medical-Surgical Nursing Clinical IV

PNSG 2255   Maternity Nursing Clinical   (1)
Focuses on clinical health management and maintenance and the prevention of illness, care of the individual as a whole,
and deviations from the normal state of health. The definition of client care includes using the nursing process, performing
assessments, using critical thinking, providing client education, displaying cultural competence across the life span and
with attention to special populations. Topics include: health management and maintenance and prevention of illness, care
of the individual as a whole, pathological and nonpathological concerns in obstetric clients and the newborn; client care,
treatments, pharmacology, and diet therapy related to obstetric clients and the newborn; and standard precautions.
Pre-requisites: All required
     PNSG 2220 – Medical-Surgical Nursing II
     PNSG 2230 – Medical-Surgical Nursing III
     PNSG 2320 – Medical-Surgical Nursing Clinical II
     PNSG 2330 – Medical-Surgical Nursing Clinical III
Co-requisites: All required
     PNSG 2240 – Medical-Surgical Nursing IV
     PNSG 2250 – Maternity Nursing
     PNSG 2340 – Medical-Surgical Nursing Clinical IV
     PNSG 2410 – Nursing Leadership
     PNSG 2415 – Nursing Leadership Clinical

PNSG 2310   Medical-Surgical Nursing Clinical I   (2)
This first clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using
the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying
cultural competence across the life span and with attention to special populations. At the completion of the four part
sequence of these medical-surgical clinical courses students will have completed a minimum of 375 hours of clinical
experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 mental health experiences.
Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and
personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental
health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client
care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological,
immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary
and reproductive systems.
Pre-requisites: All required
     ALHS 1011 – Structure and Function of the Human Body
     ENGL 1101 – Composition and Rhetoric
     MATH 1013 – Algebraic Concepts
     PSYC 1010 – Basic Psychology
Co-requisites: All required
     ALHS 1060 – Diet and Nutrition for Allied Health Sciences
     PNSG 2010 – Introduction to Pharmacology and Clinical Calculations
     PNSG 2030 – Nursing Fundamentals
     PNSG 2035 – Nursing Fundamentals Clinical
     PNSG 2210 – Medical-Surgical Nursing I

PNSG 2320   Medical-Surgical Nursing Clinical II   (2)
This second clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 mental health experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.
Pre-requisites: All required
        ALHS 1060 – Diet and Nutrition for Allied Health Sciences
        PNSG 2010 – Introduction to Pharmacology and Clinical Calculations
        PNSG 2030 – Nursing Fundamentals
        PNSG 2035 – Nursing Fundamentals Clinical
        PNSG 2210 – Medical-Surgical Nursing I
        PNSG 2310 – Medical-Surgical Nursing Clinical I
Co-requisites: All required
        PNSG 2220 – Medical-Surgical Nursing II
        PNSG 2230 – Medical-Surgical Nursing III
        PNSG 2240 – Medical-Surgical Nursing IV
        PNSG 2330 – Medical-Surgical Nursing Clinical III
        PNSG 2340 – Medical-Surgical Nursing Clinical IV

PNSG 2330   Medical-Surgical Nursing Clinical III   (2)
This third clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 mental health experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.
Pre-requisites: All required
        ALHS 1060 – Diet and Nutrition for Allied Health Sciences
        PNSG 2010 – Introduction to Pharmacology and Clinical Calculations
        PNSG 2030 – Nursing Fundamentals
        PNSG 2035 – Nursing Fundamentals Clinical
        PNSG 2210 – Medical-Surgical Nursing I
        PNSG 2310 – Medical-Surgical Nursing Clinical I
Co-requisites: All required
        PNSG 2220 – Medical-Surgical Nursing II
        PNSG 2230 – Medical-Surgical Nursing III
        PNSG 2240 – Medical-Surgical Nursing IV
        PNSG 2320 – Medical-Surgical Nursing Clinical II
        PNSG 2340 – Medical-Surgical Nursing Clinical IV

PNSG 2340   Medical-Surgical Nursing Clinical IV   (2)
This fourth clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 mental health experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.
Pre-requisites: All required
    ALHS 1060 – Diet and Nutrition for Allied Health Sciences
    PNSG 2010 – Introduction to Pharmacology and Clinical Calculations
    PNSG 2030 – Nursing Fundamentals
    PNSG 2035 – Nursing Fundamentals Clinical
    PNSG 2210 – Medical-Surgical Nursing I
    PNSG 2310 – Medical-Surgical Nursing Clinical I
Co-requisites: All required
    PNSG 2220 – Medical-Surgical Nursing II
    PNSG 2230 – Medical-Surgical Nursing III
    PNSG 2240 – Medical-Surgical Nursing IV
    PNSG 2320 – Medical-Surgical Nursing Clinical II
    PNSG 2330 – Medical-Surgical Nursing Clinical III

PNSG 2410   Nursing Leadership   (1)
Builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market. Topics include: application of the nursing process, supervisory skills, client education methods, group dynamics and conflict resolution.
Pre-requisites: All required
    PNSG 2220 – Medical-Surgical Nursing II
    PNSG 2230 – Medical-Surgical Nursing III
    PNSG 2320 – Medical-Surgical Nursing Clinical II
    PNSG 2330 – Medical-Surgical Nursing Clinical III
Co-requisites: One Group from following:
    PNSG 2250 – Maternity Nursing
    PNSG 2255 – Maternity Nursing Clinical
    PNSG 2415 – Nursing Leadership Clinical
        OR
    PNSG 2240 – Medical-Surgical Nursing IV
    PNSG 2340 – Medical-Surgical Nursing Clinical IV

PNSG 2415   Nursing Leadership Clinical   (2)
Builds on the concepts presented in prior nursing courses and develops the clinical skills necessary for successful performance in the job market, focusing on practical applications. Topics include: application of the nursing process, critical thinking, supervisory skills, client education methods, and group dynamics.
Pre-requisites: All required
    PNSG 2220 – Medical-Surgical Nursing II
    PNSG 2230 – Medical-Surgical Nursing III
    PNSG 2320 – Medical-Surgical Nursing Clinical II
    PNSG 2330 – Medical-Surgical Nursing Clinical III
Co-requisites: One Group from following:
    PNSG 2250 – Maternity Nursing
    PNSG 2255 – Maternity Nursing Clinical
    PNSG 2410 – Nursing Leadership
        OR
    PNSG 2240 – Medical-Surgical Nursing IV
    PNSG 2340 – Medical-Surgical Nursing Clinical IV

POLS – Political Science

POLS 1101   American Government   (3)
Emphasizes study of government and politics in the United States. The focus of the course will provide an overview of the Constitutional foundations of the American political processes with a focus on government institutions and political procedures. The course will examine the constitutional framework, federalism, civil liberties and civil rights, public opinion, the media, 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: ENGL 1101 – Composition and Rhetoric with a minimum grade of "C".

PSYC – Psychology

PSYC 1010   Basic Psychology   (3)
Presents basic concepts within the field of psychology and their application to everyday human behavior, thinking, and emotion. Emphasis is placed on students understanding basic psychological principles and their application within the context of family, work and social interactions. Topics include an overview of psychology as a science, the nervous and sensory systems, learning and memory, motivation and emotion, intelligence, lifespan development, personality, psychological disorders and their treatments, stress and health, and social psychology.
Pre-requisites: Provisional Admission

PSYC 1101   Introductory Psychology   (3)
Introduces the major fields of contemporary psychology. Emphasis is on critical thinking and fundamental principles of psychology as a science. Topics include research design, the organization and operation of the nervous system, sensation and perception, learning and memory, motivation and emotion, thinking and intelligence, lifespan development, personality, psychological disorders and treatment, stress and health, and social psychology.
Pre-requisites: One the following
      Approved degree admission level Reading, English, and Math scores
      Completion of READ 0099, ENGL 0099, and MATH 0099.

PSYC 1150   Industrial / Organizational Psychology   (3)
Emphasizes interpersonal and behavioral skills required in today's business and industry. Topics include an overview of industrial/organizational psychology, principles of human resources management, psychological testing, performance appraisal, training and professional development of employees, principles of leadership, motivational factors, workplace conditions, safety and health, and workplace stressors.
Pre-requisites: One the following
      Approved degree admission level Reading, English, and Math scores
      Completion of READ 0099, ENGL 0099, and MATH 0099 with a minimum grade of "C".

PSYC 2103   Human Development   (3)
Emphasizes changes that occur during the human life cycle beginning with conception and continuing through late adulthood and death and emphasizes the scientific basis of our knowledge of human growth and development and the interactive forces of nature and nurture. Topics include but are not limited to theoretical perspectives and research methods, prenatal development and child birth, stages of development from infancy through late adulthood, and death and dying.
Pre-requisites: PSYC 1101 – Introductory Psychology

PSYC 2250   Abnormal Psychology   (3)
Emphasize the etiology and treatments consideration of various forms of abnormal behavior. Topics include historical and contemporary approaches to psychopathology; approaches to clinical assessment and diagnosis; understanding and defining classifications and psychological disorders.
Pre-requisites: PSYC 1101 – Introductory Psychology

RART – Recording Arts Technology

RART 1100   Introduction to the Music Industry   (3)
This course will initially provide a survey of the music industry, highlighting those areas where music and business intersect. The focus will be on developing a foundational understanding of the structure and areas of the music industry. By analyzing how the industry underwent extreme change and what opportunities arouse from the changing landscape in the discovery consumption of music, students will be able to better understand emerging trends in the industry and how to apply them.
Pre-requisites: MUSC 1101 – Music Appreciation

RART 1200   Introduction to Sound Production   (3)
A moderately technical introduction to the science of acoustics and audio systems technology. Covers the nature, measurement and behavior of sound; audio terminology, signal flow, and equipment performance specifics; digital audio, microphone types and usage; and an overview of recording theory.
Pre-requisites: Program Instructor Approval

RART 1300   Introduction to Audio Recording   (4)
Introduction to the basic techniques and tools used in audio recording. Areas of study include signal path, microphone applications, software, hardware, outboard gear, soldering techniques, tracking, mixing and editing.
Pre-requisites: RART 1100 – Introduction to the Music Industry

RART 1350   Advanced Audio Recording   (4)
This class takes Intro to Audio Recording to the next level. Students will explore the world of multi-track recording and will be able to demonstrate importing and exporting audio, panning, track by track manipulation, creating mix-downs, MP3 and WAV files, the use of sound effects and the creation of them. This course seeks to equip the student to record sound for various situations they will encounter in the many fields now utilizing multimedia production. Mastering these skills will make a graduate of this program qualified to work in the Music/Radio/Audio production industry.
Pre-requisites: One required
      MUSC 1101 – Music Appreciation
      RART 1300 – Introduction to Audio Recording

RART 2100   Digital Sound Engineering and Movie Making   (4)
This course is an introduction to new media. It includes sound, video, animation, mp3, DVD, and compression technology. Introduction to music and sound as related to moviemaking. Students will have the opportunity to create and assemble music, sound, and video into a finished product. Introduces the basic techniques and tolls used in live sound engineering and mixing. Areas of study include set up, signal path, microphone application, hardware and outboard gear.
Pre-requisites: One required
      RART 1300 – Introduction to Audio Recording
      RART 1350 – Advanced Audio Recording

RART 2200   Podcast/Internet Radio and Alternative Audio Production   (4)
This course is designed for students who want to learn new media and how to create their own radio show through the use of advanced audio production skills. Once produced, you'll learn marketing and distribution avenues through podcasting and the intranet. Students will explore multi-channel, multi-platform communications in the world of audio production. Students will understand and take part in the creation of promos and imaging, while gaining a grasp of the various effects available in Adobe Audition, including voice processing and compression, EQ, reverb, etc.
Pre-requisites: RART 1200 – Introduction to Sound Production

RART 2300   Live Event Production   (4)
The student will be introduced to audio concepts and equipment for recording live theater, concerts, recitals and events. They will be taught how to get the best sound on location using microphone types and placement, mixers, recording technologies, and signal processing. Students will learn techniques for streaming audio live or recording event.
Pre-requisites: One required
      RART 1300 – Introduction to Audio Recording
      RART 1350 – Advanced Audio Recording

RART 2500   Television Sound Production   (4)
Students in this course will be introduced to basic audio and recording concepts and equipment used for television and motion picture production. Students will learn how to capture the best sound in various situations from location recording environments to studio recording. Types of microphones and microphone placement will be taught as well as the transfer of audio to video presentations and audio editing skills used in digital audio work stations.
Pre-requisites: RART 1300 – Introduction to Audio Recording

READ – Reading

READ 0097   Pre-Diploma Reading   (3)
Emphasizes the development of more advanced reading and study skills for understanding, retaining, and evaluating study materials. Topics include: vocabulary enrichment academic vocabulary, comprehension strategies, organizational patterns, textbook readings, test taking strategies, and critical thinking. Scheduled laboratory experience for application and reinforcement of classroom learning.
Pre-requisites: Approved admission level Reading and English scores

READ 0099   Pre-Degree Reading   (3)

Provides computerized reading instruction and study skills most essential for understanding, retaining, and evaluating study material. Emphasizes the development of efficient reading and study skills and higher level thinking strategies needed to become an independent leaner. Topics include: extended vocabulary enrichment, expansion of comprehension strategies, critical thinking, test taking strategies, and rapid reading techniques.
Pre-requisites: Approved admission level Reading and English scores

RELG – Religion

RELG 1101   Introduction to World Religions   (3)

Introduction to World Religions is a survey course of the history, practice, and modern relevance of the world's religious traditions. Through the study of religion and its influence on history and culture, greater insight and understanding of diverse populations can be attained. Topics include an overview of significant religious traditions from around the world, critical analysis of the relationships between religions and artistic traditions, and critical analysis of the influence of religion on culture, politics, and history.
Pre-requisites: ENGL 1101 – Composition and Rhetoric with a minimum grade of "C".

SOCI – Sociology

SOCI 1101   Introduction to Sociology   (3)

Explores the sociological analysis of society, its culture, and structure. Sociology is presented as a science with emphasis placed on its methodology and theoretical foundations. Topics include basic sociological concepts, socialization, social interaction and culture, social groups and institutions, deviance and social control, social stratification, social change, and marriage and family.
Pre-requisites: Appropriate Degree Level Writing (English) and Reading Placement Test Scores

SPCH – Speech

SPCH 1101   Public Speaking   (3)

Introduces the student to the fundamentals of oral communication. Topics include selection and organization of materials, preparation and delivery of individual and group presentations, analysis of ideas presented by others, and professionalism.
Pre-requisites: ENGL 1101 – Composition and Rhetoric with a minimum grade of "C".

TRST – Transit Systems Technology

TRST 1000   Transit Industry Fundamentals   (1)

Introduces students to the transit industry. Topics include; Jobs and careers in the transit industry (including rail services, bus services and infrastructure services.), and the transit industry's role in the community.
Pre-requisites: None

TRST 1010   Transit Bus Engines   (4)

This course introduces students to transit bus engines. Topics include: Engine types, engine block and cylinder head, lubrication systems, cooling systems, air induction and exhaust systems, fuel systems, compressed natural gas storage and handling, and fuel cell technology
Pre-requisites: None
Co-requisites: One required
     DIET 1010 – Diesel Electrical and Electronic Systems
     TRST 1000 – Transit Industry Fundamentals

TRST 1020   Transit Bus Body Systems   (4)

This course introduces students to body systems specific to transit buses. Topics include: wheelchair systems, door and window systems, kneeling and articulation systems, destination signage, windshield wiper systems, fire suppression and gas detection systems, and seating systems.
Pre-requisites: None
Co-requisites: All required
     DIET 1010 – Diesel Electrical and Electronic Systems
     TRST 1000 – Transit Industry Fundamentals

TRST 1030   Mobility Van Body Systems   (3)

This course introduces students to body systems specific to light and medium duty transit buses and mobility vans. Topics include: wheelchair systems, seating systems, wheelchair restraint systems, door and window systems, proximity alarms, and fire suppression/gas detection systems.

Pre-requisites: None
Co-requisites: All required
>   AUTT 1020 – Automotive Electrical Systems
>   TRST 1000 – Transit Industry Fundamentals

TRST 1040   Transit Fiber Optics Controls   (2)

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, transmitters/receivers, connectors, and use fiber optic meters.

Pre-requisites: IDSY 1105 – AC Circuit Analysis

WELD – Welding

WELD 1000   Introduction to Welding Technology   (4)

This course 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, Oxyacetylene welding, and Welding career potentials.

Pre-requisites: None

WELD 1010   Oxyfuel and Plasma Cutting   (4)

Introduces fundamental principles, safety practices, equipment, and techniques necessary for metal heating, oxyfuel cutting, and plasma cutting. Topics include: metal heating and cutting techniques, manual and automatic oxyfuel cutting techniques, oxyfuel pipe cutting, plasma torch and theory, plasma machine set up and operation, and plasma cutting techniques.

Pre-requisites: None
Co-requisites: WELD 1000 – Introduction to Welding Technology

WELD 1030   Blueprint Reading for Welding Technology   (4)

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: MATH 1012 – Foundations of Mathematics
Co-requisites: WELD 1000 – Introduction to Welding Technology

WELD 1040   Flat Shielded Metal Arc Welding   (4)

This course introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in flat positions. Qualification tests, flat position, are used in the evaluation of student progress toward making industrial welds.

Pre-requisites: None
Co-requisites: WELD 1000 – Introduction to Welding Technology

WELD 1050   Horizontal Shielded Metal Arc Welding   (4)

Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the horizontal position. Qualification tests, horizontal position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: horizontal SMAW safety and health practices, selection and applications of electrodes, selection and applications for horizontal SMAW, horizontal SMAW joints, and horizontal SMAW to specification.

Pre-requisites: None
Co-requisites: WELD 1040 – Flat Shielded Metal Arc Welding

WELD 1060   Vertical Shielded Metal Arc Welding   (4)

Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the vertical position. Qualification tests, vertical position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: vertical SMAW safety and health practices, selection and applications of electrodes for vertical SMAW, vertical SMAW joints, and vertical SMAW to specification.

Pre-requisites: None
Co-requisites: All required
>   WELD 1040 – Flat Shielded Metal Arc Welding
>   WELD 1050 – Horizontal Shielded Metal Arc Welding

WELD 1070   Overhead Shielded Metal Arc Welding   (4)
Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the overhead position. Qualification tests, overhead position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: overhead SMAW safety and health practices, selection and applications of electrodes for overhead SMAW, overhead SMAW joints, and overhead SMAW to specification.
Pre-requisites: None
Co-requisites: WELD 1060 – Vertical Shielded Metal Arc Welding

WELD 1090   Gas Metal Arc Welding   (4)
Provides knowledge of theory, safety practices, equipment and techniques required for successful gas metal arc welding. Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standard welds. Topics include: GMAW safety and health practices; GMAW theory, machines, and set up; transfer modes; wire selection; shielded gas selection; and GMAW joints in all positions.
Pre-requisites: None
Co-requisites: WELD 1000 – Introduction to Welding Technology

WELD 1110   Gas Tungsten Arc Welding   (4)
Provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful gas tungsten arc welding. Qualification tests, all positions, are used in the evaluating of student progress toward making industrial standard welds. Topics include: GTAW safety and health practices; shielding gases; metal cleaning procedures; GTAW machines and set up; selection of filler rods; GTAW weld positions; and production of GTAW beads, bead patterns, and joints.
Pre-requisites: None
Co-requisites: WELD 1000 – Introduction to Welding Technology

WELD 1120   Preparation for Industrial Qualification   (4)
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 1030 – Blueprint Reading for Welding Technology
    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

WELD 1150   Advanced Gas Tungsten Arc Welding   (3)
Provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful advanced gas tungsten arc welding (GTAW). Qualification tests, all positions, are used in the evaluation of student progress toward making advanced level industrial standard welds. Topics include: GTAW safety and health practices; shielding gases; metal cleaning procedures; GTAW machines and equipment set up; selection of filler rods; GTAW weld positions; and advanced production of GTAW beads, bead patterns, and joints.
Pre-requisites: All required:
    WELD 1000 – Introduction to Welding Technology
    WELD 1110 – Gas Tungsten Arc Welding

WELD 1151   Fabrication Processes   (3)
Presents practices common in the welding and metal fabrication industry. Topics include: metal fabrication safety and health practices and metal fabrication procedures.
Pre-requisites: All required:
    WELD 1030 – Blueprint Reading for Welding Technology
    WELD 1070 – Overhead Shielded Metal Arc Welding

WELD 1152   Pipe Welding   (4)
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: WELD 1110 – Gas Tungsten Arc Welding
Co-requisites: WELD 1070 – Overhead Shielded Metal Arc Welding

WELD 1156   Ornamental Iron Works   (4)
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: WELD 1110 – Gas Tungsten Arc Welding

FACULTY AND STAFF

Ibsa Abdi (2015)
Acting Director/Faculty Clinical laboratory Instructor
ASS MLT (ASCP), DeKalb Technical College;
BS, Norway, Agriculture University of Norway;
MHS, Georgia Regent University

Claudette Alexander-Thomason, (2015)
Faculty, Arts and Sciences
BS, Bowie State University; MA, North Carolina
Agricultural and Technical State University

Michal Scott Allen (2015)
Help Desk Coordinator

Joel Alvarado (2013)
Director, Community Outreach and Development
BA, Morehouse College; MPA, Clark Atlanta University

Natoshia Anderson (2006)
Dean, Education & New Media
BS, Southern Polytechnic State University;
MBA, Georgia Institute of Technology;
EDD, University of Phoenix

Lanard Atkins (2013)
Director, Opticianry
AAS, DeKalb Technical College;
BBA,Valdosta State University

Victoria H. Axam (2015)
High School Coordinator
AS, Gupton-Jones College
BA, Spelman College;

Charles Baird (2016)
Faculty, Fire Science
AS,Georgia Technical College; BA, MS, Grand Canyon
University;

Chris Baker (2007)
Assistant Director of IT Operations
Diploma, Georgia Piedmont Technical College

Barbara Balbin (2013)
Faculty, Practical Nursing
BSN, Saint Paul University, Philippines,
MSN, MBA, University of Phoenix

Debra Barker (1994)
Student Affairs Specialist
BS, University of Phoenix;
Diploma, Georgia Piedmont Technical College

Brenda Baugh (2014)
Career Services Specialist
BA – Talladega College

Connell Bell (2002)
Librarian
AA, Santa Fe Community College; BA, University of
Florida; MLS., Clark Atlanta University

James Bell (2007)
Faculty, Welding
AS, Central Texas College

Joana Blankson (2014)
Registrar
BBA – Bernard Baruch College; MBA – Keller Graduate
School of Management

Roslyn Davis Bogle (2003)
Coordinator, Equity / Special Populations
BA, University of Alabama

Kwadwo Bonsu (2002)
Faculty, Computer Information Systems
MS, Clark Atlanta University
BS, DeVry University

Keechia L. Boyd (2016)
Faculty, Health Information Management
BS, Illinois State University;
MBA, Western Governors

Tessie Bradford (2016)
Associate Vice President, Student Services
BS, Alabama State University
MS, Houston Baptist University
EdD, United States Sports Academy

Charles H. Brown (2016)
Admissions Counselor/Recruiter
BA, University of Florida

Valerie Brown (2005)
Faculty, Criminal Justice
BS, MPA, John Jay College of Criminal Justice

Zaundra Brown (2013)
Public Relations and Information Director
BS, Morris Brown College

Stephen Bullock (2011)
Faculty, Industrial Technologies
BS, Southern Polytechnic State University

Dale Burgess
Dean, Arts & Sciences
AAS, Williamsburg Technical College; BA, Benedict
College; MA, Ohio State Unviersity; PHD, Colorado
State University

Illya K. Byrd (2016)
Faculty, Adult Education
BS, Saint Leo University;
BA, DeVry University

James F. Cabe (2016)
Faculty, Law Enforcement Academy
MPA, Columbus State University;
BS, Mercer University

Adrianne Caldwell **(2013)**
Faculty, Business and Information Systems
Program Director, Business Management, Marketing Management
BA, Clark Atlanta University, MA, University of Alabama

Mackenzie Calhoun **(2015)**
Faculty, Arts and Sciences
BA, Albany State University; MA, University of Toledo

Cristi Carson **(2016)**
Director, Institutional Research
PhD, MS, University of California – Riverside

Sandra Clapper **(1997)**
Faculty, Business Technology
Program Director, Center for Teaching Excellence
BS, Georgia Southern University; MS, Capella University

Irvin Clark **(2017)**
Vice President, Economic Development & Dean, Newton Campus
BA, MS, Cheyney University of Pennsylvania; EDD, Morgan State University

Samuel Cooke **(2013)**
EMT–Paramedic Program Director/Instructor
AAS, Southern Union State Community College;
BA, Auburn University

Kristin Corkhill **(2017)**
Director, High School Initiatives
BS, MS, University of Florida

Virgil Costley **(2002)**
Director, Paralegal Studies
BA, Emory University;
JD, Mercer University School of Law

Mark C. Crawford **(1984)**
Faculty, Automotive Technology
AS, Florida Junior College; ASE Certified Automotive Technician

Robert Croom **(2015)**
Faculty, Building Automation Systems
AAS, Georgia Piedmont Technical College

Rosa Cruz **(2005)**
Student Affairs Admissions Specialist
BS, Georgia State University; BA., St. Leo University

Angela Cummings **(2006)**
Director, Advising, Career & Retention Services
BA, MS, Alabama State University

Caroline Dial **(2013)**
Librarian
BSED, University of Georgia;
MLM, Georgia State University

Amit P. Davé **(1998)**
Faculty, Arts and Sciences
BS, University of Kashmir; MBA, Berry College; M.S., Clark Atlanta University; EdD, Clark Atlanta University

Vernon Davis **(2009)**
Faculty, Class B Truck Driving

Mariam Dittmann **(2012)**
Vice President, Institutional Effectiveness & Technology
BS, Furman University;
MS, PhD, University of Georgia

Vicki L. Douglas **(2016)**
Faculty, Adult Education
BBA in Management, University of Georgia

Jacqueline Echols **(2013)**
Vice President, Adult Education
BS, Tuskegee Institute; MEd, Atlanta University;
MPA, PhD, Clark Atlanta University

Cynthia Dorsey Edwards **(1995)**
Vice President, Community Outreach and Engagement
BA, University of North Texas

Mamye Everett **(2003)**
Faculty, Adult Education
BS, Jarvis Christian College

Bethany Rose Flynn **(1993)**
Senior Graphic Designer / Creative Director
Diploma, Georgia Piedmont Technical College;
BFA., Savannah College of Art and Design

O'Neil Fuller **(2016)**
Faculty, Air Conditioning

John Gamble **(2008)**
Faculty, Arts and Sciences
M.S., Troy University

Kiisha M. Gibbs **(2015)**
Faculty, Arts & Sciences
BA, University of the South ,MED, University of Georgia,

James D. Gilbert **(2006)**
Training Center Coordinator
BA, Mercer University

Linda A. Gilmore **(1997)**
Faculty, Arts and Sciences
BS, University of Wisconsin;
MA, Georgia State University

Consuelo Godden **(2000)**
Director, Regional Transportation Training Center
BSED, University of Georgia

Debra B. Gordon **(1989)**
Associate Vice President, Academic Affairs
BS, MED., Tennessee State University;
EDD, Clark Atlanta University

Cornell Grant **(1997)**
Faculty, Arts and Sciences
BS, Voorhees College; MS, Clark Atlanta University

Linda Grant **(1998)**
Faculty, Early Childhood Care and Education
BA, Stockton State College; MA, Montclair State University; PhD, University of Georgia

Don Green **(2005)**
Faculty, Commercial Truck Driving

Paula Greenwood **(2006)**
Special Services Advisor
BS, Memphis State University

Janelle Cheri Mendoza-Guerra **(2016)**
ABE/GED Lang Arts/Social Studies Lead Faculty
BA, Clark Atlanta University

Delores Guillory **(2011)**
Faculty, Arts and Sciences
BA, MA, Prairie View A&M University;
PhD, Clark Atlanta University

Christine Harden Hamilton **(2011)**
Campus Life Director
BA, Long Island University

Memie Harper **(2016)**
Faculty, Adult Education
BA, MA Georgia State University;

Ivan Harrell II **(2016)**
Executive Vice President, Academic and Student Affairs
BA, Wittenberg University; MED, Vanderbilt University;
PhD; Florida State University

Stacey Harris **(2007)**
Administrative Assistant
Diploma, Georgia Piedmont Technical College

Willie Harvey **(2006)**
Faculty, Welding and Joining Technology
Diploma, Georgia Piedmont Technical College;
BA, Argosy University

Kye Haymore **(2007)**
Faculty, Paralegal Studies
AB, JD, University of Georgia

Kaye Henry **(2007)**
Faculty, Practical Nursing
BSN., East Carolina University

Curtis Hendricks **(2014)**
Faculty, Commercial Truck Driving

Loretta Hicks **(2007)**
Director, Business and Community Services, DeKalb
BS, MS, Bowling Green State University

Rebecca C. Hill **(1995)**
*Director, GPTC's American Heart Association Training
Center; EMS Faculty & Clinical Coordinator*
AS, Eastern New Mexico University; Paramedic
Diploma, LPN, Georgia Piedmont Technical College,

Tina Horne **(2001)**
GED Administrator / Chief Examiner, Adult Education
BA, Spelman College

Diane Hunter **(2007)**
Adult Education ESL Coordinator
BA, MED, Mercer University

Selina James **(2014)**
Faculty, Commercial Truck Driving

Scoville Jenkins **(2015)**
Faculty, Design and Media Production
AS, Dean Junior College; BS, Emerson College

Marcus Johnson **(2015)**
Faculty, Arts and Sciences
BA Georgia Southwestern State University;
MS, Troy State University

Candice Jones **(2017)**
Dean, Student Affairs
BA, College of Charleston; MS, Florida International
University

Jean Jones **(2011)**
Faculty, Early Childhood Care and Education
BA, Mercer University; Ph.D., Georgia State University

Michael D. Jones **(1996)**
Faculty, Computer Information Systems
BA, Emory University; MBA, Golden Gate University

LaToya Jones **(2016)**
Student Affairs Specialist

Barbara Kamplain **(2013)**
Faculty, Practical Nursing
BSN, Saint Paul University
MS, MBA University of Phoenix

Vernon Kendrick **(2016)**
Director of Facilities
BS, Fort Valley State University

James W. Killman **(2016)**
Faculty, Adult Education
BS, Troy State University

Mark P. Komdat **(2016)**
Vice President of Business and Financial Services
BS, University at Buffalo; MBA, University at Buffalo

Natalie Kostas **(2000)**
Dean, Industrial Technologies
BS, Wichita State University;
MS, University of Kansas

Melanie Kramber **(2013)**
Faculty, Practical Nursing
BSN, University of Alabama in Huntsville

Gretchen Kyles **(2012)**
Administrative Assistant
AS, Atlanta Metropolitan State College,
BS, Georgia State University

Gerald Lafontaine **(1996)**
Faculty, Continuing Education
BS, The University of Georgia

Darrell Lewis **(2015)**
Campus Police Sergeant

Diane Loos (2011)
Faculty, Law Enforcement Academy
BA, University of Alabama

Sharon Lowery (2004)
Faculty, Early Childhood Care and Education
BS, Bowling Green University;
MS, University of North Dakota

William Lyle (2013)
Faculty, Accounting
BA, University of Pittsburgh;
MS, Robert Morris University

Melody Maddox (2008)
Chief of Police
BS, Morris Brown College;
MS, Central Michigan University

Antwania Massey (2014)
Faculty, Cosmetology
Graduate, DeKalb Technical College;

Melissa Massey (2009)
Counselor
BS, Jacksonville State University;
MS, Georgia State University

Harry McCann (2008)
Director, Law Enforcement Academy
AAS., Georgia Piedmont Technical College;
BSS., Mercer University; MPA., Columbus State
University;

Ciarra McEachin (2016)
Assistant Director, Alumni Relations and Annual Fund
BA, Hampton University

Julie McKay (2007)
Director, Conference Center Operations
BS, Hampton University

Catrenia W. McLendon (1994)
Dean, South DeKalb Campus
BA, University of Tennessee;
MED Troy State University;
EDD, Argosy

Jeryll A. McWhorter (1990)
Faculty, Air Conditioning Technology

Todd Meadors (1996)
Faculty, Computer Information Systems
Program Director, Computer Information Systems
BBA., MBA., Mercer University; MS, Georgia State
University; EdD., Nova Southeastern University

Catrell Medlock (2016)
Faculty, Adult Education
BA, Florida State University

Kimberly H. Merideth (2016)
Faculty, Adult Education
BS, Albany State University; MED, Grand Canyon
University; MED, EDS in Curriculum, Lincoln Memorial
University

Samuel Mitchell (2005)
Faculty, Air Conditioning Technology
AAT., Georgia Piedmont Technical College; BAS,
Clayton State University

Terry Moore (2005)
Faculty, Automotive Technology
AAS, Georgia Perimeter College

Celia Murray (2007)
Faculty, Paralegal Studies
BBA, Mercer University; JD, University of Georgia

Stella Nango-Ndzana (2013)
Faculty, Clinical Laboratory Technology
AAS, DeKalb Technical College;
BS, Thomas University

Anthony Neal (2015)
Vice President, Institutional Advancement
BA, Denison University; MS. Central Michigan
University; PhD, Jackson State University

Marcella Nelson (2012)
Research Assistant
BBA, Pace University

Lan Nguyen (2014)
Faculty, Arts and Science
BA, Georgia State University,

Francis Nyandeh (2002)
Faculty, Arts & Sciences
BS, University of Science and Technology, Ghana;
MS, Clark Atlanta University

Adetola Olobatuyi (2014)
Faculty, Practical Nursing
BSN, Howard University; MHA University of Maryland

Kelli Owen (2014)
Faculty, Criminal Justice
AS, Gordon College, BA, University of Georgia,
MPA, Columbus State University,

Parker Owen (2001)
Librarian, DeKalb Campus
BA, Georgia State University; MS, Valdosta State
University

Frances Owens (2002)
Faculty, Cosmetology
Graduate, Minosa Beauty School

Martha Pacini (2015)
Executive Director, Marketing Communications

Telicia Palmer (2014)
Faculty, Business Management
BA, MA, American Continental University

Corey Parker (2005)
Director of Admissions
BS, Old Dominion University; MED, Cambridge College

Chasidy T. Parks **(2016)**
Faculty, Adult Education
BBA, Georgia State University; MBA, Troy
University

Danny Parrott **(2013)**
Faculty, Emergency Medical Services

Carl Patterson **(2014)**
Student Navigator
BA, Winthrop University
MS, North Carolina A&T SU

Ernest Pauley **(2011)**
Faculty, Automotive Technology
AAS., Georgia Piedmont Technical College

Lisa Peeples **(1992)**
Assistant Registrar
AAS, Georgia Piedmont Technical College

Stephen Peprah **(2015)**
Faculty, Arts and Sciences
BS, University of Cape Coast Ghana; MS, National
University

Keith Perry **(1991)**
Director, Information Technology
AAS, Georgia Perimeter College;
BS, Florida State University

Lisa M. Peters **(1992)**
Director, Special Services
BIS, MS, Georgia State University

Ingrid D. Pettigrew **(2005)**
Account Specialist

Kelly P. Pollard **(2000)**
Student Affairs Admissions Specialist
BS, Troy State University;

Ramona Pollard **(2007)**
Faculty, Banking and Finance
Program Director, Accounting, Banking & Finance
BA, University of Tennessee-Chattanooga;
MBA, Norwich University

Janice Pressley **(2014)**
Program Director/Faculty Medical Assisting
AAS, Westwood College; BS, Westwood College;
MHA Argosy University

Hassan Rashadeen **(2016)**
Faculty: Barbering

Marie Richardson **(2007)**
Librarian
BA, Fisk University; MS, Atlanta University

Terry G. Richardson **(1998)**
Director, Student Retention
BS, Hampton University; MDIV, Emory University; EDD,
Vanderbilt University

Sharon Riley-Ordu **(2015)**
Faculty, English
BA, Georgia State University;MA, Southern New
Hampshire University; MED, University of West Georgia,
EDD, South Carolina State University

Kathleen Roberts **(2011)**
Faculty, Adult Education
BA, University of Kentucky

Michael S. Sachs **(1989)**
Faculty, Motorcycle Technology
B.S.Ed., M.Ed., University of Georgia;

R. Keith Sagers **(2005)**
Chief Operating Officer
BS, DeVry University; MBA, Keller Graduate School

Bryan Sexton **(2007)**
Faculty, Electronics Technology
AAS, Georgia Perimeter College;
AAT, Lanier Technical College;
BS, Southern Polytechnic State University;
MS, Mercer University School of Engineering

Mary Shearon **(1999)**
Faculty, Adult Education
BS, University of Tennessee

Margaret A. Shepard **(1996)**
Faculty, Adult Education
BSED, Northwest Missouri State College;

Jabari Simama **(2012)**
President
BS, University of Bridgeport;
MA, Clark Atlanta University; PhD, Emory University

Hazel Simmons **(2012)**
Transitions Program Specialist
BS, California State University Fresno

Kimberley Sloan **(2003)**
Director, Student Success and Learning Support Center
BA, MEd, North Carolina Central University;

Demetrius Smith **(2015)**
Faculty, Air Conditioning
HVAC Ashworth College

Theresa Snagg **(2006)**
Dean, Health and Professional Services
BSN., City College; MSA., Pace University

Providencia Soto-Alicia **(1998)**
Coordinator, Academic Affairs
BA, Inter-American University of Puerto Rico;
MEd, American InterContinental University

Claudia H. Stokes **(1984)**
Faculty, Arts and Sciences
BS, Savannah State University; MA, Clark Atlanta
University; EDS., Georgia State University;

Andrea Strommen (2011)
Faculty, Automotive Technology
AAT., Chattahoochee Technical College

Arnold Taylor (2007)
Faculty, Cosmetology

David R. Taylor (2008)
Faculty, Early Childhood Care and Education
BFA, University of Georgia;
MEd, Georgia State University

Beverly Thomas (2006)
Dean, Public Safety & Legal Studies
BS, Kennesaw State University; MS, Valdosta State
University;

Michelle Ashley-Thomas (2016)
High School Initiatives Coordinator
BS, Tennessee State University; MS, University of
Tennessee; EDS, Middle Tennessee State University

Jabbar Thomas (2015)
Faculty, Digital Media
BS, Georgia State University; BA, Georgia State
University; MFA Loyola Marymount University

Robert Thomas (2015)
Technology Support Specialist

Shawn Thomas (2017)
Director, Financial Aid
BS, LaSalle University; MS, Temple University; MS, Holy

Family University; EDD, Nova Southeastern University

Cory Thompson (2009)
Director, Marketing
BA, Grandview College

Nancy Thompson (2008)
Adult Education ABE/GED Coordinator
BS, Salem State College

Betty J. Tilley (2007)
Academic Advisor
BA, University of Vermont; MA, Goddard College;

Angela A. Towner (2016)
Adult Education Coordinator
BBA University of Texas;
MA, Pepperdine University

Jordi Vinas (2009)
Academic & Career Advisor
BBA, Georgia State University

Stephanie Voltolin (2014)
Faculty, Drafting
Program Director, Design & Media Production
AS, Young Harris College, AS and BS, Southern
Polytechnic State University

Aretha Walker (2001)
Faculty, Arts and Sciences
BS, Wiley College; MA, New York University;
PhD, Clark Atlanta University

Maylon Walker (2015)
Faculty, Computer Information Systems
BS, North Georgia College & State University
MIT, American InterContinental University;
EdD, University of Phoenix

William B. Walker (2016)
Admissions Counselor/Recruiter
BA, Purdue University

Shatrela Washington-Hubbard (2013)
Faculty, Business Administrative Technology
Director, Center for Entrepreneurship & Business
Development
BA, Georgia State University; MHRM, University of
South Carolina; Additional Study, University of Georgia

Lisa Weinberg (2011)
Sign Language Interpreter
AS, Georgia Perimeter College

Linda M. West (1996)
Faculty, Computer Information Systems
Program Director, Introduction to Computer Literacy
BS, Georgia State University

Doxie White (2011)
Coordinator
BS, Florida A & M University

Patricia Wilkins (2012)
CNA/Allied Health Program Director/ Instructor
BSN, Brenau University; M.P.H., Walden University

Wendy S. Wilmoth (2014)
Director, Learning Resources
BA, Georgia State University;
MLIS, DPA, Valdosta State University

Michael Woods (2000)
Faculty, Electrical / Computer Engineering Technology
BS, MS, Georgia State University

Susan Wright (2006)
Dean, Business & Computer Information Systems
BS, MBA, Albany State University

Katrina Young (2013)
Director, Business and Community Services Newton,
Rockdale and Morgan
BA Georgia State University

EMERITUS

Clarance D. Adams (1997)
Recruiter / Admissions Specialist

Dr. Iris Criscoe (*deceased 2011*) **(1997)**
Dean of Instruction

Dr. Velon Gray (1997)
Registrar

Thomas R. Henderson (1997)
Media Specialist

Kenneth E. Kent (1997)
Faculty

Doris Westbrook (1997)
Dean of Student Services

Robert L. Green (1999)
Recruiter / Admissions Specialist

Joan Tracey Axelberd (2000)
(*deceased 2016*)
Coordinator, Admissions & Special Services

James A. Bearman (2000)
Faculty

Dr. James Gray (2014)
Vice-President

Julian Wade (2014)
Dean for Academic Affairs

Queen Young (2014)
Instructor – BIS

Amanda Taylor-Rodriguez (2015)
Dean of Student Affairs

Bernadette Wade (2015)
Dean for Academic Affairs

Virginia Roberts (2016)
*Program Director, Clinical
Laboratory Technology*

Dr. Daisy Walker Davis (2017)
*Dean of Academic Accountability
and Outcomes*

MAP OF GEORGIA PIEDMONT TECHNICAL COLLEGE LOCATIONS

GEORGIA PIEDMONT TECHNICAL COLLEGE LOCATIONS
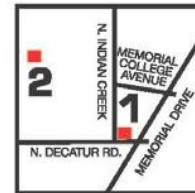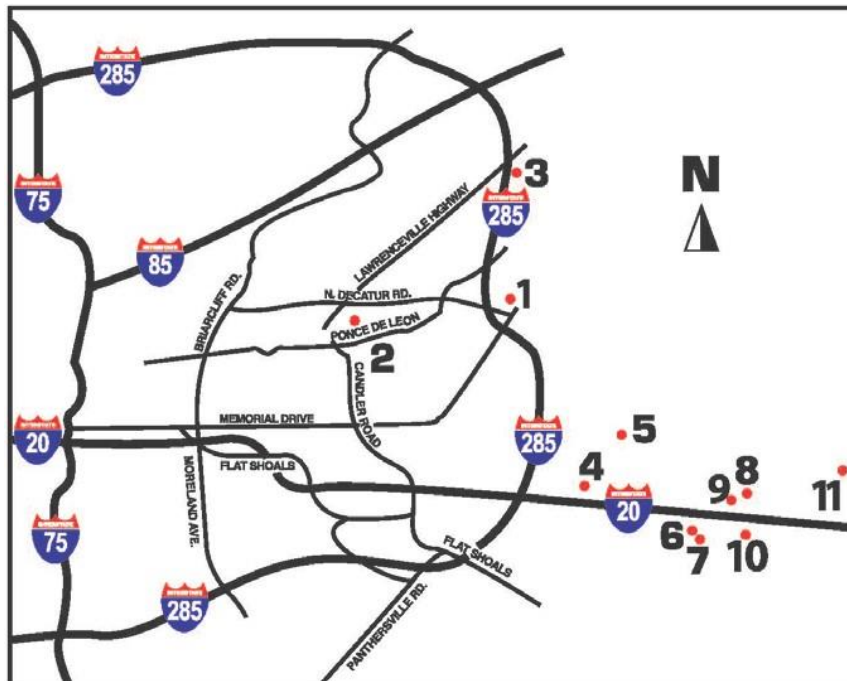
DEKALB CAMPUS (1)
495 North Indian Creek Dr.
Clarkston, GA 30021
Phone: (404) 297-9522
Ext. 0
Fax: (404) 294-6290

DECATUR CAREER ACADEMY (2)
310 N McDonough St.
Decatur, GA 30030

PAUL M STARNES CTR (3)
1085 Montreal Road
Clarkston, GA 30021
Phone: (404) 297-9522
Ext. 2525
Fax: (404) 294-0673

SOUTH DEKALB CAMPUS (4)
2460 Wesley Chapel Rd
Ste 25A,
Decatur, GA 30035
Phone: (404) 297-9522
Ext. 6000

REGIONAL TRANSPORTATION TRAINING CENTER (RTTC) (5)
6720 Marbut Road
Lithonia, GA 30058
Phone: (404) 297-9522
Ext. 5500

MORGAN COUNTY CENTER (11)
150 E. Washington Street
Madison, GA 30650
Phone: (404) 297-9522
Ext. 5000

NEWTON CAMPUS BLDG. A, B & C (8)
16200 Alcovy Road
Covington, GA 30014
Phone: (404) 297-9522
Ext. 3100
Fax: (770) 385-6292

NEWTON CAMPUS (9) BLDG. D & CONF. CTR.
8100 Bob Williams Pkwy.
Covington, GA 30014
Phone: (404) 297-9522
Ext. 5000
Fax: (770) 385-4674

NEWTON COLLEGE & CAREER ACADEMY (10)
144 Ram Drive
Covington, GA 30014
Ext. 3100

ROCKDALE CENTER (6)
1400 Parker Road
Conyers, GA 30094
Phone: (770) 761-3092

ROCKDALE CAREER ACADEMY (RCA) (7)
1064 Culpepper Drive
Conyers, GA 30094
Phone: (404) 297-9522
Ext. 3100

STATEMENT OF EQUAL OPPORTUNITY

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

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following person(s) have designated to handle inquiries regarding the nondiscrimination policies:

Title IX Coordinator:

Dr. Debra Gordon, Associate Vice President, Academic Affairs, Georgia Piedmont Technical College, Room A-103B, 495 North Indian Creek Drive, Clarkston, GA 30021, ,(404) 297-9522, ext. 1176 or TitleIXCoordinator@gptc.edu.

ADA/504 Coordinator:

Lisa Peters, Director of Special Services, Georgia Piedmont Technical College, Room A-170, 495 North Indian Creek Drive, Clarkston, GA 30021, , (404) 297-9522, ext. 1154 or ADA504Coordinator@gptc.edu.

The content of this general Catalog does not constitute a contract between Georgia Piedmont Technical College and its students on either a collective or individual basis. It represents Georgia Piedmont Tech's best academic, technical, social, and financial planning at the time the Catalog was published. Course and curriculum changes, modifications of fees and other charges, plus unforeseen changes in other aspects of Georgia Piedmont Tech's life sometimes occur after the Catalog has been printed but before the changes can be incorporated in a later edition of the same publication. Because of this, Georgia Piedmont Technical College does not assume contractual obligation with students for the contents of this Catalog. Visit Georgia Piedmont Technical College's website for the current version and updates to the Catalog: www.gptc.edu.

GAINFUL EMPLOYMENT DISCLOSURE

For more information about our graduation rates and other important program information, please visit our website at https://www.gptc.edu/gainfulemployment.

Fall, 2017 Edition

Georgia Piedmont Technical College
495 North Indian Creek Drive
Clarkston, GA 30021-2397
(404) 297-9522

www.gptc.edu

GEORGIA PIEDMONT TECHNICAL COLLEGE

www.gptc.edu | 404-297-9522 | 495 N. Indian Creek Dr., Clarkston, GA 30021

GEORGIA PIEDMONT TECHNICAL COLLEGE