



**2018-2019**  
**COLLEGE CATALOG**



# 2018 – 2019 COLLEGE CATALOG



**GEORGIA PIEDMONT**  
TECHNICAL COLLEGE

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

**Tavarez Holston, Ed.D.**  
**President**

[www.gptc.edu](http://www.gptc.edu)

TDD: (404) 297-7769



Georgia Piedmont Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, diplomas, and technical certificates of credit.

The Commission on Colleges is located at 1866 Southern Lane, Decatur, Georgia 30033-4097, and can be reached at 404-679-4500 for questions about the accreditation of Georgia Piedmont Technical College. Questions about admission, enrollment, job placement, and related matters should be directed to Georgia Piedmont Technical College. The Commission on Colleges should only be contacted for accreditation questions or to report evidence of non-compliance with an accreditation requirement or standard.

*All information in this document is subject to change.*

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## ACADEMIC CALENDAR

July 5, 2018	Application Closing Date
August 18-21, 2018	Late Registration   Drop/Add Period
August 18, 2018	Fall 2018 Classes Begin
September 3, 2018	Labor Day   No Classes
November 18-25, 2018	Fall Break   No Classes
December 12, 2018	Fall 2018 Classes End
December 13 - January 3	Winter Semester Break
January 5, 2019	Saturday classes begin
January 7, 2019	Weekday classes begin
	Last day to drop/add
January 9, 2019	Last day to withdraw from a Full Semester of Session A Course without academic or financial penalty
January 19, 2019	No Saturday classes
January 21, 2019	Rev. Dr. Martin Luther King Jr. Holiday- College closed
January 15, 2019	"No Show" deadline
February 7, 2019	Last day to withdraw from Accelerated Session A Course with a grade of "W"
February 25, 2019	End of Accelerated Session A
February 26, 2019	Final exams Accelerated A (TR classes)
February 27, 2019	Final exams Accelerated A (MW classes)
February 28, 2019	Accelerated A final exam grades due by 10am
March 5, 2019	Start of Accelerated B
March 11, 2019	Registration begins for Summer 2019
March 14, 2019	Last day to withdraw from full-term with a grade of "W"
April 1 - 5, 2019	Spring Break
April 29, 2019	Last Day of Classes for Full Semester and Accelerated Session B Courses
April 30, 2019	Final Exams for Full Semester and Session B Courses (T/R classes)
May 1, 2019	Final Exams for Full Semester and Session B Courses (M/W classes)
May 4, 2019	Final Exams for Full Semester and Session B Courses (Sat classes)
May 13, 2019	Summer Classes Begin (Full Term) (Term A)
June 3, 2019	Advising For Fall Begins
June 12, 2019	Returning Student Registration Begins For Fall
June 15, 2019	Part-Term A Ends
June 17, 2019	Part-Term B Begins

June 19, 2019	New Student Registration Begins For Fall
July 1-6, 2019	No Classes
July 26, 2019	End Of Returning And New Student Registration For Fall
July 29, 2019	End Of Summer Term (Full Term And Part Term B)
July 30-Aug. 1	Final Exams (Full-Term And Part-Term B Sessions)
August 1, 2019	Late Registration For Fall Begins

## GENERAL INFORMATION

### Philosophy

Technical education is a vital component of an individual's total learning experience. It is a right for every person 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. Technical education also 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 facilitating preparation for employment or business ownership. Another purpose is to provide economic benefit to the community and the state by increasing productivity. Since people 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 that lead to personal economic gain and economic benefits to society as a whole.

### Vision

Georgia Piedmont Technical College is the premier institution for technical and adult education with a global commitment to personal, professional, and community transformation.

### 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.

### Strategic Goals

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

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

### Student Growth & Development

Georgia Piedmont Technical College prides itself on helping students grow, mature and achieve their professional goals. A part of this mission is to help students develop certain skill sets that will not only

enhance their academic learning, but will serve them well in the job market and in life. These skills include effective communication and learning to analyze information. We call these “Core Competencies.”

## 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 22 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.”*

This 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 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 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 division of the total educational program operated by the DeKalb County Board of Education. The College enrolled its first class of 18 students in Electronics Technology in 1961. At that time, it was housed in temporary quarters while the DeKalb Campus facility was under construction. The facility at 495 North Indian Creek Drive, Clarkston, Georgia, consisting of four buildings totaling 170,000 square feet of floor space, was occupied on October 14, 1963.

DeKalb Technical Institute operated as a branch and campus of DeKalb College (subsequently changed to Georgia Perimeter College; currently Georgia State University) 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. Construction of the Newton Campus was completed August of 1997. This campus location consists of approximately 68,000 square feet of instructional space on 67 acres in the Covington/Newton County Industrial Park.

In 2000, DeKalb Technical Institute’s name was officially changed to DeKalb Technical College. To more accurately and appropriately reflect the College’s multi-county service region, the name again officially changed October 2011, to Georgia Piedmont Technical College. Established to serve a multi-county

area east of Atlanta, Georgia Piedmont is one of a statewide network of area postsecondary technical colleges and now offers programs and services in numerous other locations throughout DeKalb, Newton, and Rockdale counties.

Georgia Piedmont provides technical education for citizens in DeKalb, Newton, and Rockdale counties. These educational opportunities are offered through associate degree programs, diplomas, and certificates designed to prepare individuals for productive and satisfying careers; in addition to 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 college's courses and academic programs are provided conveniently in many locations.

Preparation for more than 46 different occupations is provided by Georgia Piedmont Technical College's academic programs. They include career programs in Business and Computer Information Systems; Health, Education and Professional Services; Industrial Technologies; and Public Safety and Legal Services. Annual enrollment, including credit programs, dual enrollment, business and industry training, and adult education, exceeds 10,000 students.

The faculty members of Georgia Piedmont Technical College are well-qualified, both in experience and professional training in their specialty fields. Full-time faculty and staff, adjunct faculty, and part-time staff keep Georgia Piedmont Technical College operating year-round, offering diverse courses and program opportunities throughout the three semesters of the academic year.

## 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 Office of Admissions at [admissions@gptc.edu](mailto:admissions@gptc.edu) or (404) 297-9522, extension 1602 (DeKalb); or (404) 297-9522, extension 3100 (Newton) for additional information.

Career guidance is also offered through the Career Services Office. 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 Career Services Office, at (404) 297-9522, extension 1124 (DeKalb); or (404) 297-9522, extension 5166 (Newton) 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 a 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 also be required to take the placement exam. Tutoring assistance with the exams 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 interfering with attainment of educational goals.

Open to all registered Georgia Piedmont Technical College students, the Student Success & Learning Support 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 also 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 developing thinking skills necessary for effective problem-solving.

The Student Success & Learning Support Center additionally provides remediation and language assistance to credit students identified as ESL. Tutors are available to aid students by creating individualized instructional plans that include language-specific challenges that support in building 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 & Learning Support Center locations:

DeKalb Campus  
Room D-1  
Ext. 1287

South DeKalb Campus  
Room 402-C  
Ext. 6016

Newton Campus  
Room B-216/202  
Ext. 3236 / 3244

For more information, call 404-297-9522, Ext. 1287.



## 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, 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 (including 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
- 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 Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, diplomas, and technical certificates of credit.

The Commission on Colleges is located at 1866 Southern Lane, Decatur, Georgia 30033-4097, and can be reached at 404-679-4500 for questions about the accreditation of Georgia Piedmont Technical College. Questions about admission, enrollment, job placement, and related matters should be directed to Georgia Piedmont Technical College. The Commission on Colleges should only be contacted for accreditation questions or to report evidence of non-compliance with an accreditation requirement or standard.

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

**Air Conditioning Technology Program:** Partnership for Air-Conditioning, Heating, Refrigeration Accreditation (PAHRA), [www.pahrahvacr.org](http://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 River Road, Suite 720, Rosemont IL 60018, (773) -714-8880, [www.naacls.org](http://www.naacls.org).

**Electrical and Computer Engineering Technology Programs:** Engineering Technology Accreditation Commission of ABET, [www.abet.org](http://www.abet.org).

**Law Enforcement Academy:** The Commission on Accreditation for Law Enforcement Agencies, Inc.'s (CALEA®) 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](http://www.caahep.org)), upon recommendation of the Medical Assisting Education Review Board (MAERB), Commission on Accreditation of Allied Health Education Programs, Commission on Accreditation of Allied health Education Programs, 25400 US Highway 19 North, Ste 158, Clearwater, FL 33763, 727-210-2350.

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

**Paramedic Program:** The Paramedic Program is accredited by the Commission on Accreditation of Allied Health Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Medical Services Professions (CoAEMSP). Commission on Accreditation of Allied Health Programs, 25400 US Highway 19 North, Suite 158, Clearwater, Florida 33763, [www.caahep.org](http://www.caahep.org). To contact CoAEMSP: 8301 Lakeview Parkway, Suite 111-312, Rowlett, Texas 75088, 214-703-8445, Fax-214-703-8992; <https://www.coaemsp.org>.

## 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 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 persons have been designated to handle inquiries regarding non-discrimination policies:

- Candice Buckley, the *ADA Coordinator*, at 404/297-9522, ext. 1111, [ADA504Coordinator@gptc.edu](mailto:ADA504Coordinator@gptc.edu) or at the main DeKalb campus, 495 N. Indian Creek Drive, Clarkston, GA 30021, Room A-103B.
- Sadie Washington, the *Title IX Coordinator*, at 404/297-9522, ext. 1210, [TitleIXCoordinator@gptc.edu](mailto:TitleIXCoordinator@gptc.edu) or at the main DeKalb campus, 495 N. Indian Creek Drive, Clarkston, GA 30021, Room A-157.

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 published 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](http://www.gptc.edu).

# ADMISSION

## General Admission 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 acceptance 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
- Dual Enrollment 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 the 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 admission. The College 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 admissions application / document deadline date for the semester in which they plan to enroll to be considered for Financial Aid (See Admissions 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, ASSET, and ACCUPLACER scores sent from other institutions.

Applicants with acceptable scores on the SAT, ACT, COMPASS, ASSET or previously taken ACCUPLACER tests may submit those results instead of taking the ACCUPLACER placement test at Georgia Piedmont Tech. 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 more than five (5) years old will be required to take the ACCUPLACER Placement Test. Placement scores required for each program may be obtained in the Office of Admissions.

## Programs with Additional Admissions Requirements

### Healthcare programs

Additional admissions requirements may include the following:

- Health forms (dental, physical, immunizations, etc.) obtained at the expense of the applicant.
- Other records of health procedures required by the program or by a related committee.

The additional admissions requirements for Health, Education and Professional Services programs as outlined above will not be requested until the regular admissions process has been completed.

### Early Childhood Care and Education (ECCE)

Programs require fingerprint record checks at the beginning of enrollment in the ECCE program's practicum and internship. 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 and will be kept confidential in accordance with the Federal Educational Rights and Privacy Act of 1974 (FERPA).

### EMS and Paramedic Education

Programs have specific admissions and eligibility requirements. All applicants must meet the same entry requirements as students with regular admissions 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 more than five years old will not be accepted and the candidate will be required to sit for the ACCUPLACER before further consideration will be afforded.

### EMS and Paramedic

Programs have additional admissions requirements which may include the following:

- Health forms (dental, physical, immunizations, etc.) obtained at the expense of the applicant.
- Records of other procedures required by the program or by the appropriate committee (such as criminal records check).

The additional admissions requirements for Health, Education and Professional Services programs as outlined above will not be requested until the regular admissions process has been completed.

### The Law Enforcement Academy program

This program has additional admissions requirements that may include the following:

- Thorough Background Investigation, including criminal history, which should show:
  - No felony convictions or sufficient misdemeanors showing pattern of disregard for the

- law;
  - No extensive drug use/abuse;
  - Evidence of good moral character.
- 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 purchase required.

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

## Paralegal Studies

To register for PARA 1100 - 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 or equivalent 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).
- Attendance at program orientation and advisement meeting scheduled by the Paralegal Studies faculty.

As a part of the program orientation and advisement process, students will be advised regarding employment prospects for paralegals with a felony conviction.

Students enrolled in the Paralegal Studies AAS degree program or Post-Baccalaureate Paralegal Studies Certificate program must complete at least 25 percent of the legal specialty courses required for award of the degree or certificate at Georgia Piedmont Technical College. In addition, each student must complete a minimum of 10 percent of legal specialty courses delivered through traditional classroom instruction. The GPTC Paralegal Studies Program will only accept legal specialty transfer credits from other ABA approved schools. The GPTC Paralegal Studies Program does not award any legal specialty transfer credit through examination or portfolios.

*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)** have specific admission and eligibility requirements. All applicants must meet the same entry requirements as students with Regular Admission status; however, 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.
- Seven (7) year Motor Vehicle Report (MVR) with less than 6 points.

The **Electrical Lineworker Apprentices program (ELA)** has specific admission and eligibility requirements. All applicants must meet the same entry requirements as students with Regular Admission status; however, 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.
- Seven (7) year Motor Vehicle Report (MVR) with less than 6 points.
- Weight requirement - less than 280 lbs.
- No previous knee or leg injuries.
- Physical demands require no pregnancy.

## Institutional Admissions Procedure

Admission to 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.

### Admissions Application

The admissions application for credit programs to Georgia Piedmont Technical College may be accessed on the college website at [www.gptc.edu](http://www.gptc.edu), or by contacting the Office of Admissions at [admissions@gptc.edu](mailto:admissions@gptc.edu) or (404) 297-9522, extension 1602 (DeKalb); (404) 297-9522, extension 3100 (Newton). 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.

Accepted credit students who register and attend classes regularly maintain an active student status; however, those who do not complete classes at Georgia Piedmont Technical College over a period of one full year or more must submit a new application for readmission. No application fee will be required. Students who withdraw in good standing after the 100% refund period may return the following semester without filing a new application for admission.

## 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 or 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. These include:
  - 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.

- Other: Any state's 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 [www.vitalcheck.com](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](mailto:admissions@gptc.edu)

## 2018-2019 Admissions Dates

Applicants for admission to credit programs must have all required documentation and 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 2018– 2019 Admission Application / Document Deadline Dates are as follows:

Fall Semester 2018	Thursday, July 5, 2018
Spring Semester 2019	Tuesday, Nov. 8, 2018
Summer Semester 2019	Tuesday, April 4, 2019

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

## Admission Status

Minimum admissions requirements shall be established for each program. Students will be admitted 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.
- 2. Provisional Status** - Students who do not meet all requirements for regular admission into a selected program. Provisionally admitted students may take learning support classes and certain specified occupational courses as long as class pre- and co- requisites are satisfied.
- 3. 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 may not be assigned to Special Admit status.*

- 4. 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 Office of the Registrar. 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 a \$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 and 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.

Students desiring to be transient students from Georgia Piedmont Technical College (home college) to colleges within the Technical College System of Georgia (TCSG) system (host college) must apply for transiency through Georgia Virtual Technical Connection (GVTC) - [www.gvtc.org](http://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/co-requisite course requirements.

For additional information, contact the Office of the Registrar.

## 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, who is located on the DeKalb Campus.

International applicants must complete and submit the following:

- 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.
- Official proof of name and country of lawful residence or citizenship (Passport, Visa).
- Official document-by-document evaluation of high school transcript for equivalency - Attn: International Student Advisor.
- Official course-by-course evaluation of college/university transcripts - Attn: International Student Advisor.

An official translation from an [APPROVED EVALUATION SERVICE](#) is required. We suggest WES (World Education Services), [www.wes.org](http://www.wes.org), Josef Silny & Associates, Inc., [www.jsilny.com](http://www.jsilny.com), or AACRAO, <http://ies.aacrao.org>. A list of approved agencies can be found at [www.naces.org](http://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.

- Satisfactory test scores:
  - SAT (Scholastic Aptitude Test)
  - ACT (American College Testing Program)
  - COMPASS (Computer Adaptive Placement Assessment and Support Systems)
  - ACCUPLACER
- Proof of English Language Proficiency.
- Financial statements.
- Affidavit of Support showing funds to finance education.
- Certified statement(s) from bank, (or sponsors bank), showing that the required funds are available to finance education (a minimum of \$20,494 – amount subject to change).
- Additional documents substantiating ability to support self/student.
- Proof of current health insurance coverage.
- Payment for 15 credit hours toward tuition and fees in the amount of \$5,697 to Georgia Piedmont Technical College (amount subject to change).
- Payment of 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 GPTC 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 will be 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 and transitional diplomas, are not recognized for admission purposes. Students with diplomas from secondary schools located outside the United States may 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 (<https://tcsge.edu/tcsgpolicy/files/6.2.1.pdf>). TCSG will accept a high school diploma from a public school that is not accredited by one of the listed 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 five (5) years.

ACCUPLACER is a placement test offered by the College Board. It is similar to COMPASS in that it is not timed; it is adaptive; it will test a student's skills in reading, writing and math; and its answers are multiple-choice. Tests are not timed, but allow at least 2.5 hours to complete the exam. Hand-held calculators are not permitted. 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 ACCUPLACER 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 ACCUPLACER, the TCSG-approved assessment instruments, when evaluating students for program readiness. However, in the place of ACCUPLACER, Georgia Piedmont Technical College may accept a student's official entrance score on a validated assessment instrument (such as SAT, ACT, COMPASS, or ASSET) 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 ACCUPLACER 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 ACCUPLACER exit examination. Students who are unable to successfully pass the ACCUPLACER 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 ACCUPLACER 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 ACCUPLACER test.)

Foreign college/university transcripts (outside the U.S.) not written in English will need to be translated into English. A course by course evaluation will be required to receive transfer credit from foreign colleges or universities. *\*\*\* The Office of the Registrar can review foreign credentials, however it may be determined that an applicant must use one of the Foreign Credential evaluation services to determine equivalency. If equivalency must be determined then the applicant must use an approved Foreign Credential evaluation service. We suggest WES (World Education Services), [www.wes.org](http://www.wes.org). or Josef Silny & Associates, Inc., [www.jsilny.com](http://www.jsilny.com).. A list of approved agencies can be found at [www.naces.org/members](http://www.naces.org/members) or <http://aice-eval.org/members/>.*

- Satisfactory scores on the SAT, ACT, COMPASS, ACCUPLACER or the ASSET Test if scores are within 5 years.

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. Students must have one (1) official transcript from each institution attended sent directly to the Office of the Registrar at Georgia Piedmont Technical College, in addition to 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. A list of

suggested agencies may be found online at [www.gptc.edu](http://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 (PN) must speak with a PN Advisor after their transcript has been evaluated by the Registrar to ensure that all program admissions requirements have been discussed and met.

**Paralegal Studies** programs have additional transfer requirements. Students enrolled in the Paralegal Studies AAS degree program or Post-Baccalaureate Paralegal Studies Certificate program must complete at least 25 percent of the legal specialty courses required for award of the degree or certificate at Georgia Piedmont Technical College. In addition, each student must complete a minimum of 10 percent legal specialty courses delivered through traditional classroom instruction. The GPTC Paralegal Studies Program will only accept legal specialty transfer credits from other ABA approved schools. The GPTC Paralegal Studies Program does not award any legal specialty transfer credit through examination or portfolios.

## Transfer Credits

Under appropriate circumstances, students may be awarded academic credit for coursework completed at other institutions, or for other forms of training/education that are comparable to courses offered at Georgia Piedmont Technical College.

A student may receive credit for courses taken at another postsecondary institution if:

- They apply and are admitted by Admissions;
- They attended and took eligible course(s) at a regionally or nationally accredited postsecondary

institution;

- The course taken has essentially the same content and is taught at a comparable or higher level as the course at Georgia Piedmont Technical College;
- An official transcript is on file in the student's admission file from post-secondary institutions attended;
- The course has an equal or greater number of credit hours as the course at Georgia Piedmont Technical College;
- A sealed official transcript has been submitted to the Office of the Registrar from any postsecondary institutions attended;
- A grade of "C" or higher has been earned for the course to be transferred.

*\*\*\*Please note: Eligible transfer courses that have been awarded from other postsecondary institutions will not be computed in a student's grade point average.*

Review of transfer credits automatically occurs immediately, once official transcripts are received by the Office of the Registrar.

A grade of ("TR", TRB, or "TRC") earned will be entered on the permanent record if credit is awarded. All credit are visible in Banner Web and DegreeWorks within 1-3 business days. If students are not awarded any transfer credits they are notified within 1-3 business days of receipt of official transcript.

Some courses are subject to a time limit for transferability. Program, technical, Biology and Chemistry courses that are more than ten years old are not accepted by Georgia Piedmont Technical College.

## **Learning Support**

Learning Support classes may not be transferred, unless they are earned from another TCSG institution.

## **Transfer Credit from Regionally Accredited Institutions**

The Office of the Registrar will normally award transfer credit for coursework taken at regionally accredited institutions, provided the above conditions are met and the student's previous institution is in good standing with its accrediting body.

## **Transient Credit**

A transient student is a student who is currently enrolled at one postsecondary institution seeking to take classes at another postsecondary institution. At GPTC, students must obtain a transient request form from the Office of the Registrar. It is highly recommended that students obtain permission from their program advisor before applying as a transient student to other postsecondary institutions.

To ensure coursework and learning outcomes are at the collegiate level, GPTC requires that associate degree level educational coursework taken as a transient student be taken at a regionally accredited institution. Grading procedures for transient students are the same as for traditional students. Therefore, the transient student's grade will be sent from the host school to GPTC (home school) for recording of the grade upon completion of the course. The grade becomes a part of the student's permanent record. The transient grades are entered as transfer credit ("TRA", "TRB", or "TRC") and the hours included in the total number of earned hours, but do not compute the student's GPA.

## **Articulated Credit**

Students who graduated from a Georgia high school within the previous 24 months may be eligible to earn credit for high school coursework. Students wishing to receive articulated credit must complete a Request for Articulated Credit Form in the Office of Student Affairs, Credit will be awarded in cases where the student scores 70% or higher in the course.

## **Exemption Credit**

Exemption credit is awarded when the student successfully completes an examination equivalent to the course's final comprehensive examination. The student must present satisfactory evidence that he/she has prior knowledge of a particular subject before being eligible to test. Such evidence may be in the form of a portfolio, job description, letter from an employer, certificate of completion from a noncredit program, transcript from a non-accredited program, or similar documentation. The course instructor makes the determination whether or not the student is eligible to test. In order to take an exemption evaluation, the student must complete a Course Exemption Form.

## **Advanced Placement Credit**

CLEP: Credit will be awarded for successful completion of any appropriate CLEP (College Level Examination Program) subject area examinations. Credit should be awarded based on score recommendations of the Council on College Level Services.

Advanced Placement Examinations: 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 Advanced Placement Examination. The Advanced Placement Examinations are offered by the College Entrance Examination Board.

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.

## **Armed Services Credit**

Students who wish to receive transfer for coursework completed in the Armed Services must submit Joint Service official transcripts to the Office of the Registrar. Armed Services Credit may be awarded for education/training courses in the Armed Services. Such learning experiences must be certified by the American Council on Education (identified in the Council's publication, Guide to the Evaluation of Educational Experiences in the Armed Services). Credit is given on the basis of individual evaluation. Creditable military experience must closely correspond in content and competencies to courses in the Georgia Piedmont Technical College curriculum.

## **Prior Learning Assessment**

In some instances, Georgia Piedmont Technical College will grant transfer credit for industry certifications or professional licenses. In order to receive credit for program courses, students who apply to programs after completing industry certification and/or licenses must submit appropriate documentation to the Office of the Registrar. The Transfer Credit Evaluator will award appropriate transfer credit subject to the approval by the Registrar.

## **Residency Requirement**

In order to obtain an award from Georgia Piedmont Technical College, a student must complete at least 25% of the curriculum requirements through instruction offered by Georgia Piedmont Technical College.

## **Dual Enrollment**

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

## **Dual Enrollment Options**

These options are available to 9<sup>th</sup> – 12<sup>th</sup> grade students currently enrolled at a participating Georgia high school or home school program, and who comply with 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 packet to the Dual Enrollment Office, and complete the same admission procedures for program acceptance as do beginning freshmen.
- Have appropriate placement test scores for Regular Admission.

Dual Enrollment 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. Dual Enrollment students who intend to graduate from Georgia Piedmont Technical College must submit to the Office of the Registrar an official high school transcript with date of graduation or official GED scores prior to graduating from Georgia Piedmont.

## **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: Dual Enrollment.

### **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, Transportation Fee, Campus Safety Fee, Parking/Facilities Decal 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-citizenstudents.

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.
- A 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 Admissions. 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-five dollars (\$35) 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.

## Replacement Identification Card Fee

Replacement IDs are five dollars (\$5) and may be paid for in the Cashier Office.

## **Transportation Fee**

The transportation/parking fee of five dollars (\$5) funds surface parking, future parking decks, and maintenance of all parking. Parking permits may be picked up at the Office of Campus Police. Payment of this mandatory fee provides all students with a parking permit and allows access to the appropriately designated parking lots. The fee also covers the student shuttle service that runs from the DeKalb campus to the Kensington Train Station as well as future intercampus (from DeKalb to Newton).

## **Student Insurance Fees**

A mandatory limited student accident insurance program is provided for all students enrolled in credit courses/programs at a cost of \$6.00 per semester. 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.

## **Technology Fee**

A technology support fee of one 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 fee of twenty-five (\$25) is charged each semester to every full-time and part-time student. Proceeds from this mandatory fee help offset the cost of wellness and prevention services that promote physical and emotional well-being among students through comprehensive programming, counseling resources, and access to recreational, sports, and fitness classes and facilities. This fee is NOT INSURANCE.

## **Special Instructional Fee**

An instructional and technology support fee of fifty-five dollars (\$55) is charged each semester to every full-time and part-time student 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 fee of seventy dollars (\$70) will be charged. For each language or reading course a student is enrolled, a charge of forty-five dollars (\$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 forty dollars (\$40) 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) for each semester they are registered for specific courses 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 \$127.00 drug testing fee. The Law Enforcement Academy requires a tuition fee of \$200.00 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 Office of the Registrar on current program of study sheets.

## **Individual Course Costs**

Additional course fees may be required to cover the cost of supplies for specific classes. These costs are incurred by each student enrolled in the respective classes and vary from \$10 to \$100 per class. The costs are subject to periodic changes. Please see student handbook for a detailed list.

## **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](http://www.gptc.edu) → BANNER.

Each copy of an official transcript will cost \$7.50 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.

### **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](http://www.gptc.edu) → Student Services Current Students → 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 the student notifies the college of their intent to withdraw 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 grade 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 drops a class 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.

## FINANCIAL AID

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](http://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.

### Verification

**Institutional Responsibility:** The college must require an applicant whose FAFSA information is selected for verification to submit supporting documentation to verify specified data elements of his/her FAFSA, unless the applicant qualifies for a federal exclusion.

**Applicant Responsibility:** If the college requests documents or information from an applicant under this Subpart E, the applicant must provide the specified documents or information by the communicated deadline.

## Entrance Loan Counseling Policy

The U.S. Department of Education requires all first-time student borrowers receiving subsidized and/or unsubsidized loans to complete the entrance counseling. Students are counseled on the Direct Loan process, managing education expenses, repayment options, and details on a student's rights and responsibilities as a borrower.

New students with **no prior** loan history are required to complete the entrance counseling prior to enrollment. Prospective students are encouraged to complete the counseling within 14 days of submitting an enrollment application. Failure to complete this requirement will prevent a student from course registration.

New students with prior loan history and a previously completed Entrance Counseling are **not** required to complete an additional counseling. Georgia Piedmont Technical College encourages new and prior student borrowers to complete the entrance counseling for updated student loan information.

To complete the Direct Subsidized and Unsubsidized entrance counseling students must access their FSA account by visiting [www.studentloans.gov](http://www.studentloans.gov).

**Documentation Required:** COD confirmation of the completed entrance counseling prior to enrollment date.

## Exit Loan Counseling Policy

The exit counseling is required for all future graduates, withdrawn and students below a half-time enrollment status. The exit counseling is focused on helping students comprehend their financial obligations, debt and repayment options. If a borrower fails to complete the counseling, GPTC must submit supporting documentation verifying the exit counseling materials were sent to the last known physical address or personal email address.

Withdrawn students at GPTC must complete or receive the exit loan counseling materials within **30 days** withdrawal was determined. The Financial Aid Administrator is responsible for ensuring the student completes the virtual counseling through [www.studentloans.gov](http://www.studentloans.gov) or provide the exit counseling materials via standard mail or electronic correspondence.

Graduating students are required to complete the exit counseling **30 days** prior to graduation. The Financial Aid Administrator is responsible for ensuring the student completes the virtual counseling through [www.studentloans.gov](http://www.studentloans.gov) or provide the exit counseling materials via standard mail or electronic correspondence.

**Documentation Required:** COD confirmation of completed exit counseling, *or* copy of counseling letter, *or* a copy of the electronic counseling with the student's email address shown.

All documentation must be processed within the allocated timeframe and meet the guidelines as stated.

<https://ifap.ed.gov/fsahandbook/attachments/1718FSAHbkVol2Ch6.pdf>

## Types of Aid

### Federal Pell Grant Program

The Pell grant is awarded to students enrolled in Associate Degree and Diploma programs, as well as the Basic Law Enforcement Certificate program, who have been determined eligible upon completion of the FAFSA. Award amounts are determined by the FAFSA results, with eligibility **amount** each semester 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 other country) are not eligible for the Pell grant.

Students who are Pell eligible may have some portion of the Pell grant available to purchase books from the GPTC Bookstore. This amount will only be available if the student has a credit balance once all tuition and fees have been paid.

The maximum Federal Pell Grant a student can receive for 2018-2019 is \$6,095, provided the student has a zero "0" EFC, is attending full-time, and meets all other eligibility requirements. The Pell Grant award is disbursed over two terms (semesters).

Beginning with the 2017-2018 academic year, an eligible student may now receive full Federal Pell Grant for summer 2018, even if they received a full Federal Pell Grant during the fall and spring semesters. Year-round Pell allows students to receive up to 150 percent of a regular grant award over the course of the academic year so that they can continue taking classes in the summer and finish their degrees faster than they would otherwise. To be eligible for additional Pell Grant funds a student must be:

- Eligible to receive the Pell grant;
- Enrolled at least half-time (6 credit hours) during the summer term;
- And maintaining satisfactory academic progress.

### Pell Recalculation Policy

Each term, the financial aid office will set a Pell Recalculation Date to coincide with the end of that term's initial drop/add period. This is typically the 4th day of the full term. Any changes to enrollment after this date will not change a student's calculated Pell award. Exceptions to this policy include when a student adds a class for the first time that semester (i.e. adds a mini-session class that starts later in the term as their initial enrollment), when a student fails to begin attendance in a class, or when the college receives an initial FAFSA for the student. In these cases, Pell must be recalculated.

This only applies to Pell funds.

*Note: The provisions of the new law states that any Pell Grant received will be included in determining the student's Pell Grant duration of eligibility and Lifetime Eligibility Used (LEU).*

## **Federal SEOG (Supplemental Educational Opportunity Grant)**

The Federal Supplemental Educational Opportunity Grant (FSEOG) is a federally funded grant with the following requirements for qualified recipients:

- Must be a Pell Grant recipient.
- Must be a US citizen or eligible non-citizen.
- Does not have to be enrolled fulltime.
- Awarded to students that are not currently in high school and have not earned a Bachelor's Degree.

Amounts: \$1333 per term not to exceed \$4000 annually.

Maximum award is based on eligibility of funds. The Department of Education determines the amount of FSEOG allocations that are made available for each institution. These funds are limited each year and due to the amount of eligible students and Georgia Piedmont Technical College's commitment to assist as many students as possible with this award, funding available for eligible students may run out. Funds awarded to students that did not attend a term are redistributed to eligible students that attend future terms within the academic year.

## **Federal Work-Study Program**

This policy contains stipulations about our Federal Work-Study Program.

Federal Work-Study (FWS) is a federally funded program by the Department of Education. This program provides part-time jobs for undergraduate students with significant financial need and is administered by a Financial Aid Specialist, and the Office of Financial Aid, in accordance with the law, federal regulations, and with instructions from the United States Department of Education.

### *Eligibility*

In order to be eligible for a FWS award, students must:

- Be an enrolled student pursuing a Diploma or Degree.
- Demonstrate enrollment for at least six credits in a diploma/degree-seeking program
- Maintain Satisfactory Academic Progress (SAP) as defined by the Office of Financial Aid.
- Be a citizen or permanent resident of the United States.
- Must have financial need as determined by the Free Application for Federal Student Aid (FAFSA).
- Have his/her financial aid file verified by the Office of Financial Aid, and receive confirmation of an approved FWS award



- Not have defaulted on or owe a repayment to any federal aid program received for study at another institution

Financial Aid Specialist will review all student workers at the end of each term to ensure student is still eligible to work for the upcoming term.

#### *THE HIRING PROCESS*

The FWS program provides students flexibility and responsibility during the job search and hiring process. The Financial Aid Specialist does not provide job placement for students; thus jobs are not guaranteed for any student who is offered a FWS award. Supervisors must not replace college employees with FWS student workers.

Student will not be authorized to start FWS position until all documents required by the Office of Financial Aid and Human Resources are on file.

#### *PAY RATES*

The wage range for FWS students are between \$8.00 - \$12.00 per hour. The college sets the minimum wage rates in accordance with the Fair Labor Standards Act. Wage standards are established by the Office of Financial Aid based on if a student works as federal work-study student or America Reads student, experience and position duties. Pay raises are at the supervisor's discretion based on job performance. Students are paid monthly for the hours worked.

Students are paid on the last business day of the month. Federal Work Study students must participate in direct deposit after the first payroll period. If a student or supervisor submits a time sheet after the payroll submission date, the wages are paid on the next payroll.

Wage Standards:

FWS Assistant - \$8.00 - \$12.00 per hour.

America Reads Student Assistant - \$9.00 per hour.

#### *WORK HOURS*

Student workers are limited to only work a maximum of 19.5 hours per week. Hours in excess of 19.5 per week are not permitted. FWS earnings must not exceed an annual award as determined by the Office of Financial Aid. Students should plan to earn half of an award per semester, during the hours that are most convenient for academic, employment, and personal commitments. The number of hours a student can work will vary, depending on their schedule and the demands of the department in which they work. For most on-campus jobs, typical office hours are 8:00 a.m. to 7:00 p.m., Monday through Thursday, but may vary by department and/or event schedules. Weekend hours may be available in select departments.

#### *Managing Work Hours*

Students must earn only the amount of their total award. Students who work hours in excess of their award will be subject to termination. Supervisors will receive a monthly budget report from the Financial Aid Specialist to assist in managing the FWS allocation. Students will be able to view paid funds on their student Banner account.

A student worker cannot begin a shift during a scheduled class time (online or in person) even if the class has been canceled for the day or released early. A student worker also cannot work when the school is officially closed. This is a federal regulation that the college must adhere to.

#### *Final Exam Week:*

Student workers are not required to work during final exam week.

#### *Working between Terms:*

Student workers who have an award for the fall, spring, and summer terms are allowed to work between terms and during breaks if funding is available and student is enrolled and registered for the term.

#### *Timesheet*

The supervisor must submit all timesheets at once to the Financial Aid Specialist. The supervisor must sign for each student's timesheet they are submitting. The time sheet should reflect the total number of hours worked. Under no circumstances should total hours worked exceed the earnings stipulated on the Supervisor Contract. The time sheet must be signed by the student and the supervisor before submission each month. Supervisors should maintain a copy of the student's time sheet for their record. All time sheets are due by the last GPTC business day of each month. Federal regulations require the student to be paid monthly.

#### *Termination*

Student workers are responsible to fulfill all job duties and meet expectations outlined by the supervisor, by the job description, and by the regulations. If a student is excessively absent/tardy, insufficiently performing daily duties and projects, having difficulty managing their schedules and responsibilities or simply not a good match with the department and/or the job, the supervisor has the ability and authority to dismiss the student from their work-study job. The student also has the flexibility to quit or change jobs.

The Financial Aid Specialist must immediately terminate a student's employment upon determination that the student no longer meets eligibility requirements. Changes in eligibility may result from:

- Change in enrollment status
- Failure to maintain Satisfactory Academic Progress
- Receipt of additional resources, which were not known at the time of award (i.e. scholarships, grants, etc.)

## **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](http://www.gsfc.org). Students are able to track their eligibility and usage of HOPE funds by logging into MyGAFutures at [www.gafutures.org](http://www.gafutures.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 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/semester 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 \$73 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.

$\$89 \times 10$  semester hours = \$890.00 (tuition charged by GPTC).

$\$73 \times 10 = \$730$  (this is the amount that will be paid by HOPE).

$\$890 - \$730 = \$160$  (The student is responsible for the \$160 + \$359 in fees, for a total of \$519).

If the student is receiving other types of financial aid assistance (for example, the Pell grant), in excess of the \$160 and fees, those funds may be applied to lower or eliminate the balance.

- Students must have at least 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 or better.
- There is a solid cap of 63 paid semester hours. For 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 \$359.00. 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.

## Public Safety Memorial Grant

The Georgia Public Safety Memorial (GPSM) Grant provides grant funds to the dependent children of Georgia Public Safety Officers who were permanently disabled or killed in the line of duty. Funds may be used towards the cost of attendance at eligible colleges, universities, or technical colleges in Georgia.

To be eligible for the Public Safety Memorial Grant, a student must:

- Be a dependent child of a Georgia Public Safety Officer who was permanently disabled or killed in the line of duty; and
- Be a U.S. citizen, National of the U.S., or have evidence from the United States Immigration and Naturalization Service (INS) of eligible permanent resident alien status; and
- Be a legal resident of Georgia 12 months prior to receiving aid; and
- Be enrolled in a Georgia public or private college, university or technical college as a full-time (12 hours) undergraduate student seeking a college degree or technical certificate/diploma; and
- Be in compliance with Selective Service registration requirements; and
- Maintain satisfactory academic progress, as defined by the college; and
- Be in compliance with the Georgia Drug-Free Postsecondary Education Act of 1990; and
- Not be in default or owe a refund on a student financial aid program.

The grant is awarded on a first-come, first-served basis and as appropriated funds are available. Recipients are eligible to receive payment for a maximum of eight semesters of undergraduate study.

Recipients receive an award that covers their total cost of attendance, minus any other student financial aid, at an eligible postsecondary institution in Georgia, not to exceed \$18,000 per award year.

## 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 may become eligible by completing at least 30 semester hours of degree level courses at a college or university and maintain a required 3.0 GPA at the 30, 60, or 90 hour checkpoint. The student will need to complete the HOPE Scholarship application, which is available in the Financial Aid 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 30, 60, and 90 hour checkpoint at the end of every Spring semester to remain eligible.

Students who received the HOPE Scholarship prior to Summer term 2011, and meet 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 by 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. Students are responsible for the payment of fees.

## **Georgia HERO Scholarship**

Georgia HERO Scholarship program provides educational scholarship assistance to members of the Georgia National Guard and U.S. Military Reservists who served in combat zones, and the children and the spouses of such members of the Georgia National Guard and U.S. Military Reserves.

To be eligible to apply for a Georgia HERO Scholarship, you must meet the requirements of one of the following four categories:

### *Category 1*

Be an active member of the Georgia National Guard or U.S. Military Reserves who is a Georgia resident and was deployed outside the United States for active duty service to a location designated as a combat zone and served in such combat zone for at least 181 cumulative days, beginning on or after February 1, 2003; or served less than 181 cumulative days in a combat zone, beginning on or after February 1, 2003, but was evacuated because of severe injuries.

### *Category 2*

Be the child of a parent who was a member of the Georgia National Guard or U.S. Military Reserves and a Georgia resident when he or she was deployed outside of the United States for active duty service to a location designated as a combat zone and served in such combat zone for at least 181 cumulative days, beginning on or after February 1, 2003; or served less than 181 cumulative days in a combat zone, beginning on or after February 1, 2003, but was evacuated because of severe injuries. Such child must have been born prior to the qualifying term of service or within nine months of the beginning of the qualifying term of service and must have been 25 years of age or younger during the qualifying term of service.

#### *Category 3*

Be the child of a parent who was a member of the Georgia National Guard or U.S. Military Reserves and a Georgia resident when he or she was deployed outside of the United States for active duty service to a location designated as a combat zone, beginning on or after February 1, 2003, and who was killed while serving in such combat zone, or died or became 100 percent disabled as a result of injuries received in such combat zone. Such child must have been born prior to the qualifying term of service or within nine months of the beginning of the qualifying term of service and must have been 25 years of age or younger during the qualifying term of service.

#### *Category 4*

Be the spouse of a former member of the Georgia National Guard or U.S. Military Reserves who was a Georgia resident when he or she was deployed outside of the United States for active duty service to a location designated as a combat zone, beginning on or after February 1, 2003, and who was killed while serving in such combat zone, or died or became 100 percent disabled as a result of injuries received in such combat zone.

- The scholarship is awarded on a first-come, first-served basis and as appropriated funds are available.
- Eligible recipients may receive up to \$2,000 per academic school year. Award amounts are prorated for school terms in which recipients are enrolled for less than full-time (12 hours).
- Students who meet the eligibility requirements of Categories 1, 3, or 4 may receive up to \$8,000 for the equivalent of four academic years of study.
- Students who meet the eligibility requirements in Category 2 may receive up to \$2,000 per academic year for each qualifying term of service of at least 181 cumulative days, or for a qualifying term of service of less than 181 cumulative days if the parent was evacuated because of severe injuries.
- Students in Category 2 gain eligibility for \$2,000 per qualifying term of service, for a maximum of four qualifying terms of service, not to exceed a total of \$8,000 for the equivalent of four academic years of study.

## **Veterans Educational Services (VA)**

The Georgia Piedmont Technical College Office of Special Services assists armed services veterans and other students eligible for veterans' 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 including, but not limited to a DD214, COE (Certificate of Eligibility), etc., with 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 Candice Buckley, Veteran Support Liaison, 404-297-9522, extension 1111, [buckleyc@gptc.edu](mailto:buckleyc@gptc.edu), Room A103, DeKalb Campus, to help facilitate the benefits process.

## Accepting Financial Aid

Students have to accept the Terms and Conditions in regards to all funds awarded. All student aid is automatically awarded based on eligibility and availability of funds. Students who have been awarded Federal Work Study must accept the award in Banner Web prior to accepting a work assignment. 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
- Select Award Information, Current Award Year
- Select Terms and Conditions to accept
- Select Accept Award Offer to accept, adjust, or decline

## Financial Aid for Basic Law Enforcement Certification

Basic Law Enforcement Certificate operates as a non-term program that uses credit hours, and has its own academic calendar. The standard academic year for this program is defined as 30 weeks, and the course runs for 17 weeks totaling 42 credit hours. Since the program is less than 1 academic year, federal aid will be disbursed in 2 disbursements, with the first disbursement being between the first day of classes and week 9, and the second disbursement being after week 9 of the program. If a student is not able to progress in the program, the remaining classes will be no-showed with a tuition refund.

Since federal aid for a non-term program is based on the number of weeks in the term, students who are no-showed will only get credit for completing the weeks of the classes they remain registered for, and their federal aid may be reduced, or they may not receive the 2<sup>nd</sup> disbursement of federal aid. Students who only enroll in part of the program will receive federal awards that are based on



the number of weeks they are in class for. The formula used for federal aid is formula 4 from the Department of Education FSA handbook.

## Satisfactory Academic Progress (SAP)

The U.S. Department of Education requires institutions of higher learning to establish standards of satisfactory academic progress for students receiving financial aid. The satisfactory progress policy must include both a qualitative measure (cumulative GPA) and a quantitative measure (maximum time frame). Students must declare a major and be working toward the completion of that major in order to receive financial aid.

*Notes: The SAP policy applies to all students regardless of whether he/she has previously received aid. SAP is checked at the end of each semester. Standards for the Title IV students are the same or stricter than non-Title IV students enrolled in the same educational program.*

### Qualitative:

- Students must maintain a cumulative Grade Point Average (GPA) of at least 2.0. The GPA is computed by the Office of Registration & Records on a scale of 4.0.
- Successful completion of learning support classes requires a C\* or better.
- Students enrolled in a program of study of more than two academic years must have a GPA of at least a 2.0.

### Quantitative:

- Students must successfully complete two-thirds (66.66%) of all hours attempted.  
**Example:** Cumulative hours attempted (hours at GPTC as well as any hours transferred in as credit) = 25 25 x 66.66% = 16.65 (must round up to next whole number). In this example, you must successfully complete at least 17 hours to be making satisfactory progress. See unsuccessful grades below.

Successful grades include A, A\*, B, B\*, C, C\*, and D. Unsuccessful grades include D\*, F, F\*, I, IP, W, W\*, WF, WF\*, WP, and WP\* (see Grading System in catalog).

Students must also show a completion rate that will allow the student to complete a program of study in at least 150% of the time it should require (as determined by the college catalog). For example, a student in a program requiring a total of 50 semester credit hours will receive financial aid up to 75 semester credit hours for that program. Transfer credits accepted by GPTC will be counted in the maximum timeframe.

SAP is calculated at the end of each term. Failure to maintain satisfactory academic progress will result in the loss of financial aid including Pell, state grants and scholarships (HOPE/Zell), and private student loans. The SAP policy applies to all students, regardless of whether they have previously received aid.

## Warning



Students that do not meet the above guidelines will initially be placed on Financial Aid Warning. A student assigned a Warning will be notified by email at their GPTC student email account. The student may continue to receive financial aid for one subsequent semester under this status. SAP standards must be met to continue eligibility.

## **Exclusion**

Students who do not meet SAP standards under the Warning status at the end of the subsequent semester will be placed on Financial Aid Exclusion. Students on Exclusion are not eligible to receive financial aid but may appeal this status. See the Appeals section below.

## **Probation**

Students who were placed on Financial Aid Exclusion may choose to appeal the exclusion. If the appeal is approved, the student is placed on Financial Aid Probation status and must be placed on an Academic Plan that will require the student to meet certain terms and conditions as determined an academic advisor. At the conclusion of each semester that the student is on the academic plan, the student must be meeting the requirements specified in the Academic Plan to continue to be eligible for aid. Once a student is meeting SAP standards, the student is returned to good standing and the academic plan is concluded.

## **Special Considerations Affecting SAP Criteria**

### ***Learning Support Classes***

Learning support classes are counted in the quantitative measures affecting SAP (both completion rate and 150% maximum timeframe). Successful completion of all learning support coursework is required to meet qualitative progress. This is defined as completing all learning support coursework with a grade of A\*, B\*, or C\*.

### ***Dropped and Repeat Coursework***

All coursework taken at Georgia Piedmont Technical College will be included in the qualitative and quantitative measures for SAP. This includes courses that are withdrawals or repeated. Courses that are dropped during the drop/add period or courses in which a student is a no show are not counted. Successful grades include A, A\*, B, B\*, C, C\*, and D. Unsuccessful grades include D\*, F, F\*, W, WP, WF, and WF\*. Grades of I or IP are treated as unsuccessful and SAP will be reevaluated once a final grade is posted.

### ***Transfer Credits***

Credits that are transferred from other institutions (including courses taken as a transient) will count in a student quantitative SAP measure (pass rate and 150% maximum timeframe) but will not count in the qualitative (GPA measure).

### ***Multiple Programs***

Students who complete a program of study and reenroll into a new program will be eligible for a grade of completion reset. The reset will require a manual calculation for students identified as exceeding the 150% threshold. Students will not have to appeal if the manual calculation determines they are eligible. Students may do an appeal and be put on an academic plan if they choose to do so. Effective

January 28<sup>th</sup>, 2019, students will not be eligible for a completion reset, and must submit an appeal when changing programs.

## Notification

The college evaluates SAP at the end of each term after the office of registration and records have calculated GPA's. Student that are placed on warning or exclusion (either from GPA, pass rate, or maximum timeframe) will be notified via student email. Students who will be hitting the 150% cap at the conclusion of the current semester will be given a courtesy reminder midway through the semester so they can begin the appeal process. Students who are on warning status will be given a courtesy reminder midway through their next semester of enrollment.

## How to Reestablish Financial Aid Eligibility

Students may regain financial aid eligibility after being placed on exclusion by either

- Meeting the cumulative SAP standards described in this policy in their course of study at a future evaluation (end of semester)
- Successfully appealing as described in this policy and being placed an academic plan.

### *Appeals*

Students placed on Financial Aid Exclusion may appeal the denial of financial aid if extenuating circumstances are present. A Satisfactory Academic Progress Appeal form must be submitted explaining the extenuating circumstances, how these circumstances have changed, and their plan to maintain satisfactory academic progress if the appeal is approved. Supporting documentation is required. Appeals must be submitted to the Financial Aid Office prior to the midpoint of the semester for which students are appealing their exclusion status. Financial aid appeals are reviewed by a committee of faculty and staff.

### **Tips for Submitting the SAP Appeal Form**

1. Read the SAP Appeal form thoroughly. Incomplete appeal forms will not be accepted.
2. Please explain in detail the extenuating circumstances in your personal statement and be sure to include documentation to support your statement. An attempt should be made to explain all terms with failing grades or withdrawals since SAP uses cumulative GPA and credit hours. Examples of extenuating circumstances include, but are not limited to:
  - Death of a relative
  - Hospitalization of immediate family members
  - Personal injury or illness
  - Unexpected work issues beyond the student's control
3. Once you have completed your appeal and the attached documents, please submit it to the Financial Aid Office.

### **Academic Plan**

The academic plan consists of the following elements:

1. For GPA/Completion rate appeals, a 100% pass rate for each term: Any withdrawals or failing grades will result in termination of an academic plan. A grade of D in a class that requires a C will not be considered passing. A cumulative 67% completion rate and 2.00 GPA is required for students on a plan for maximum timeframe.
2. Advisement and follow up with the Student Support Services, and/or other on campus services that will ensure students are successful in both following the academic plan and successfully completing their program of study on time.

Each agreement will set the minimum pass rate, GPA, and the offices/services to be included in the student's plan. Appeals for 150% will also have an expiration date for the plan as determined by the advisor based on the program and the student's progress. Failure to meet the terms of the plan will result in the student being placed on financial aid exclusion until he/she meets SAP standards.

### **Process for Those Who Fail to Follow the Academic Plan or are not Approved for an Academic Plan**

The decision of the financial aid committee is final; however if the committee denies an appeal because of lack of documentation, a student will be given one week from the time they are notified to provide follow up documentation and have their appeal re-evaluated by the financial aid director.

Students are eligible to appeal again 3 terms after their initial appeal was approved or denied.

- Example: Student appeals for fall semester 2018 and is denied; student cannot appeal again until Fall Semester 2019.
- Example 2: Student's appeal is approved effective Fall Semester 2018. Student fails to meet the plans requirements at the end of Fall 2018 and the plan is terminated. The student returns to exclusion status for Spring 2019, and cannot appeal again until Fall 2019.

*All Student Financial Services information is subject to change.*

### **Return to Title IV Policy**

An overpayment occurs when the student receives more aid than he or she was eligible to receive. One kind of overpayment, traditionally called an over award, results from changes in the student's aid package; a second occurs when a student withdraws. Title IV funds are awarded with the assumption the student will complete the entire period of enrollment for which financial aid was intended.

Department of Education requires schools participating in the awarding of Title IV funds to calculate the amount of "earned" student aid for the semester when a student withdraws completely from all classes completing 60% or less of the term. Return to Title IV (R2T4) is the calculation performed by the school to determine eligibility. Once students complete more than 60% of the payment period, students have earned all the assistance he or she was scheduled to receive for that period. R2T4 calculation will also determine if there is any federal aid students can be awarded after withdrawal.

A student who wishes to withdraw from school must notify the school in writing or verbally. Also, students violating academic requirements will be withdrawn from the program. Students failing to notify school about withdrawal intentions will have 50% of the payment period as withdrawal date unless a later date can be accurately determined based on coursework activity. Coursework activity includes submitting assignments, exams, and discussions. Presence in a classroom, whether it be virtual or physical, does not constitute participation for determining coursework activity.

## **STUDENT CONDUCT, RIGHTS, AND RESPONSIBILITIES**

### **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 Technical College community.

### **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 Campus Carry link -<http://www.portal.gptc.edu/campus-carry> - provides information about the law and the exceptions. Please read and understand the information provided. It is the responsibility of the WCL holder to comply with the law. Refer to the website and the Student

Handbook for additional detail.

Georgia Piedmont Technical College (GPTC) is committed to providing all employees, students, volunteers, visitors, vendors, and contractors a safe and secure workplace and/or academic setting. The possession, carrying, or transportation of a firearm, weapon, or explosive compound/material at any GPTC campus or site shall be governed by Georgia state law. All individuals are expected to comply with the related laws.

## 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.

## Emergency Procedures

During on-campus emergencies, all individuals should proceed as directed by an instructor, administrator, or public safety officer. No one should leave the premises without being directed to do so. All traffic lanes must be clear for emergency vehicles and traffic.

The primary and secondary routes for emergency evacuation in case of fire are posted in each location. Students and employees should become familiar with exit routes. Further details are available in the Student Handbook.

Fire/evacuation drills will be held periodically to familiarize students and employees with the fire alarm system and evacuation routes. Fire drills will be indicated by a non-interrupted blast of the fire alarm. When the fire alarm is sounded, all students, faculty, and staff must exit the building immediately by their primary means of egress. If the primary route is blocked by fire or explosion, a secondary egress route should be used. Students will be notified to return to class by college administrators or designees.

## Inclement Weather or Emergency Closing

In the event severe weather or other circumstances force the closing of one or more of the college's campuses or a delay in the start of classes, students should visit the college website ([www.GPTC.edu](http://www.GPTC.edu)), the college's social media platforms (Twitter & Facebook - @GoGPTC), or Atlanta area radio and television stations. The latest information regarding the College's schedule will be updated on these platforms. The College also offers a text-message alert system called "Alertus". The Georgia Piedmont Tech community can opt-in to this alert program by texting the word "emergency" to 30890 or by clicking here to sign up: [Opt-In for Emergency Alerts](#)

## 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 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 Student Handbook, online at [www.gptc.edu](http://www.gptc.edu) → Current Students → Student Dashboard → [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](http://www.gptc.edu) → Current Students → Student Dashboard → Student Handbook.

## 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,

## **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 Office of the Registrar. 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**

Potential applicants who have applied and have been admitted to Georgia Piedmont Technical College may change their initial program of study selection free of charge. 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 change request.

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.

## **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.

## **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](http://www.gptc.edu) → Current Students → Security & Campus Police → Campus Security Report.



**INFORMATION****WHERE IT CAN BE FOUND**

• Tuition and fees charged to full-time and part-time student	<b>Catalog &amp; Student Handbook</b>
• Estimates of costs for necessary books and supplies	<b>Application and Programs of Study Curriculum Sheets</b>
• Additional program costs for enrolled or prospective students	<b>Programs of Study Curriculum Sheets</b>
• The refund policy for the return of unearned tuition and fees or other refundable costs	<b>Catalog</b>
• The requirements and procedures for officially withdrawing from Georgia Piedmont Technical College	<b>Catalog</b>
• The Financial Aid refund policy	<b>Catalog</b>
• Current degree programs and other educational and training programs	<b>Catalog</b>
• Instructional, laboratory, and other physical facilities related to the Program of Studies	<b>Catalog</b>
• Names of associations, agencies, or governmental bodies that provide accreditation, approval, or licensing	<b>Catalog</b>
• Procedures for reviewing documents which describe accreditation, approval, and licensing	<b>Office of Vice President of Academic Affairs</b>
• Special facilities and services available to disabled students	<b>Catalog &amp; Student Handbook</b>

**Persons designated and available to provide “Student Right to Know” information:**

<b><u>Title</u></b>	<b><u>Campus</u></b>	<b><u>Telephone No.</u></b>	<b><u>Extension</u></b>
Vice President of Student Affairs	DeKalb	(404) 297-9522	1752
Dean of Student Affairs	DeKalb	(404) 297-9522	1111
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:

<u>Categories</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
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:

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

## ACADEMIC POLICIES

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

- Deliver high quality, relevant instruction;
- Ensure appropriate student learning outcomes;
- Prepare graduates to function competently in the work environment;
- Assess and enhance both instructional delivery and student learning outcomes; and
- Use outcome data for continuous improvement.

### Learning Resource Center

Georgia Piedmont Technical College's Learning Resource Centers are an integral part of the college's commitment to improve the community's economic growth by preparing students for employment through technical education. This educational process provides 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 information needs of its students and the teaching and research activities of the college's faculty and administrators. The Learning Resource Centers 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, John R. Williams Learning Resource Center on the Newton Campus, and the Learning Commons at the South DeKalb 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. in order to borrow materials. Laptops are available for limited-term loan at the DeKalb and Newton Learning Resource Centers. In addition to the student ID, students must present a current government-issued ID (such as a driver's license) for each laptop checkout.

## **Alternative Credits/Credit by Examination**

In an attempt to individualize the education of students, programs allowing credit-by-examination or experiential learning credits 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. A maximum of 23 credit hours may be earned towards diplomas and/or degrees through this process. Recognized programs include CLEP, AP, International Baccalaureate Credit, Credit for Experiential Learning, Certified Professional Secretary (CPS) Exam, and selected student exams.

### **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 (3) semester hours of credit for each AP examination on which he or she achieves a score of three (3) or higher. Full credit hour fees are charged for each exam administered.

To obtain an official transcript of scores, students may visit the College Board's website at [www.collegeboard.com](http://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 three (3) or more on the International Baccalaureate Examination. The IB Examinations are offered by the International Baccalaureate Examination Board. Full credit hour fees are charged for each exam administered.

### **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 Office of the Registrar 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.

## **Withdrawals**

### **Drop/Add Period**

Students who drop a course prior to the first day of the semester or during the three day add/drop period will receive no mark on their academic history.

Courses may be dropped and added through the college's third instructional day of the semester (please see the applicable semester calendar for the exact date and time as set by the college). Courses dropped during the drop/add period will not appear on the student's official academic transcript.

### **“No Shows”**

Students are expected to actively participate all classes for which they are registered. It is the student's responsibility to drop a course.

Any student who neglects to participate in class or complete an academic assignment during the No Show period will be dropped from the course.

### **Withdrawal from a Course**

Students who drop a course after the add/drop period but on or before the withdrawal deadline will receive a grade of "W."

Students who withdraw from a course after the withdrawal deadline will be assigned a grade of "WF." "W"s and "WF"s could affect financial aid eligibility. See "Financial Aid" section for details. "WF"s are calculated the same as "F"s for students' GPA.

Students who neglect to withdraw from a course will receive their calculated grade, incorporating zeros for all missing assignments.

A student may officially withdraw from a course by completing the required forms located in the Office of the Registrar. Students are strongly advised to consult with their Academic Advisor and the Financial Aid Office prior to withdrawing.

### **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, Phlebotomy, Law Enforcement, EMT, Paramedic, CISCO, and several School of Industrial Technologies programs. Students that fail one of the pre-requisite courses will be dropped from the remaining courses that term and will not be allowed to participate in them.

### **Withdrawal from the College**

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 Office of the Registrar or online at [www.gptc.edu](http://www.gptc.edu) → Current Students → Registrar's Office → Withdrawal → Withdrawal Form. The withdrawal form must be completed and returned/submitted to the Registrar's Office. The student's official last date of attendance will be the date the student notified

the Office of the Registrar. 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.

## Grading System / Grade Symbols

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

<b>A</b>	90 – 100	Excellent
<b>B</b>	80 -- 89	Good
<b>C</b>	70 -- 79	Satisfactory - the minimum grade required for certain courses, as specified in the Catalog*
<b>D</b>	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"
<b>F</b>	Below 60	Unsatisfactory
<b>WF</b>	Withdrawn - Failing	Unsatisfactory

No credit toward graduation is given for a course in which a grade of “F” or “WF” was received.

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

<b>W</b>	Withdrawn	Indicates that a student initiated a withdrawal before the mid-point and was permitted to withdraw from the course without penalty.
<b>I</b>	Incomplete	Indicates that a student has satisfactorily completed a substantial portion of the course work, but for NON-ACADEMIC reasons beyond his/her control was not 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.
<b>IP</b>	In Progress	Indicates that a course continues beyond the end of the semester (Continuing Education courses only).
<b>S</b>	Satisfactory	Indicates that a non-graded course was satisfactorily completed (Continuing Education courses only).
<b>U</b>	Unsatisfactory	Indicates a non-graded course was not satisfactorily completed (Continuing Education courses only).
<b>AC</b>	Articulated Credit	Indicates credit earned through articulation.
<b>AU</b>	Audit	Indicates that a course was audited. No credit is given.
<b>EX</b>	Credit by	Indicates a credit by school examination.

Exam

**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 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 grade point average of 4.0 on twelve (12) credit hours or more of college level courses, numbered 1000 or higher, are placed on the President's List.

## **Dean's List**

At the end of each semester, students who have achieved a grade point average of 3.7 or better on twelve (12) credit hours or more of college level courses, numbered 1000 or higher, 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 are eligible to reapply for admission after one semester. After the third and any subsequent suspension, students are 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.

## Program-Specific Policies

### Health, Education and Professional Services Program Policies

A grade of “C” or higher is required to pass courses specific to the school of health, education and professional services (HEPS) 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 HEPS 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 HEPS 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 HEPS program course.

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.

### **Barbering:**

- General Core Courses: Follow College policy\*
- Program Technical Course: (BARB) must be repeated if more than one (1) year or older

### **Cosmetology:**

- General Core Courses: Follow College policy\*
- Program Technical Course: (COSM / COS) must be repeated if more than one (1) year 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 more than 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 more than 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.

### **Early Childhood Care and Education:**

- The Early Childhood Care and Education (ECCE) program maintains articulation agreements for transfer of credit to several 4-year Bachelor Degree-granting institutions. These agreements require that students maintain a "C" or better in all courses taken toward their Early Childhood Care and Education Associate's degree. Therefore, ALL required courses of the ECCE program at GPTC require a grade of "C" or better, or they must be repeated to satisfy graduation requirements. Any ECCE course taken more than ten (10) years ago must be repeated. Failure or withdrawal twice from the same ECCE course, or failure or withdrawal from any two (2) ECCE program courses may result in expulsion from the ECCE program.

### **Medical Assisting:**

- 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 older than five (5) years at the time of admission to the program.
- Program Technical Course: (MAST, MAS) **must** be repeated if more than one (1) year or older at the time of admission into the program.

### **Nurse Aide:**

- General Core Courses: No general core courses required
- 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 Technical Course: (NAST or CNA) **must** be repeated if over one (1) years or older to be eligible to take the Georgia Nurse Aide Competency Exam.

### **Opticianry:**

- General Core Courses: Follow College policy\*
- Program Technical Courses: (OPHD or OPD) **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 more than 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 more than 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:**

Students enrolled in the Paralegal Studies AAS degree program or Post-Baccalaureate Paralegal Studies Certificate program must complete at least 25 percent of the legal specialty courses required for award of the degree or certificate at Georgia Piedmont Technical College. In

addition, each student must complete a minimum of 10 percent legal specialty courses delivered through traditional classroom instruction. The GPTC Paralegal Studies Program will only accept legal specialty transfer credits from other ABA approved schools. The GPTC Paralegal Studies Program does not award any legal specialty transfer credit through examination or portfolios.

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 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 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

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.

## 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.

## 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 proper 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 Office as follows:

DeKalb Campus

(404) 297-9522, extension 1109

Newton Campus

(404) 297-9522, extension 5166

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.

## 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 Educators 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 Veterans 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)**

The purpose of this organization is to give Georgia Piedmont Technical College students majoring in Design and Media Production (motion picture, film, and television) the opportunity to collectively use their creative talents, educational training, and GPTC resources to craft digital media productions at industry standards for the benefit of the club members, student and staff at Georgia Piedmont Technical College, and the community at large. Using digital media mediums, students collaborate while receiving hands-on experience in Film/TV, Photography, Audio, Lighting, Graphic Design, Animation, Web Design, Engineering and Hair and Make Up crew positions.

### **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 to promote 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 Day Assembly

The Honors Day Assembly is held annually as a pre-commencement celebration 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 3.0 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.

## Student 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 at (404) 297-9522, extension 1155, [greenwop@gptc.edu](mailto: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 Candice Buckley, International Student Office at (404) 297-9522, extension 1111, [buckleyc@gptc.edu](mailto:buckleyc@gptc.edu), or the College website.

**Equity / Special Populations Services** serve single parents, displaced homemakers and students who 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 who 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 student in Automotive Technology. For additional information, please contact Roz Bogle 404-297-9522, extension 1280 or [bogler@gptc.edu](mailto: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 Candice Buckley 404-297-9522, extension 1111, [buckleyc@gptc.edu](mailto:buckleyc@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, which ultimately helps Georgia businesses meet needs for today, tomorrow, and the future. Contact your local county Workforce Development Office for more information. For additional information, please contact the Advising, Career and Retention Services office at 404-297-9522, extension 1109.

## **ECONOMIC DEVELOPMENT**

**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 including customer service, manufacturing, maintenance assessments, and supervisory classes are offered by the Office of Economic Development.

**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.

**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 do not bestow college credits; 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 1829.

## 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 at (404) 297-9522, extension 4000 or visit the GPTC website at [www.gptc.edu](http://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 at (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.



# PROGRAMS of STUDY

## Associate of Applied Science (AAS)

AAS degrees conform to statewide standards developed by the Technical College System of Georgia. These programs are terminal degree programs designed to prepare students for employment. The AAS degrees are organized into two sections: general core courses and occupational courses. All AAS degree programs require completion of a minimum of 15 semester credit hours of collegiate-level general education. Components of the general education core must include at least one course from each of the following four areas: Language Arts/Communications; Social/Behavioral Sciences; Natural Sciences/Mathematics; Humanities/Fine Arts.

## Diplomas

Diploma programs align with the statewide standards developed by the Technical College System of Georgia and are comprised of basic skills courses\* and occupational courses.

## Technical Certificate Programs

Technical certificates of credit (TCC) align with the statewide standards developed by the Technical College System of Georgia.

## General Education Courses

### Area I – English / Communications

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 ... Beginnings to 1700	3
HUMN	1101	Introduction to Humanities	3
MUSC	1101	Music Appreciation	3
RELG	1101	Introduction to World Religions	3

#### Standard Course Substitutions\*

- ENGL 1101 can substitute for ENGL 1010.
- MATH 1111, MATH 1101, or MATH 1103 can substitute for MATH1011, MATH1012, or MATH 1013.
- PSYC 1101 can substitute for PSYC 1010 or EMPL 1000.
- PSYC 1010 can substitute for EMPL 1000.

*\*These course substitutions are options for certificate or diploma seeking students whose test scores indicate eligibility.*

# 3D Modeling and Rendering

## Technical Certificate

3M11

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.

### Curriculum

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#### Occupational Courses 20

**Required Courses:**

- DMPT 1000 Introduction to Design and Media Production (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)

#### Total Credit Hour (minimum): 20

# 3D Printing and Rapid Prototyping

## Technical Certificate

3PA1

Rapid prototyping and 3D printing is an emerging field that uses new technologies to model and construct physical three-dimensional objects by assembling thin layers of material under computer control. Our certificate program meets the critical training needs of the manufacturing industry in rapid prototyping and solid modeling. The program emphasizes solid modeling using industry software and utilizes 3-D printers, 3-D scanners and CNC machines for the solid modeling design process and development of the final product. Completing this certificate gives a graduate the technical expertise to support the planning, design and details for rapid prototyping.

### Curriculum

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**Occupational Courses** **21**

**Required Courses:**

DFTG 1101	CAD Fundamentals (4)
DFTG 1103	Multiview/Basic Dimensioning (4)
DFTG 1105	Technical Drawing I (4)
DFTG 1150	Introduction to 3D Printing and Rapid Prototyping (3)
DFTG 1170	Intermediate 3D Printing and Rapid Prototyping (3)
DFTG 1175	Advanced 3D Printing and Rapid Prototyping (3)

**Total Credit Hour (minimum):** **21**

# 911 Communications

## Technical Certificate

9C21

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.

### Curriculum

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<b>Occupational Courses</b>	<b>12</b>
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**Required Courses:**

- LETA 1000 Effective Communication & Writing Skills for the Communications Officer (3)
- LETA 1100 Introduction to the Communications Officer Profession (3)
- LETA 1101 Crisis and Special Population Communication Operations (3)
- LETA 1102 Applied Communication Procedures (3)

<b>Total Credit Hour (minimum):</b>	<b>12</b>
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*Note: This TCC is currently only offered to senior students at Rockdale Career Academy through dual enrollment.*

# Interdisciplinary Studies

## Associate of Applied Science Degree

AF53

The Associate of Applied Science Degree in Interdisciplinary Studies (AIS) allows customization of the program of study based on each student's academic and professional goals. The AIS requires completion of 61 semester credit hours (21 hours of general education requirements and 40 hours distributed among one or more areas of emphasis). The program curriculum may be strategically selected to build upon the student's goals and objectives. Learning opportunities develop academic and professional knowledge and skills required for job acquisition or continued education. A student might choose an interdisciplinary studies program if his or her specific goals and interests cannot be met through a school's existing majors, minors and electives.

## Curriculum

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<b>General Education Core</b>	<b>21</b>
<b>Area I: Language Arts/Communication</b>	<b>6</b>
ENGL 1101 Composition and Rhetoric (3)	
Choose ONE of the following Area I electives:	
ENGL 1102 Literature and Composition (3)	
ENGL 1105 Workplace and Technical Communications (3)	
SPCH 1101 Public Speaking (3)	
<b>Area II: Social/Behavioral Sciences</b> <i>(Choose TWO courses below)</i>	<b>6</b>
ECON 1101 Principles of Economics (3)	HIST 2111 U.S. History I (3)
ECON 2105 Macroeconomics (3)	HIST 2112 U.S. History II (3)
ECON 2106 Microeconomics (3)	POLS 1101 American Government (3)
HIST 1111 World History I (3)	PSYC 1101 Introduction to Psychology (3)
HIST 1112 World History II (3)	SOC1 1101 Introduction to Sociology (3)
<b>Area III: Natural Science/Mathematics</b>	<b>6</b>
Choose ONE MATH course	<b>3</b>
MATH 1101 Mathematical Modeling (3)	
MATH 1103 Quantitative Skills and Reasoning (3)	
MATH 1111 College Algebra (3)	
Choose ONE Science or additional Math course	<b>3</b>
BIOL 1111 Biology I (3) and BIOL 1111L Biology I Lab (1)	CHEM 1212 Chemistry II (3) + CHEM 1211L Lab (1)
BIOL 2107 Biological Principles (3) + BIOL 2107L Lab (1)	PHYS 1110 Conceptual Physics (3) + PHYS 1110L Lab (1)
CHEM 1151 Survey of Inorganic Chemistry (3) + CHEM 1151L Lab (1)	PHYS 1111 Introductory Physics I (3) + PHYS 1111L Lab (1)
CHEM 1211 Chemistry I (3) + CHEM 1211L Lab (1)	MATH 1113 Precalculus (3)

MATH 1127 Introduction to Statistics  
(3)

**Area IV: Humanities/Fine Arts** (*Choose ONE course*) 3  
ARTS 1101 Art Appreciation (3)  
ENGL 2130 American Literature (3)  
HUMN 1101 Introduction to Humanities (3)  
MUSC 1101 Music Appreciation (3)

**Interdisciplinary Studies Requirement** 40

*Select 40 credit hours from the Interdisciplinary Studies Course Electives list. Students should coordinate with a faculty advisor to design coursework focused on a specific academic goal or career path.*

**Total Credit Hour (minimum):** 61

**Interdisciplinary Studies Course Electives** (1 of 2)

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**General Education Core**

Any General Education Core course listed above, but not yet taken, OR,  
BIOL 1112 Biology II (3) and BIOL 1112L Lab (1)      MATH 1131 Calculus I (4)  
BIOL 2113 Anatomy + Physiology I (3) and BIOL 2113L Lab (1)      MATH 1132 Calculus II (4)  
BIOL 2114 Anatomy + Physiology II (3) and BIOL 2114L Lab (1)      PHYS 1112 Introductory Physics II (3) +  
BIOL 2117 Introduction to Microbiology (3) +      PHYS 1112L Lab (1)  
BIOL 2117L Lab (1)      PSYC 2103 Human Development (3)  
RELG 1101 World Religions (3)      PSYC 2250 Abnormal Psychology (3)

**Accounting**

ACCT 1125 Individualized Tax Accounting (3)  
ACCT 2145 Personal Finance (3)

**Air Conditioning Technology**

AIRC 1005 Refrigeration Fundamentals (4)  
AIRC 1030 HVACR Electrical Fundamentals (4)  
AIRC 1050 HVACR Electrical Components and Controls (4)

**Allied Health**

ALHS 1090 Medical Terminology

**Automotive Technology**

AUTT 1010 Automotive Technology Introduction (2)

**Building Automation Systems**

BUAS 1020 BAS Electrical Concepts I (3)

**Computer Information Systems Technology**

CIST 1001 Computer Concepts (4)      CIST 1220 Structured Query Language (SQL) (4)  
CIST 1130 Operating Systems Concepts (3)      CIST 1305 Program Design and Development (3)  
CIST 1200 Database Management (4)

CIST 1510 Web Development I (3)  
CIST 1601 Information Security Fundamentals (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 (2)

**Introduction to Computers**

COMP 1000 Introduction to Computer Literacy (3)

**Criminal Justice**

CRJU 1010 Introduction to Criminal Justice (3)

CRJU 1054 Police Officer Survival (3)

**Interdisciplinary Studies Course Electives (2 of 2)**

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**Drafting**

DFTG 1101 CAD Fundamentals (4)  
DFTG 1103 Multiview/Basic Dimensioning (4)  
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)  
DFTG 1125 Architectural Fundamentals (4)  
DFTG 1127 Architectural 3D Modeling (4)  
DFTG 1131 Residential Drawing II (4)  
DFTG 1133 Commercial Drawing I

**Design and Media Production**

DMPT 1000 Introduction to Design (4)  
DMPT 1005 Vector Graphics (4)  
DMPT 1010 Raster Imaging (4)  
DMPT 1600 Introduction to Video Production  
(4)  
DMPT 2100 Identity Design (4)

DMPT 2105 Page Layout (4)  
DMPT 2300 Foundations of Interface Design (4)  
DMPT 2310 Animation for Web (4)  
DMPT 2400 Basic 3D Modeling and Animation (4)  
DMPT 2505 Intermediate Digital Post Production (4)  
DMPT 2600 Basic Video Editing (4)

**Early Childhood Care and Education**

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 2202 Social Issues and Family  
Involvement (3)

ECCE 2320 Program Administration and  
Facility Management (3)  
ECCE 2322 Personnel Management (3)  
ECCE 2330 Infant/Toddler Development (3)  
ECCE 2332 Infant/Toddler Group Care and  
Curriculum (3)

**Electrical and Computer Engineering Technology**

ECET 2120 Electronic Circuits I (4)

**Electronics Technology**

ELCR 1005 Soldering Technology (1)  
ELCR 2590 Fiber Optics Systems (3)

**Engineering Technology**

ENGT 1000 Introduction to Engineering Technology (3)



**Management**

MGMT 1100 Principles of Management (3)  
MGMT 1105 Organization Behavior (3)  
MGMT 1110 Employment Rules & Regulations (3)  
MGMT 1115 Leadership (3)  
MGMT 1120 Introduction to Business (3)  
MGMT 1125 Business Ethics (3)  
MGMT 2115 Human Resource Management (3)  
MGMT 2130 Employee Training and Development (3)  
MGMT 2140 Retail Management (3)  
MGMT 2145 Business Plan Development (3)  
MGMT 2155 Quality Management Principles (3)  
MGMT 2205 Service Sector Management (3)  
MGMT 2210 Project Management (3)

**Marketing**

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 1270 Visual Merchandising (3)  
MKTG 1370 Consumer Behavior (3)

**Welding**

WELD 1000 Introduction to Welding Technology (4)

# Accounting Diploma

AC12

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.

## Curriculum

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### Basic Skills 8

ENGL 1010 Fundamentals of English I (3) 3

*Choose ONE Social/Behavior Science course:* 2

EMPL 1000 Interpersonal Relations and Professional Development (2)

PSYC 1010 Basic Psychology (3)

*Choose ONE Math course:* 3

MATH 1011 Business Math (3)

MATH 1012 Foundations of Mathematics (3)

### Occupational Courses

**Required courses:** 28

COMP 1000 Introduction to Computer Literacy (3)

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)

**Accounting Elective:** *(Choose ONE course)* 3

ACCT 2000 Managerial Accounting

ACCT 2100 Accounting Internship I

ACCT 2110 Accounting Simulation

ACCT 2120 Business Tax Accounting

ACCT 2135 Introduction to Governmental and Nonprofit Accounting

ACCT 2140 Legal Environment of Business

ACCT 2145 Personal Finance

ACCT 2150 Principles of Auditing

ACCT 2155 Principles of Fraud Examination

ACCT 2160 Accounting Ethics (3)

<b>Occupational Electives:</b> <i>(Choose ONE course)</i>	<b>3</b>
MKTG 1130 Business Regulations and Compliance (3)	
MKTG 2010 Small Business Management (3)	

**Total Credit Hour (minimum):** **42**

## Accounting

### Associate of Applied Science Degree

AC13

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.

### Curriculum

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#### **General Education Core** **15**

##### **Area I: Language Arts/Communication** **3**

ENGL 1101 Composition and Rhetoric (3)

##### **Area II: Social/Behavioral Sciences** *(Choose ONE course)* **3**

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

##### **Area III: Natural Sciences / Mathematics** *(Choose ONE course)* **3**

MATH 1101 Mathematical Modeling (3)  
MATH 1103 Quantitative Skill and Reasoning (3)  
MATH 1111 College Algebra (3)

##### **Area IV: Humanities/Fine Arts** *(Choose ONE course)* **3**

ARTS 1101 Art Appreciation (3)  
ENGL 2130 American Literature (3)  
HUMN 1101 Introduction to Humanities (3)  
MUSC 1101 Music Appreciation (3)  
RELG 1101 Introduction to World Religions (3)

##### **Elective: General Education** *(Choose ONE course)* **3**

*Any Area II course above	*Any Area IV course above
*Any Area III course above	

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 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)

<b>Occupational Courses</b>	<b>49</b>
<b>Required Courses:</b>	31
COMP 1000 Introduction to Computer Literacy (3)	
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)	
<b>Accounting Electives: <i>(Choose 9 credit hours)</i></b>	9
ACCT 2100 Accounting Internship I	
ACCT 2110 Accounting Simulation	
ACCT 2120 Business Tax Accounting	
ACCT 2135 Introduction to Governmental and Nonprofit Accounting	
ACCT 2140 Legal Environment of Business	
ACCT 2145 Personal Finance	
ACCT 2150 Principles of Auditing	
ACCT 2155 Principles of Fraud Examination	
ACCT 2160 Accounting Ethics (3)	
<b>Occupational Electives: <i>(Choose 9 credit hours)</i></b>	9
BAFN 1100 Introduction to Banking and Finance	
BAFN 2200 Finance	
BUSN 1420 Database Applications	
MGMT 1125 Business Ethics	
MKTG 1130 Business Regulations and Compliance	
MKTG 2010 Small Business Management	
<b>Total Credit Hour (minimum):</b>	<b>64</b>

# Advanced Emergency Medical Technician (EMT) Technical Certificate

EMH1

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.

## Curriculum

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**Occupational Courses** **10**

**Required Courses:**

- 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)

**Total Credit Hour (minimum):** **10**

# Advanced Shielded Metal Arc Welder Technical Certificate

OSM1

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-specific admissions requirements: Completion of the Basic Shielded Metal Arc Welder TCC.

## Curriculum

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<b>Occupational Courses</b>	<b>12</b>
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**Required Courses:**

WELD 1050 Horizontal Shielded Metal Arc Welding (4)

WELD 1060 Vertical Shielded Metal Arc Welding (4)

WELD 1070 Overhead Shielded Metal Arc Welding (4)

<b>Total Credit Hour (minimum):</b>	<b>12</b>
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# Air Conditioning Electrical Technician TCC

## Technical Certificate

ACK1

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.

## Curriculum

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**Occupational Courses** **12**

**Required Courses:**

AIRC 1030 HVACR Electrical Fundamentals (4)

AIRC 1040 HVACR Electrical Motors (4)

AIRC 1050 HVACR Electrical Components and Controls (4)

**Total Credit Hour (minimum):** **12**



# Air Conditioning Technician Assistant

## Technical Certificate

AZ31

The Air Conditioning Technician Assistant TCC is a series of courses that prepares students to hold positions as refrigeration technician assistants.

### Curriculum

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**Occupational Courses** **12**

**Required Courses:**

AIRC 1005 Refrigeration Fundamentals (4)

AIRC 1010 Refrigeration Principles and Practices (4)

AIRC 1020 Refrigeration Systems Components (4)

**Total Credit Hour (minimum):** **12**

# Air Conditioning Technology

## Diploma

ACT2

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.

## Curriculum

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### Basic Skills 8

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

### Occupational Courses 43

#### Required Courses:

COMP 1000 Introduction to Computer Literacy (3)
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 System Applications and Installation (4)
AIRC 1070 Gas Heat (4)
AIRC 1080 Heat Pumps and Related Systems (4)
AIRC 1090 Troubleshooting Air Conditioning (4)

### Total Credit Hour (minimum): 51

# Air Conditioning Technology

## Associate of Applied Science Degree

ACT3

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.

## Curriculum

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<b>General Education Core</b>	<b>15</b>
<b>Area I: Language Arts/Communication</b>	3
ENGL 1101 Composition and Rhetoric (3)	
<b>Area II: Social/Behavioral Sciences</b> <i>(Choose ONE course)</i>	3
ECON 1101 Principles of Economics (3)	HIST 1112 World History II (3)
ECON 2105 Principles of Macroeconomics (3)	HIST 2111 American History I (3)
ECON 2106 Principles of Microeconomics (3)	HIST 2112 American History II (3)
HIST 1111 World History I (3)	POLS 1101 American Government (3)
	PSYC 1101 Introduction to Psychology (3)
	SOC 1101 Introduction to Sociology (3)
<b>Area III: Natural Sciences / Mathematics</b> <i>(Choose ONE course)</i>	3
MATH 1101 Mathematical Modeling (3)	
MATH 1103 Quantitative Skill and Reasoning (3)	
MATH 1111 College Algebra (3)	
<b>Area IV: Humanities/Fine Arts</b> <i>(Choose ONE course)</i>	3
ARTS 1101 Art Appreciation (3)	
ENGL 2130 American Literature (3)	
HUMN 1101 Introduction to Humanities (3)	
MUSC 1101 Music Appreciation (3)	
RELG 1101 Introduction to World Religions (3)	
<b>Elective: General Education</b> <i>(Choose ONE course)</i>	3
*Any Area I, II, III, or IV course above	
ENGL 1102 Literature and Composition (3)	
SPCH 1101 Public Speaking (3)	
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)	
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)	

## **Occupational Courses**

**51**

### **Required Courses:**

- COMP 1000 Introduction to Computer Literacy (3)
- 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 System Applications and Installation (4)
- AIRC 1070 Gas Heat (4)
- AIRC 1080 Heat Pumps and Related Systems (4)
- AIRC 1090 Troubleshooting Air Conditioning (4)
- AIRC 2040 Residential System Design (4)
- AIRC 2070 Commercial Refrigeration Design (4)

## **Total Credit Hour (minimum):**

**66**

# Animation Technology

## Technical Certificate

CK71

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.

### Curriculum

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#### Occupational Courses 28

##### Required Courses: 20

- 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)
- DMPT 2420 3D Production and Animation (4)

##### DMPT Elective: *Choose eight credit hours.* 8

- DMPT 1020 Introduction to Photography (4)
- DMPT 1500 Introduction to Television Production (4)
- DMPT 1505 Introduction to Digital Post Production (4)
- DMPT 1600 Introduction to Video Production (4)
- DMPT 2100 Identity Design (4)
- DMPT 2105 Page Layout (4)
- DMPT 2110 Publication Design (4)
- DMPT 2135 Documentary Photography (4)
- DMPT 2300 Foundations Interface 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)
- DMPT 2420 3D Production and Animation (4)
- DMPT 2440 Overview of Video Game Art and Design (4)
- DMPT 2520 Lighting for Television (4)
- DMPT 2525 Writing for Broadcast (4)
- DMPT 2600 Basic Video Editing (4)
- DMPT 2600 Basic Video Editing (4)
- DMPT 2605 Introduction to Video Compositing and Broadcast Animation (4)
- DMPT 2610 Intermediate Video Compositing and Broadcast Animation (4)
- DMPT 2615 Intermediate Video Editing (4)
- DMPT 2630 Post-Production Audio (4)
- DMPT 2640 Color Grading (4)
- DMPT 2800 Intermediate Video Production (4)
- DMPT 2805 Narrative Filmmaking (4)

DMPT 2810 Documentary Filmmaking (4)

**Total Credit Hour (minimum):** **28**

## **Apartment Industry Management Technical Certificate**

AI21

This program consist 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.

### **Curriculum**

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**Occupational Courses** **15**

**Required Courses:**

- MGMT 1100 Principles of Management (3)
- MGMT 2120 Labor Management Relations (3)
- MKTG 1130 Business Regulations and Compliance (3)
- AIPM 1101 Apartment Industry Foundations (3)
- AIPM 1115 Apartment Industry Internship (3)

**Total Credit Hour (minimum):** **15**

# Auditing and Assurance Specialist Certificate

## Technical Certificate

AAA1

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

### Curriculum

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**Occupational Courses** **18**

**Required Courses:**

- 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)

**Total Credit Hour (minimum):** **18**

# Auto Electrical/Electronic Systems Technician

## Technical Certificate

AE41

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.

### Curriculum

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**Occupational Courses** **9**

**Required Courses:**

AUTT 1010 Automotive Technology Introduction (2)

AUTT 1020 Automotive Electrical Systems (7)

**Total Credit Hour (minimum):** **9**



# Auto Maintenance and Light Repair Tech

## Technical Certificate

ALR1

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.

### Curriculum

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**Occupational Courses** **20**

**Required Courses:**

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)

**Total Credit Hour (minimum):** **20**

# Automotive Chassis Technician Specialist

## Technical Certificate

ASG1

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.

### Curriculum

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<b>Occupational Courses</b>	<b>17</b>
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**Required Courses:**

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)

<b>Total Credit Hour (minimum):</b>	<b>17</b>
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# Automotive Climate Control Technician

## Technical Certificate

AH21

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.

### Curriculum

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<b>Occupational Courses</b>	<b>14</b>
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**Required Courses:**

AUTT 1010 Automotive Technology Introduction (2)

AUTT 1020 Automotive Electrical Systems (7)

AUTT 1060 Automotive Climate Control Systems (5)

<b>Total Credit Hour (minimum):</b>	<b>14</b>
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# Automotive Engine Performance Technician

## Technical Certificate

AE51

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.

### Curriculum

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<b>Occupational Courses</b>	<b>16</b>
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**Required Courses:**

AUTT 1010 Automotive Technology Introduction (2)

AUTT 1020 Automotive Electrical Systems (7)

AUTT 1040 Automotive Engine Performance (7)

<b>Total Credit Hour (minimum):</b>	<b>16</b>
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# Automotive Engine Repair Technician

## Technical Certificate

AE61

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.

### Curriculum

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**Occupational Courses** **15**

**Required Courses:**

AUTT 1010 Automotive Technology Introduction (2)

AUTT 1020 Automotive Electrical Systems (7)

AUTT 2010 Automotive Engine Repair (6)

**Total Credit Hour (minimum):** **15**

# Automotive Fundamentals

## Diploma

AF12

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.

## Curriculum

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### Basic Skills 8

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

### Occupational Courses 32

#### Required Courses:

COMP 1000 Introduction to Computer Literacy (3)	
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)	

### Total Credit Hour (minimum): 40

# Automotive Technology

## Diploma

AT14

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.

## Curriculum

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### Basic Skills 8

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

### Occupational Courses 47

#### Required Courses:

COMP 1000 Introduction to Computer Literacy (3)	
AUTT 1010 Automotive Technology Instruction (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)	

**Total Credit Hour (minimum):** **55**

# Automotive Technology

## Associate of Applied Science Degree

AT23

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.

## Curriculum

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<b>General Education Core</b>	<b>15</b>
<b>Area I: Language Arts/Communication</b>	3
ENGL 1101 Composition and Rhetoric (3)	
<b>Area II: Social/Behavioral Sciences <i>(Choose ONE course)</i></b>	3
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)	
SOC 1101 Introduction to Sociology (3)	
<b>Area III: Natural Sciences / Mathematics <i>(Choose ONE course)</i></b>	3
MATH 1101 Mathematical Modeling (3)	
MATH 1103 Quantitative Skill and Reasoning (3)	
MATH 1111 College Algebra (3)	
<b>Area IV: Humanities/Fine Arts <i>(Choose ONE course)</i></b>	3
XXXX ##### (3)	
ARTS 1101 Art Appreciation (3)	
ENGL 2130 American Literature (3)	
HUMN 1101 Introduction to Humanities (3)	
MUSC 1101 Music Appreciation (3)	
RELG 1101 Introduction to World Religions (3)	
<b>Elective: General Education <i>(Choose ONE course)</i></b>	3
*Any course listed in Area I, II, III, or IV above OR	
ENGL 1102 Literature and Composition (3)	
SPCH 1101 Public Speaking (3)	
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 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)

## **Occupational Courses**

**47**

### **Required Courses:**

COMP 1000 Introduction to Computer Literacy (3)  
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)

## **Total Credit Hour (minimum):**

**62**

# Automotive Transmission/Transaxle Tech Specialist

## Technical Certificate

AA71

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.

### Curriculum

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**Occupational Courses** **18**

**Required Courses:**

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)

**Total Credit Hour (minimum):** **18**

# Banking and Finance

## Diploma

BAF2

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.

## Curriculum

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### Basic Skills **8**

ENGL 1010 Fundamentals of English I (3) 3

MATH 1011 Business Math (3) 3

Choose ONE of the following: 2

EMPL 1000 Interpersonal Relations and Professional Development (2)

PSYC 1101 Basic Psychology (3)

### Occupational Courses **43**

#### Required Courses:

COMP 1000 Introduction to Computer Literacy (3)

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)

#### Occupational Electives: *(Choose ONE course)*

BAFN 2215 Investments (3)

BAFN 2205 Real Estate Finance (3)

BAFN 2210 Contemporary Bank Management (3)

MGMT 1100 Principles of Management (3)

MKTG 1100 Principles of Marketing (3)

### Total Credit Hour (minimum): **51**

# Banking and Finance

## Associate of Applied Science Degree

BAF3

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.

## Curriculum

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<b>General Education Core</b>	<b>15</b>
<b>Area I: Language Arts/Communication</b>	3
ENGL 1101 Composition and Rhetoric (3)	
<b>Area II: Social/Behavioral Sciences</b> <i>(Choose ONE course)</i>	3
ECON 1101 Principles of Economics (3)	
ECON 2105 Macroeconomics (3)	
ECON 2106 Microeconomics (3)	
<b>Area III: Natural Sciences/Mathematics</b> <i>(Choose ONE course)</i>	3
MATH 1101 Mathematical Modeling (3)	
MATH 1103 Quantitative Skills and Reasoning (3)	
MATH 1111 College Algebra (3)	
<b>Area IV: Humanities/Fine Arts</b> <i>(Choose ONE course)</i>	3
ARTS 1101 Art Appreciation (3)	
ENGL 2130 American Literature (3)	
HUMN 1101 Introduction to Humanities (3)	
MUSC 1101 Music Appreciation (3)	
RELG 1101 Introduction to World Religions (3)	
<b>Elective: General Education</b> <i>(Choose ONE course)</i>	3
ENGL 1102 Literature and Composition (3)	
SPCH 1101 Public Speaking (3)	
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)	
SOC 1101 Introduction to Sociology (3)	

BIOL 1111 Biology I (3) and BIOL 1111L Biology I Lab (1)  
 BIOL 1112 Biology II (3) and BIOL 1112L Biology II Lab (1)  
 CHEM 1211 Chemistry I (3) and CHEM 1211L Chemistry I Lab (1)  
 CHEM 1212 Chemistry II (3) and 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) and PHYS 1110L Conceptual Physics Lab (1)  
 PHYS 1111 Introductory Physics I (3) and PHYS 1111L Introductory Physics I Lab (1)  
 PHYS 1112 Introductory Physics II (3) and PHYS 1112L Introductory Physics II Lab (1)  
 ARTS 1101 Art Appreciation (3)  
 ENGL 2130 American Literature (3)  
 HUMN 1101 Introduction to Humanities (3)  
 MUSC 1101 Music Appreciation (3)  
 RELG 1101 Introduction to World Religions (3)

## Occupational Courses

49

### Required Courses:

COMP 1000 Introduction to Computer Literacy (3)  
 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 2215 Investments (3)  
 BAFN 2205 Real Estate Finance (3)  
 BAFN 2210 Contemporary Bank Management (3)  
 BUSN 1440 Document Production (4)  
 MKTG 1130 Business Regulations and Compliance (3)

### Occupational Electives: *(Choose ONE course)*

BAFN 1300 Internship (3)  
 MGMT 1100 Principles of Management (3)  
 MKTG 1100 Principles of Marketing (3)  
 MKTG 1160 Professional Selling (3)  
 MKTG 2010 Small Business Management (3)

## Total Credit Hour (minimum):

64

# Banking and Finance Fundamentals

## Technical Certificate

BA11

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.

### Curriculum

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<b>Occupational Courses</b>	<b>20</b>
<b>Required Courses</b>	<b>17</b>
COMP 1000 Introduction to Computer Literacy (3)	
MATH 1011 Business Math (3)	
BAFN 1100 Introduction to Banking and Finance (3)	
ACCT 1100 Financial Accounting I (4)	
ACCT 1120 Spreadsheet Applications (4)	
<b>Occupational Elective: (Choose ONE course)</b>	<b>3</b>
BAFN 1110 Money and Banking (3)	
BAFN 1115 Personal Financial Planning (3)	
BAFN 2200 Finance (3)	
MGMT 1100 Principles of Management (3)	
MKTG 1100 Principles of Marketing (3)	
MKTG 1160 Professional Selling (3)	
<b>Total Credit Hour (minimum):</b>	<b>20</b>

# Barbering Diploma

BA12

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.

## Curriculum

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### Basic Skills

8

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

### Occupational Courses

48

#### Required Courses:

- COMP 1000 Introduction to Computer Literacy (3)
- 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)

### Total Credit Hour (minimum):

56

# Basic Electronic Assembler

## Technical Certificate

BE41

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.

### Curriculum

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**Occupational Courses** **10**

**Required Courses:**

- MATH 1013 Algebraic Concepts (3)
- ELCR 1005 Soldering Technology (1)
- ELCR 1010 Direct Current Circuits (6)

**Total Credit Hour (minimum):** **10**



# Basic Law Enforcement

## Technical Certificate

BL11

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-specific requirements: Applicants must also be accepted into the academy by the Georgia Peace Officer Standards and Training Council by meeting all the requirements of certification as set forth in O.C.G.A; 35-8-8. The requirements include United States citizenship; a satisfactory criminal history; a satisfactory drug screen examination; GCIC and NCIC fingerprint checks; completion of a physician's affidavit; a satisfactory certified driver history; and agency or academy head recommendation.

## Curriculum

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### Occupational Courses

42

#### Required Courses:

- 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)

### Total Credit Hour (minimum):

42

# Basic Shielded Metal Arc Welder

## Technical Certificate

FS31

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 prerequisite to the advanced certificate.

### Curriculum

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**Occupational Courses** **12**

**Required Courses:**

WELD 1000 Introduction to Welding Technology (4)

WELD 1010 Oxyfuel and Plasma Cutting (4)

WELD 1040 Flat Shielded Metal Arc Welding (4)

**Total Credit Hour (minimum):** **12**

# Building Automation Systems Technology

## Diploma

BAS4

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.

## Curriculum

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### Basic Skills 8

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

### Occupational Courses 43

#### Required Courses: 40

- 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 HVACR and Controls (3)
- BUAS 2020 BAS Logic and Programming (4)
- BUAS 2030 BAS Design and Installation (4)

#### Occupational Electives: *(Choose one course.)* 3

- AIRC 1030 HVACR Electrical Fundamentals (4)
- AIRC 1050 HVACR Electrical Components and Controls (4)
- BUAS 2040 BAS Integration (5)
- BUAS 2050 BAS Internship (3)

### Total Credit Hour (minimum): 51

# Building Automation Systems Technology

## Associate of Applied Science Degree

BAS3

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.

## Curriculum

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<b>General Education Core</b>	<b>15</b>
<b>Area I: Language Arts/Communication</b>	3
ENGL 1101 Composition and Rhetoric (3)	
<b>Area II: Social/Behavioral Sciences</b> <i>(Choose ONE course)</i>	3
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)	
SOC 1101 Introduction to Sociology (3)	
<b>Area III: Natural Sciences / Mathematics</b>	3
MATH 1111 College Algebra (3)	
<b>Area IV: Humanities/Fine Arts</b> <i>(Choose ONE course)</i>	3
ARTS 1101 Art Appreciation (3)	
ENGL 2130 American Literature (3)	
HUMN 1101 Introduction to Humanities (3)	
MUSC 1101 Music Appreciation (3)	
RELG 1101 Introduction to World Religions (3)	
<b>Elective: General Education</b> <i>(Choose ONE course)</i>	3
Any course from Area I, II, or IV above	
OR	
ENGL 1102 Literature and Composition (3)	
SPCH 1101 Public Speaking (3)	
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 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)

## Occupational Courses

**48**

### Required 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 HVACR and Controls (3)  
 BUAS 2020 BAS Logic and Programming (4)  
 BUAS 2030 BAS Design and Installation (4)  
 BUAS 2040 BAS Integration (5)  
 BUAS 2050 BAS Internship (3)

## Total Credit Hour (minimum):

**63**

# Bus Maintenance Technician Diploma

## Diploma

BMT2

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.

## Curriculum

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### Basic Skills 8

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

### Occupational Courses 46

#### Required 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)

**Total Credit Hour (minimum): 54**

# Business Administration

## Associate of Applied Science Degree

BA13

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.

## Curriculum

---

<b>General Education Core</b>	<b>15</b>
<b>Area I: Language Arts/Communication</b>	3
ENGL 1101 Composition and Rhetoric (3)	
<b>Area II: Social/Behavioral Sciences</b> <i>(Choose ONE course)</i>	3
ECON 1101 Principles of Economics (3)	HIST 2111 American History I (3)
ECON 2105 Principles of Macroeconomics (3)	HIST 2112 American History II (3)
ECON 2106 Principles of Microeconomics (3)	POLS 1101 American Government (3)
HIST 1111 World History I (3)	PSYC 1101 Introduction to Psychology (3)
HIST 1112 World History II (3)	SOC 1101 Introduction to Sociology (3)
<b>Area III: Natural Sciences / Mathematics</b>	3
MATH 1111 College Algebra (3)	
<b>Area IV: Humanities/Fine Arts</b> <i>(Choose ONE course)</i>	3
ARTS 1101 Art Appreciation (3)	
ENGL 2130 American Literature (3)	
HUMN 1101 Introduction to Humanities (3)	
MUSC 1101 Music Appreciation (3)	
RELG 1101 Introduction to World Religions (3)	
<b>Elective: General Education</b> <i>(Choose three credit hours)</i>	3
Any course above from Area II, III, or IV	
ENGL 1102 Literature and Composition (3)	
SPCH 1101 Public Speaking (3)	
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 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)

## **Occupational Courses**

**48**

### **Required Courses:**

ACCT 1100 Financial Accounting I (4)  
ACCT 1105 Financial Accounting II (4)  
ACCT 1120 Spreadsheet 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)  
MGMT 1110 - Employment Rules & Regulations (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)

**Total Credit Hour (minimum):**

**63**



# Business Management

## Diploma

MD12

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.

### Curriculum

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<b>Basic Skills</b>	<b>8</b>
ENGL 1010 Fundamentals of English I (3)	3
<i>Select ONE MATH course:</i>	3
MATH 1011 Business Math (3)	
MATH 1012 Foundations of Mathematics (3)	
<i>Select ONE course below:</i>	2
EMPL 1000 Interpersonal Relations and Professional Development (2)	
PSYC 1010 Basic Psychology (3)	
<b>Occupational Courses</b>	<b>39</b>
<b>Required Courses:</b>	<b>31</b>
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)	
<i>Select ONE of the following courses.</i>	3
MGMT 1110 Employment Law (3)	
MKTG 1130 Business Regulations and Compliance (#)	
<b>MGMT Elective: Choose TWO courses below.</b>	<b>6</b>
MGMT 1111 Employee Compensation and Benefits (3)	
MGMT 2120 Labor Management Relations (3)	
MGMT 2130 Employee Training and Development (3)	
MGMT 2140 Retail Management (3)	
MGMT 2145 Business Plan Development (3)	
MGMT 2155 Quality Management Principles (3)	
MGMT 2200 Production/Operations Management (3)	

MGMT 2205 Service Sector Management (3)  
MGMT 2210 Project Management (3)

**Total Credit Hour (minimum):**

**48**

# Business Management

## Associate of Applied Science Degree

MD13

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, Small Business Management, Service Sector Management, Operations Management, or Human Resource Management.

## Curriculum

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<b>General Education Core</b>	<b>15</b>
<b>Area I: Language Arts/Communication</b>	3
ENGL 1101 Composition and Rhetoric (3)	
<b>Area II: Social/Behavioral Sciences</b> <i>(Choose ONE course.)</i>	3
ECON 1101 Principles of Economics (3)	HIST 1112 World History II (3)
ECON 2105 Principles of Macroeconomics (3)	HIST 2111 American History I (3)
ECON 2106 Principles of Microeconomics (3)	HIST 2112 American History II (3)
HIST 1111 World History I (3)	POLS 1101 American Government (3)
	PSYC 1101 Introduction to Psychology (3)
	SOC 1101 Introduction to Sociology (3)
<b>Area III: Natural Sciences / Mathematics</b> <i>(Choose ONE course.)</i>	3
MATH 1101 Mathematical Modeling (3)	
MATH 1103 Quantitative Skill and Reasoning (3)	
MATH 1111 College Algebra (3)	
<b>Area IV: Humanities/Fine Arts</b> <i>(Choose ONE course.)</i>	3
ARTS 1101 Art Appreciation (3)	MUSC 1101 Music Appreciation (3)
ENGL 2130 American Literature (3)	RELG 1101 Introduction to World Religions (3)
HUMN 1101 Introduction to Humanities (3)	
<b>Elective: General Education</b> <i>(Choose ONE course.)</i>	3
Any course not taken in Area I, II, III, or IV	CHEM 1212 Chemistry II (3) + CHEM 1212L Chemistry II Lab (1)
OR	
ENGL 1102 Literature and Composition (3)	MATH 1113 Precalculus (3)
SPCH 1101 Public Speaking (3)	MATH 1127 Introduction to Statistics (3)
BIOL 1111 Biology I (3) + BIOL 1111L Biology I Lab (1)	MATH 1131 Calculus I (4)
BIOL 1112 Biology II (3) + BIOL 1112L Biology II Lab (1)	MATH 1132 Calculus II (4)
CHEM 1211 Chemistry I (3) + CHEM 1211L Chemistry I Lab (1)	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)

**Occupational Courses** **37**

**Required Courses:** 31

ACCT 1100 Financial Accounting I (4)	MGMT 1120 Introduction to Business (3)
COMP 1000 Introduction to Computer Literacy (3)	MGMT 1125 Business Ethics (3)
MGMT 1100 Principles of Management (3)	MGMT 2115 Human Resources Management (3)
MGMT 1105 Organization Behavior (3)	MGMT 2125 Performance Management (3)
MGMT 1115 Leadership (3)	MGMT 2215 Team Project (3)

Elective: *(Choose ONE of the courses below.)* 3

MGMT 1110 Employment Law (3)  
MKTG 1130 Business Regulations and Compliance (3)

**Management Elective:** *(Choose ONE of the courses below.)* 3

MGMT 1111 Employee Compensation and Benefits (3)	MGMT 2155 Quality Management Principles (3)
MGMT 2120 Labor Management Relations (3)	MGMT 2200 Production/Operations Management (3)
MGMT 2130 Employee Training and Development (3)	MGMT 2205 Service Sector Management (3)
MGMT 2140 Retail Management (3)	MGMT 2210 Project Management (3)
MGMT 2145 Business Plan Development (3)	MGMT 2215 Team Project (3)

**Specialization:** *(Choose ONE course group below.)* **12**

**General Management Specialization** 12

*Choose four MGMT courses.*

**Human Resources Management Specialization** 12

MGMT 2120 Labor Management Relations (3)  
MGMT 2130 Employee Training and Development (3)

*Choose ONE of the following courses: (3)*

MGMT 2205 Service Sector Management (3) OR  
MGMT 2210 Project Management (3)

*Choose ONE additional MGMT course: (3)*

**Service Sector Management Specialization** 12

MGMT 2130 Employee Training and Development (3)  
MGMT 2140 Retail Management (3)

MGMT 2205 Service Sector Management (3) OR

*Choose ONE additional MGMT course: (3)*

**Property Management Specialization** 12

- AIPM 1101 Apartment Industry Foundation (3)
- AIPM 1115 Apartment Industry Internship (3)
- MGMT 2120 Labor Management Relations (3)
- MKTG 1130 Business Regulations & Compliance (3)

**Hospitality Operations Specialization** 12

- HRTM 1100 Introduction to Hotel Restaurant & Tourism Management (3)
- HRTM 1160 Food and Beverage Management (3)
- HRTM 1201 Hospitality Marketing (3)
- Choose ONE of the following options: (3)*
- HRTM 1220 Supervision & Leadership in the Hospitality Industry OR
- One MGMT elective course

**Total Credit Hour (minimum):** 64

# Business Technology

## Diploma

BA22

The Business Technology program is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The 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 Technology Diploma with a specialization in one of the following: Business Administrative Assistant or Medical Administrative Assistant.

## Curriculum

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### **Basic Skills** **8**

ENGL 1010 Fundamentals of English I (3) 3

*Choose ONE course below.* 2

EMPL 1000 Interpersonal Relations and Professional Development (2)

PSYC 1010 Basic Psychology (3)

*Choose ONE course below.* 3

MATH 1011 Business Math (3)

MATH 1012 Foundations of Mathematics (3)

### **Occupational Courses** **18**

#### **Required Courses:**

COMP 1000 Introduction to Computer Literacy (3)

BUSN 1400 Word Processing Applications (4)

BUSN 1440 Document Production (4)

BUSN 2190 Business Document Proofreading and Editing (3)

ACCT 1100 Financial Accounting I (4)

### **Specialization(s):** *Choose ONE specialization* **25**

#### **Business Administrative Assistant Specialization** 25

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 1420 Database Applications (4)

**Occupational BUSN Elective:** *(Choose ONE course (3).)*

- |  |   |
|--|---|
| BUSN 1100 Introduction to Keyboarding (3)      | BUSN 1340 Customer Service Effectiveness (3)                  |
| BUSN 1180 Computer Graphics and Design (3)     | BUSN 2170 Web Page Design (2)                                 |
| BUSN 1230 Legal Terminology (3)                | BUSN 2220 Legal Administrative Procedures (3)                 |
| BUSN 1250 Records Management (3)               | BUSN 2230 Office Management (3)                               |
| BUSN 1310 Introduction to Business Culture (3) | BUSN 2240 Business Administrative Assistant Internship I (4)  |
| BUSN 1320 Business Interaction Skills (3)      | BUSN 2250 Business Administrative Assistant Internship II (6) |
| BUSN 1330 Personal Effectiveness (3)           |   |

**Medical Administrative Assistant Specialization**

26

- MAST 1120 Human Diseases (3)
- BUSN 2340 Healthcare Administrative Procedures (4)
- BUSN 2370 Medical Office Billing/Coding/Insurance (3)
- ALHS 1011 Structure and Function of the Human Body (5)
- ALHS 1090 Medical Terminology (2)

**Business Electives:** *(Choose THREE courses from below. (9))*

- BUSN 1100 Introduction to Keyboarding (3)
- BUSN 1180 Computer Graphics and Design (3)
- BUSN 1230 Legal Terminology (3)
- BUSN 1250 Records Management (3)
- BUSN 1310 Introduction to Business Culture (3)
- BUSN 1320 Business Interaction Skills (3)
- BUSN 1330 Personal Effectiveness (3)
- BUSN 1340 Customer Service Effectiveness (3)
- BUSN 2170 Web Page Design (2)
- BUSN 2220 Legal Administrative Procedures (3)
- BUSN 2230 Office Management (3)
- BUSN 2240 Business Administrative Assistant Internship I (4)
- BUSN 2250 Business Administrative Assistant Internship II (6)

**Total Credit Hour (minimum):**

**51**

# Business Technology

## Associate of Applied Science Degree

BA23

The Business Technology program is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The 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 Technology, Associate of Applied Science degree.

### Curriculum

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<b>General Education Core</b>	<b>15</b>
<b>Area I: Language Arts/Communication</b>	3
ENGL 1101 Composition and Rhetoric (3)	
<b>Area II: Social/Behavioral Sciences</b> <i>(Choose ONE course below.)</i>	3
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)	
SOC 1101 Introduction to Sociology (3)	
<b>Area III: Natural Sciences / Mathematics</b> <i>(Choose ONE course below.)</i>	3
MATH 1101 Mathematical Modeling (3)	
MATH 1103 Quantitative Skill and Reasoning (3)	
MATH 1111 College Algebra (3)	
<b>Area IV: Humanities/Fine Arts</b> <i>(Choose ONE course below.)</i>	3
ARTS 1101 Art Appreciation (3)	
ENGL 2130 American Literature (3)	
HUMN 1101 Introduction to Humanities (3)	
MUSC 1101 Music Appreciation (3)	
RELG 1101 Introduction to World Religions (3)	
<b>Elective: General Education</b> <i>(Choose ONE course below.)</i>	3



Any course from Area I, II, III, or IV above OR  
 ENGL 1102 Literature and Composition (3)  
 SPCH 1101 Public Speaking (3)  
 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 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)

## Occupational Courses

49

### Required Courses:

COMP 1000 Introduction to Computer Literacy (3)  
 BUSN 1400 Word Processing Applications (4)  
 BUSN 1430 Desktop Publishing and Presentation Applications (4)  
 BUSN 1440 Document Production (4)  
 BUSN 1190 Digital Technologies In Business (2)  
 BUSN 1240 Office Procedures (3)  
 BUSN 1410 Spreadsheet Concepts and Applications (4)  
 BUSN 1420 Database Applications (4)  
 BUSN 2160 Electronic Mail Applications (2)  
 BUSN 2210 Applied Office Procedures (3)  
 MGMT 1100 Principles of Management (3)  
 ACCT 1100 Financial Accounting I (4)

### Occupational Electives: *Choose TWO BUSN courses below. (6)*

BUSN 1100 Introduction to Keyboarding (3)  
 BUSN 1180 Computer Graphics and Design (3)  
 BUSN 1230 Legal Terminology (3)  
 BUSN 1250 Records Management (3)  
 BUSN 1310 Introduction to Business Culture (3)  
 BUSN 1320 Business Interaction Skills (3)  
 BUSN 1330 Personal Effectiveness (3)  
 BUSN 1340 Customer Service Effectiveness (3)  
 BUSN 2170 Web Page Design (2)  
 BUSN 2220 Legal Administrative Procedures (3)  
 BUSN 2230 Office Management (3)  
 BUSN 2240 Business Administrative Assistant Internship I (4)  
 BUSN 2250 Business Administrative Assistant Internship II (6)

## Total Credit Hour (minimum):

64

# C# Programmer

## Technical Certificate

CPB1

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.

### Curriculum

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<b>Occupational Courses</b>	<b>22</b>
<b>Required Courses:</b>	<b>18</b>
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 Elective: <i>Choose ONE course.</i>	<b>4</b>
CIST 1001 Computer Concepts (4)	
CIST 2311 Visual Basic I (4)	
CIST 2312 Visual Basic II (4)	
CIST 2371 Java Programming I (4)	
CIST 2372 Java Programming II (4)	
CIST 2381 Mobile Application Development I (4)	
CIST 2382 Mobile Application Development II (4)	
CIST 2383 User Experience (4)	
<b>Total Credit Hour (minimum):</b>	<b>22</b>

# CAD Operator Mechanical

## Technical Certificate

CP61

All of the courses in the CAD Operator TCC program are embedded in the Drafting Technology diploma and degree programs. The CAD Operator TCC program endows students with the prospect 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.

### Curriculum

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<b>Occupational Courses</b>	<b>11</b>
<b>Required Courses:</b>	<b>8</b>
DFTG 1103 Multiview/Basic Dimensioning (4)	
DFTG 1109 Auxiliary Views/Surface Development (4)	
<b>DFTG Elective: <i>Choose three credit hours.</i></b>	<b>3</b>
DFTG 2030 Advanced 3D Modeling Architectural (4)	
DFTG 2040 Advanced 3D Modeling Mechanical (4)	
DFTG 2110 Print Reading I (2)	
DMPT 1000 Introduction to Design and Media Production (6)	
DMPT 1005 Vector Graphics (5)	
DMPT 1010 Raster Imaging (5)	
DMPT 2400 Basic 3D Modeling and Animation (4)	
DMPT 2405 Intermediate 3D Modeling (4)	
DMPT 2410 Digital, Texture and Lighting (4)	
<b>Total Credit Hour (minimum):</b>	<b>11</b>

# CDA Preparation

## Technical Certificate

CE71

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.

### Curriculum

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**Occupational Courses** **11**

**Required Courses:**

ECCE 1103 Child Growth and Development (3)

ECCE 1105 Health, Safety, and Nutrition (3)

ECCE 1125 Professionalism Through CDA Certificate Preparation (2)

ECCE 1101 Introduction to Early Childhood Care and Education (3)

**Total Credit Hour (minimum):** **11**

# Certified Construction Worker

## Technical Certificate

CCW1

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.

### Curriculum

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**Occupational Courses** **9**

**Required Courses:**

COFC 1011 Overview of Building Construction Practices and Materials (3)

COFC 1020 Professional Tool Use and Safety (3)

COFC 1050 Construction Print Reading Fundamentals (3)

**Total Credit Hour (minimum):** **9**

# Child Development Specialist

## Technical Certificate

CD61

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.

### Curriculum

---

**Occupational Courses** **15**

**Required 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 1121 Early Childhood Care and Education Practicum (3)

**Total Credit Hour (minimum):** **15**

# Cisco Network Specialist

## Technical Certificate

CN71

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.

### Curriculum

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**Occupational Courses** **16**

**Required Courses:**

- CIST 2451 Cisco Network Fundamentals (4)
- CIST 2452 Cisco Routing Protocols and Concepts (4)
- CIST 2453 Cisco LAN Switching and Wireless (4)
- CIST 2454 Cisco Accessing the WAN (4)

**Total Credit Hour (minimum):** **16**

# Clinical Laboratory Technology

## Associate of Applied Science Degree

CLT3

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-specific requirements: Additional conditions may be required by specific clinical affiliates.

## Curriculum

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<b>General Education Core</b>	<b>16</b>
<b>Area I: Language Arts/Communication</b>	3
ENGL 1101 Composition and Rhetoric (3)	
<b>Area II: Social/Behavioral Sciences</b>	3
PSYC 1101 Introduction to Psychology (3)	
<b>Area III: Natural Sciences / Mathematics</b>	7
CHEM 1211 Chemistry I (3) and CHEM 1211L Lab (1)	
Choose ONE Math course:	
MATH 1101 Mathematical Modeling (3)	
MATH 1103 Quantitative Skills and Reasoning (3)	
MATH 1111 College Algebra (3)	
<b>Area IV: Humanities/Fine Arts</b> <i>(Choose ONE course)</i>	3
ARTS 1101 Art Appreciation (3)	
ENGL 2130 American Literature (3)	
HUMN 1101 Introduction to Humanities (3)	
MUSC 1101 Music Appreciation (3)	
RELG 1101 Introduction to World Religions (3)	
<b>Elective: General Education</b>	3
Choose ONE course from Area I, II, III, or IV	ECON 2106 Principles of Microeconomics (3)
OR	HIST 1111 World History I (3)
ENGL 1102 Literature and Composition (3)	HIST 1112 World History II (3)
SPCH 1101 Public Speaking (3)	HIST 2111 American History I (3)
ECON 1101 Principles of Economics (3)	HIST 2112 American History II (3)
ECON 2105 Principles of Macroeconomics (3)	POLS 1101 American Government (3)
	SOC 1101 Introduction to Sociology (3)



BIOL 1111 Biology I (3) + BIOL 1111L  
Biology I Lab (1)  
BIOL 1112 Biology II (3) + BIOL  
1112L Biology II Lab (1)  
CHEM 1212 Chemistry II (3) +  
CHEM 1212L Chemistry II Lab  
(1)  
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)

**Non-Gen Degree Courses**

**8**

BIOL 2113 Anatomy and Physiology (3) and BIOL 2113L Lab (1)  
BIOL 2114 Anatomy and Physiology II (3) and BIOL 2114L Lab (1)

**Occupational Courses**

**46**

**Required Courses:**

**46**

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)

**Total Credit Hour (minimum):**

**73**

# Commercial Refrigeration

## Diploma

CR12

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.

### Curriculum

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#### Basic Skills 8

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

#### Occupational Courses 47

##### Required Courses:

- COMP 1000 Introduction to Computers (3)
- 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)

#### Total Credit Hour (minimum): 55

# Commercial Refrigeration

## Associate of Applied Science Degree

CR13

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, cryofreezers 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.

### Curriculum

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<b>General Education Core</b>	<b>18</b>
<b>Area I: Language Arts/Communication</b>	6
ENGL 1101 Composition and Rhetoric (3)	
SPCH 1101 Public Speaking (3)	
<b>Area II: Social/Behavioral Sciences</b> <i>(Choose ONE course below.)</i>	3
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)	
SOC 1101 Introduction to Sociology (3)	
<b>Area III: Natural Sciences / Mathematics</b>	6
MATH 1111 College Algebra (3)	
<i>Select ONE of the following options:</i>	
MATH 1113 Precalculus (3)	
PHYS 1111 Introductory Physics I (3) + PHYS 1111L Introductory Physics I Lab (1)	
<b>Area IV: Humanities/Fine Arts</b>	3
HUMN 1101 Introduction to Humanities (3)	
<b>Occupational Courses</b>	<b>55</b>
<b>Required Courses:</b>	
COMP 1000 Introduction to Computers (3)	
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)  
AIRC 2030 Light Commercial Air Conditioning Internship/Practicum (8)

**Total Credit Hour (minimum):**

**73**

# Commercial Truck Driving

## Technical Certificate

CT61

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.

### Curriculum

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**Occupational Courses** **9**

**Required Courses:**

CTDL 1010 Fundamentals of Commercial Driving (3)

CTDL 1020 Combination Vehicle Basic Operation and Range Work (2)

CTDL 1030 Combination Vehicle Advanced Operations (4)

**Total Credit Hour (minimum):** **9**

# CompTIA A+ Certified Technician Preparation

## Technical Certificate

CA71

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.

## Curriculum

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<b>Occupational Courses</b>	<b>18</b>
<b>Required Courses:</b>	<b>14</b>
COMP 1000 Introduction to Computers (3)	
CIST 1001 Computer Concepts (4)	
CIST 1130 Operating Systems Concepts (3)	
CIST 1122 Hardware Installation and Maintenance (4)	
<i>Select ONE four-credit hour CIST elective:</i>	<b>4</b>
CIST 1210 Introduction to Oracle Databases (4)	
CIST 2411 Implementing Microsoft Windows Professional Client (4)	
CIST 2414 Microsoft Server Administrator (4)	
CIST 2921 IT Analysis, Design, and Project Management (4)	
CIST 1401 Computer Networking Fundamentals (4)	
CIST 2129 Comprehensive Database Techniques (4)	
CIST 2224 Designing and Implementing Databases with Microsoft SQL Server (4)	
<b>Total Credit Hour (minimum):</b>	<b>18</b>

# Computer Engineering Technology

## Technical Certificate

CET1

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.

### Curriculum

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<b>Occupational Courses</b>	<b>14</b>
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**Required Courses:**

ENGT 1000 Introduction to Engineering Technology (3)

ECET 1101 Circuit Analysis I (4)

ECET 1191 Computer Programming Fundamentals (3)

ECET 1110 Digital Systems I (4)

<b>Total Credit Hour (minimum):</b>	<b>14</b>
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# Computer Programming

## Diploma

CP24

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, XHTML, systems analysis and design, database management, networking concepts, and the programming languages PHP, Visual BASIC, Java, C++, and JavaScript.

### Curriculum

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#### Basic Skills 8

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

#### Occupational Courses 24

##### Required Courses:

CIST 1305 Program Design and Development (3)
COMP 1000 Introduction to Computers (3)
CIST 1001 Computer Concepts (4)
CIST 1210 Introduction to Oracle Databases (4)
CIST 1510 Web Development I (3)
CIST 2921 IT Analysis, Design, and Project Management (4)
CIST 1601 Information Security Fundamentals (3)

#### Programming Language Course Electives 20

*(Choose FIVE courses from the following (at least two of which must be CIST23x2 or CIST23x3))*

CIST 2311 Visual Basic I (4)
CIST 2312 Visual Basic II (4)
CIST 2341 C# Programming I (4)
CIST 2342 C# Programming II (4)
CIST 2371 Java Programming I (4)
CIST 2372 Java Programming II (4)
CIST 2381 Mobile Application Development I (4)
CIST 2382 Mobile Application Development II (4)
CIST 2383 User Experience (4)

#### Total Credit Hour (minimum): 52



# Computer Programming

## Associate of Applied Science Degree

CP23

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

## Curriculum

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<b>General Education Core</b>	<b>15</b>
<b>Area I: Language Arts/Communication</b>	
ENGL 1101 Composition and Rhetoric (3)	3
<b>Area II: Social/Behavioral Sciences <i>(Choose ONE course)</i></b>	
ECON 1101 Principles of Economics (3)	3
ECON 2105 Principles of Macroeconomics (3)	3
ECON 2106 Principles of Microeconomics (3)	3
HIST 1111 World History I (3)	3
HIST 1112 World History II (3)	3
HIST 2111 American History I (3)	3
HIST 2112 American History II (3)	3
POLS 1101 American Government (3)	3
PSYC 1101 Introduction to Psychology (3)	3
SOC 1101 Introduction to Sociology (3)	3
<b>Area III: Natural Sciences / Mathematics <i>(Choose ONE course)</i></b>	
MATH 1101 Mathematical Modeling (3)	3
MATH 1103 Quantitative Skill and Reasoning (3)	3
MATH 1111 College Algebra (3)	3
<b>Area IV: Humanities/Fine Arts <i>(Choose ONE course)</i></b>	
ARTS 1101 Art Appreciation (3)	3
ENGL 2130 American Literature (3)	3
HUMN 1101 Introduction to Humanities (3)	3
MUSC 1101 Music Appreciation (3)	3
RELG 1101 Introduction to World Religions (3)	3
<b>Elective: General Education <i>(Choose ONE course)</i></b>	
Choose one course from Area I, II, III, or IV listed above	3
OR	
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 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)  
 ENGL 1102 Literature and Composition (3)  
 SPCH 1101 Public Speaking (3)

**Occupational Courses** **50**

**Required Courses:** 24

COMP 1000 Introduction to Computers (3)  
 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 2921 IT Analysis, Design, and Project Management (4)  
 CIST 1601 Information Security Fundamentals (3)

**Occupational Electives:** *(Choose ONE course)* 3

ACCT 1100 Financial Accounting I (4)  
 BUSN 1300 Introduction to Business (3)  
 MGMT 1120 Introduction to Business (3)

**Occupational Elective:** *(Choose ONE course from the following or an additional programming course)* 3

CIST 1130 Operating Systems Concepts (3)  
 CIST 1401 Computer Networking Fundamentals (4)  
 CIST 2212 Oracle Database Administration I (4)  
 CIST 2127 Comprehensive Word Processing Techniques (3)  
 CIST 2128 Comprehensive Spreadsheet Techniques (3)  
 CIST 2129 Comprehensive Database Techniques (4)

**Programming Language Course Electives** 20

*(Choose FIVE courses from the following (at least two of which must be CIST23x2 or CIST23x3))*

CIST 2311 Visual Basic I (4)  
 CIST 2312 Visual Basic II (4)  
 CIST 2341 C# Programming I (4)  
 CIST 2342 C# Programming II (4)  
 CIST 2371 Java Programming I (4)  
 CIST 2372 Java Programming II (4)  
 CIST 2381 Mobile Application Development I (4)  
 CIST 2382 Mobile Application Development II (4)  
 CIST 2383 User Experience (4)

**Total Credit Hour (minimum):** **65**

# Computer Support Specialist

## Diploma

CS14

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

### Curriculum

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<b>Basic Skills</b>	<b>8</b>
MATH 1012 Foundations of Mathematics (3)	3
ENGL 1010 Fundamentals of English I (3)	3
EMPL 1000 Interpersonal Relations and Professional Development (3)	2
<b>Occupational Courses</b>	<b>47</b>
<b>Required Courses:</b>	
COMP 1000 Introduction to Computer Literacy (3)	
CIST 1001 Computer Concepts (4)	
CIST 1130 Operating Systems Concepts (3)	
CIST 1305 Program Design and Development (3)	
CIST 1401 Computer Networking Fundamentals (4)	
CIST 1122 Hardware Installation and Maintenance (4)	
CIST 1601 Information Security Fundamentals (3)	
CIST 2921 IT Analysis, Design, and Project Management (4)	
CIST 1210 Introduction to Oracle Databases (4)	
CIST 2129 Comprehensive Database Techniques (4)	
<b>CIST Electives</b> ( <i>Choose TWO courses</i> )	<b>8</b>
CIST 2212 Oracle Database Administration I (4)	CIST 2452 Cisco Routing Protocols and Concepts (4)
CIST 2214 Oracle Database Administration II (4)	CIST 2411 Microsoft Client (4)
CIST 2216 Oracle Advanced Topics (4)	CIST 2412 Microsoft Directory Services (4)
CIST 2431 Linux/UNIX Introduction (4)	CIST 2413 Microsoft Server Infrastructure (4)
CIST 2451 Cisco Network Fundamentals (4)	CIST 2414 Microsoft Server Administrator (4)
<b>Office Productivity Elective</b> ( <i>Choose ONE course</i> )	<b>3</b>
CIST 2127 Comprehensive Word Processing Techniques (3)	
CIST 2128 Comprehensive Spreadsheet Techniques (3)	
<b>Total Credit Hour (minimum):</b>	<b>55</b>

# Computer Support Specialist

## Associate of Applied Science Degree

CS23

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

### Curriculum

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<b>General Education Core</b>	<b>15</b>
<b>Area I: Language Arts/Communication</b>	
ENGL 1101 Composition and Rhetoric (3)	3
<b>Area II: Social/Behavioral Sciences <i>(Choose ONE course)</i></b>	
ECON 1101 Principles of Economics (3)	3
ECON 2105 Principles of Macroeconomics (3)	3
ECON 2106 Principles of Microeconomics (3)	3
HIST 1111 World History I (3)	3
HIST 1112 World History II (3)	3
HIST 2111 American History I (3)	3
HIST 2112 American History II (3)	3
POLS 1101 American Government (3)	3
PSYC 1101 Introduction to Psychology (3)	3
SOC 1101 Introduction to Sociology (3)	3
<b>Area III: Natural Sciences / Mathematics <i>(Choose ONE course)</i></b>	
MATH 1101 Mathematical Modeling (3)	3
MATH 1103 Quantitative Skill and Reasoning (3)	3
MATH 1111 College Algebra (3)	3
<b>Area IV: Humanities/Fine Arts <i>(Choose ONE course)</i></b>	
ARTS 1101 Art Appreciation (3)	3
ENGL 2130 American Literature (3)	3
HUMN 1101 Introduction to Humanities (3)	3
MUSC 1101 Music Appreciation (3)	3
RELG 1101 Introduction to World Religions (3)	3
<b>Elective: General Education <i>(Choose ONE course)</i></b>	
Choose one course from Area I, II, III, or IV listed above	3
OR	
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 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)  
 ENGL 1102 Literature and Composition (3)  
 SPCH 1101 Public Speaking (3)

## Occupational Courses

47

### Required Courses:

COMP 1000 Introduction to Computer Literacy (3)  
 CIST 1001 Computer Concepts (4)  
 CIST 1130 Operating Systems Concepts (3)  
 CIST 1305 Program Design and Development (3)  
 CIST 1401 Computer Networking Fundamentals (4)  
 CIST 1122 Hardware Installation and Maintenance (4)  
 CIST 1601 Information Security Fundamentals (3)  
 CIST 2921 IT Analysis, Design, and Project Management (4)  
 CIST 1210 Introduction to Oracle Databases (4)  
 CIST 2129 Comprehensive Database Techniques (4)

### CIST Electives *(Choose TWO courses)*

8

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)  
 CIST 2451 Cisco Network Fundamentals (4)  
 CIST 2452 Cisco Routing Protocols and Concepts (4)  
 CIST 2411 Microsoft Client (4)  
 CIST 2412 Microsoft Directory Services (4)  
 CIST 2413 Microsoft Server Infrastructure (4)  
 CIST 2414 Microsoft Server Administrator (4)

### Office Productivity Elective *(Choose ONE course)*

3

CIST 2127 Comprehensive Word Processing Techniques (3)  
 CIST 2128 Comprehensive Spreadsheet Techniques (3)

## Total Credit Hour (minimum):

62

# Computer Systems Design Specialist

## Technical Certificate

CZ11

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.

### Curriculum

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#### General Education Core 6

MATH 1111 College Algebra (3)

MATH 1113 Precalculus (3)

#### Occupational Courses 27

##### Required Courses:

ENGT 1000 Introduction to Engineering Technology (3)

ECET 1101 Circuit Analysis I (4)

ECET 2101 Circuit Analysis II (4)

ECET 1110 Digital Systems I (4)

ECET 2110 Digital Systems II (4)

ECET 2120 Electronic Circuits I (4)

ECET 1220 Computer System Maintenance (4)

#### Total Credit Hour (minimum): 33

# Computerized Accounting Specialist

## Technical Certificate

CAY1

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.

### Curriculum

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<b>Occupational Courses</b>	<b>21</b>
<b>Required Courses:</b>	<b>18</b>
COMP 1000 Introduction to Computer Literacy (3)	
ACCT 1100 Financial Accounting I (4)	
ACCT 1105 Financial Accounting II (4)	
ACCT 1115 Computerized Accounting (3)	
ACCT 1120 Spreadsheet Applications (4)	
<b>Occupational Elective (3)</b>	<b>3</b>
<i>Select ONE additional three-credit hour technical elective, in consult with your faculty advisor.</i>	
<b>Total Credit Hour (minimum):</b>	<b>21</b>

# Contact Lens Technician

## Technical Certificate

CL31

The Contact Lens Specialist Technical Certificate of Credit is a short-term allied health program designed to provide students with the basic knowledge and skills needed to gain employment in opticians' offices. The program also provides the opportunity for individuals in the optical field to obtain formal education in a specialized area.

### Curriculum

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**Occupational Courses** **13**

**Required Courses:**

OPHD 1010 Introduction to Ophthalmic Optics (3)

OPHD 1080 Contact Lens I (5)

OPHD 2130 Contact Lens II (5)

**Total Credit Hour (minimum):** **13**



# Corrections Specialist

## Technical Certificate

JJC1

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.

### Curriculum

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<b>Occupational Courses</b>	<b>21</b>
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**Required Courses:**

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)

<b>Total Credit Hour (minimum):</b>	<b>21</b>
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# Cosmetology

## Diploma

CO12

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.

## Curriculum

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### Basic Skills

8

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

### Occupational Courses

47

#### Required Courses:

- COMP 1000 Introduction to Computer Literacy (3)
- 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 (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)

### Total Credit Hour (minimum):

55

# Cosmetology Instructor Training

## Technical Certificate

CI21

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-specific admissions requirements: Must hold a valid Master Cosmetologist License from the State of Georgia.

### Curriculum

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#### Occupational Courses 24

**Required Courses:**

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)

#### Total Credit Hour (minimum): 24

# Crime Scene Investigation TCC

## Technical Certificate

CB71

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.

### Curriculum

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#### Occupational Courses 19

##### Required Courses:

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)

#### Total Credit Hour (minimum): 19

# Criminal Justice Fundamentals

## Technical Certificate

CJ71

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.

### Curriculum

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**Occupational Courses** **12**

**Required Courses:**

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

**Total Credit Hour (minimum):** **12**

# Criminal Justice Technology

## Diploma

CJT2

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.

### Curriculum

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#### **Basic Skills** **9**

- ENGL 1010 Fundamentals of English I (3)
- MATH 1012 Foundations of Mathematics (3)
- PSYC 1010 Basic Psychology (3)

#### **Occupational Courses** **39**

##### **Required Courses:** **27**

- COMP 1000 Introduction to Computers (3)
- 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 Diversity for Criminal Justice (3)
- CRJU 2020 Constitutional Law for Criminal Justice (3)
- CRJU 2050 Introduction to Criminal Procedure (3)
- CRJU 2070 Juvenile Justice (3)

##### **Practicum or Internship** **3**

- CRJU 2090 Criminal Justice Practicum (3)
- CRJU 2100 Criminal Justice Externship (3)

##### **Occupational Electives:** *(Choose THREE courses)* **9**

- Any CRJU course
- Any FOOSC course

#### **Total Credit Hour (minimum):** **48**

# Criminal Justice Technology

## Associate of Applied Science Degree

CJT3

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.

### Curriculum

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<b>General Education Core</b>	<b>15</b>
<b>Area I: Language Arts/Communication</b>	3
ENGL 1101 Composition and Rhetoric (3)	
<b>Area II: Social/Behavioral Sciences <i>(Choose ONE course)</i></b>	3
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)	
SOC 1101 Introduction to Sociology (3)	
<b>Area III: Natural Science/Mathematics <i>(Choose ONE course)</i></b>	3
MATH 1100 Mathematical Modeling (3)	
MATH 1103 Quantitative Skills (3)	
MATH 1111 College Algebra (3)	
<b>Area IV: Humanities/Fine Arts <i>(Choose ONE course)</i></b>	3
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)	
<b>Elective: General Education <i>(Choose ONE course)</i></b>	3

\*Any course from Area I, II, III or IV above

OR

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)

## Occupational Courses

**45**

### Required Courses:

27

COMP 1000 Introduction to Computers (3)

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 Diversity for Criminal Justice (3)

CRJU 2020 Constitutional Law for Criminal Justice (3)

CRJU 2050 Introduction to Criminal Procedure (3)

CRJU 2070 Juvenile Justice (3)

### Practicum or Internship

3

CRJU 2090 Criminal Justice Practicum (3)

CRJU 2100 Criminal Justice Externship (3)

### Occupational Electives: *(Choose FIVE courses)*

15

Any CRJU course

Any FOSC course

## Total Credit Hour (minimum):

**60**



# Cyber Forensics Technology

## Associate of Applied Science Degree

CFT3

### Curriculum

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<b>General Education Core</b>	<b>15</b>
<b>Area I: Language Arts/Communication</b>	<b>6</b>
ENGL 1101 Composition and Rhetoric (3)	
SPCH 1101 Public Speaking (3)	
<b>Area II: Social/Behavioral Sciences</b> ( <i>Choose ONE course</i> )	<b>3</b>
PSYC 1101 Introductory Psychology (3)	
SOC 1101 Introduction to Sociology (3)	
<b>Area III: Natural Sciences / Mathematics</b>	<b>3</b>
MATH 1111 College Algebra (3)	
<b>Area IV: Humanities/Fine Arts</b>	<b>3</b>
HUMN 1101 Introduction to Humanities (3)	
<b>Occupational Courses</b>	<b>47</b>
<b>Required Courses:</b>	
COMP 1000 Introduction to Computers (3)	
CIST 1001 Computer Concepts (4)	
CIST 1122 Hardware Installation and Maintenance (4)	
CIST 1130 Operating Systems Concepts (3)	
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)	
<b>Total Credit Hour (minimum):</b>	<b>62</b>

# Database Specialist

## Diploma

DS14

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 basic skills, 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.

## Curriculum

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### Basic Skills 8

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

### Occupational Courses 22

#### Required Courses:

COMP 1000 Introduction to Computer Literacy (3)
CIST 1001 Computer Concepts (4)
CIST 1305 Program Design and Development (3)
CIST 1200 Database Management (4)
CIST 2921 IT Analysis, Design, and Project Management (4)

#### Occupational Electives: Programming Language Elective *(Choose ONE course)* 4

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 (4)

### Specialization: *(Choose ONE course group below)* 23

#### Oracle specialization:

#### Required courses: 19

CIST 1130 Operating Systems Concepts (3)
CIST 1210 Introduction to Oracle Databases (4)
CIST 2212 Oracle Database Administration I (4)
CIST 2214 Oracle Database Administration II (4)
CIST 2216 Oracle Advanced Topics (4)

#### CIST Elective *(Choose ONE course)* 4

Any course in Programming Language Elective above
OR
CIST 1401 Computer Networking Fundamentals (4)
CIST 2312 Visual Basic II (4)

CIST 2372 Java Programming II (4)  
 CIST 2342 C# Programming II (4)  
 CIST 2382 Mobile Application Development II (4)  
 CIST 2129 Comprehensive Database Techniques (4)  
 CIST 2224 Designing and Implementing Databases with Microsoft SQL Server (4)

**SQL Server specialization:**

**Required course:** 15

CIST 1210 Introduction to Oracle Databases (4)  
 CIST 2411 Implementing Microsoft Windows Professional Client (4)  
 CIST 2222 Administering Microsoft SQL Server (4)  
 CIST 2224 Designing and Implementing Databases with Microsoft SQL Server (4)  
 CIST 2414 Microsoft Server Administrator (4)

**CIST Elective (*Choose ONE course*)** 4

Any course in Programming Language Elective above  
 OR  
 CIST 1130 Operating Systems Concepts (3)  
 CIST 1601 Information Security Fundamentals (3)  
 CIST 1510 Web Development I (3)  
 CIST 1401 Computer Networking Fundamentals (4)  
 CIST 2312 Visual Basic II (4)  
 CIST 2372 Java Programming II (4)  
 CIST 2342 C# Programming II (4)  
 CIST 2382 Mobile Application Development II (4)  
 CIST 2212 Oracle Database Administration I (4)  
 CIST 2216 Oracle Advanced Topics (4)  
 CIST 2129 Comprehensive Database Techniques (4)

**Total Credit Hour (minimum):** 53

# Database Specialist

## Associate of Applied Science Degree

DS13

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.

## Curriculum

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<b>General Education Core</b>	<b>15</b>
<b>Area I: Language Arts/Communication</b>	3
ENGL 1101 Composition and Rhetoric (3)	
<b>Area II: Social/Behavioral Sciences</b> <i>(Choose ONE course below)</i>	3
ECON 1101 Principles of Economics (3)	HIST 1112 World History II (3)
ECON 2105 Principles of Macroeconomics (3)	HIST 2111 American History I (3)
ECON 2106 Principles of Microeconomics (3)	HIST 2112 American History II (3)
HIST 1111 World History I (3)	POLS 1101 American Government (3)
	PSYC 1101 Introduction to Psychology (3)
	SOC 1101 Introduction to Sociology (3)
<b>Area III: Natural Sciences / Mathematics</b> <i>(Choose ONE course below)</i>	3
MATH 1101 Mathematical Modeling (3)	
MATH 1103 Quantitative Skill and Reasoning (3)	
MATH 1111 College Algebra (3)	
<b>Area IV: Humanities/Fine Arts</b> <i>(Choose ONE course below)</i>	3
ARTS 1101 Art Appreciation (3)	
ENGL 2130 American Literature (3)	
HUMN 1101 Introduction to Humanities (3)	
MUSC 1101 Music Appreciation (3)	
RELG 1101 Introduction to World Religions (3)	
<b>Elective: General Education</b> <i>(Choose ONE course)</i>	3
Any course in Area I, II, III, or IV above	CHEM 1211 Chemistry I (3) + CHEM 1211L Lab (1)
OR	
ENGL 1102 Literature and Composition (3)	CHEM 1212 Chemistry II (3) + CHEM 1212L Lab (1)
SPCH 1101 Public Speaking (3)	MATH 1113 Precalculus (3)
BIOL 1111 Biology I (3) + BIOL 1111L Biology I Lab (1)	MATH 1127 Introduction to Statistics (3)
BIOL 1112 Biology II (3) + BIOL 1112L Biology II Lab (1)	MATH 1131 Calculus I (4)
	MATH 1132 Calculus II (4)
	PHYS 1110 Conceptual Physics (3) + PHYS 1110L Lab (1)

PHYS 1111 Introductory Physics I (3) + PHYS 1111L Lab (1)      PHYS 1112 Introductory Physics II (3) + PHYS 1112L Lab (1)

**Occupational Courses** **22**

**Required Courses:**

- COMP 1000 Introduction to Computer Literacy (3)
- CIST 1001 Computer Concepts (4)
- CIST 1200 Database Management (4)
- CIST 1305 Program Design and Development (3)
- CIST 2921 IT Analysis, Design, and Project Management (4)

**Occupational Electives: Programming Language Elective** *(Choose ONE course)* **4**

- CIST 2311 Visual Basic I (4)
- CIST 2341 C# Programming I (4)
- CIST 2371 Java Programming I (4)
- CIST 2381 Mobile Application Development (4)

**Specialization:** *(Choose ONE course group below)* **23**

**Oracle specialization:** **23**

- CIST 1130 Operating Systems Concepts (3)
- CIST 1210 Introduction to Oracle Databases (4)
- CIST 2212 Oracle Database Administration I (4)
- CIST 2214 Oracle Database Administration II (4)
- CIST 2216 Oracle Advanced Topics (4)

**CIST Elective** *(Choose ONE course)*

- Any course in Programming Language Elective above
- OR
- CIST 1401 Computer Networking Fundamentals (4)
- CIST 2312 Visual Basic II (4)
- CIST 2372 Java Programming II (4)
- CIST 2342 C# Programming II (4)
- CIST 2382 Mobile Application Development II (4)
- CIST 2129 Comprehensive Database Techniques (4)
- CIST 2224 Designing and Implementing Databases with Microsoft SQL Server (4)

**SQL Server specialization:** **23**

- CIST 1210 Introduction to Oracle Databases (4)
- CIST 2411 Implementing Microsoft Windows Professional Client (4)
- CIST 2222 Administering Microsoft SQL Server (4)
- CIST 2224 Designing and Implementing Databases with Microsoft SQL Server (4)
- CIST 2414 Microsoft Server Administrator (4)

**CIST Elective** *(Choose ONE course)* **3**

- Any course in Programming Language Elective above
- OR

- CIST 1130 Operating Systems Concepts (3)
- CIST 1601 Information Security Fundamentals (3)
- CIST 1510 Web Development I (3)
- CIST 1401 Computer Networking Fundamentals (4)
- CIST 2312 Visual Basic II (4)
- CIST 2372 Java Programming II (4)
- CIST 2342 C# Programming II (4)
- CIST 2382 Mobile Application Development II (4)
- CIST 2212 Oracle Database Administration I (4)
- CIST 2216 Oracle Advanced Topics (4)
- CIST 2129 Comprehensive Database Techniques (4)

**Total Credit Hour (minimum):**

**60**

# Design and Media Production Technology

## Technical Certificate

DAM1

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.

### Curriculum

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#### Occupational Courses 15

##### Required Courses:

- DMPT 1000 Introduction to Design and Media Production (4)
- DMPT 1005 Vector Graphics (4)
- DMPT 1010 Raster Imaging (4)

##### *Select ONE Technology course elective below:*

- DMPT 1055 Introduction to Media Technology (4)
- CIST 1101 Computer Concepts (4)
- COMP 1000 Introduction to Computer Literacy (3)

#### Total Credit Hour (minimum): 15

# Design and Media Production Technology

## Diploma

DEM2

Design and Media Production Technology prepares students for employment in a variety of media production industries. The program emphasizes hands on production in the following specialized areas: Computer Animation, Graphic Design and Prepress, Motion Graphics, Photography, Video Production, and Web Interface Design.

### Curriculum

<b>Basic Skills</b>	<b>8</b>
ENGL 1010 Fundamentals of English I (3)	3
<i>Select ONE Math Course:</i>	3
MATH 1011 Business Math (3)	
MATH 1012 Foundations of Mathematics (3)	
<i>Select ONE course below:</i>	2
EMPL 1000 Interpersonal Relations and Professional Development (2)	
PSYC 1010 Basic Psychology (3)	
<b>Occupational Courses</b>	<b>39</b>
<b>Required Courses:</b>	16
DMPT 1000 Introduction to Design (4)	DMPT 1010 Raster Imaging (4)
DMPT 1005 Vector Graphics (4)	DMPT 2930 Exit Review (4)
<i>Select one of the following Technology courses:</i>	3
COMP 1000 Introduction to Computer Literacy (3)	
CIST 1101 Working with Microsoft Windows (3)	
DMPT 1055 Introduction to Media Technology (4)	
<b>Occupational Electives: (Choose 16 credit hours below.)</b>	16
DMPT 1020 Introduction to Photography (4)	DMPT 2440 Overview of Video Game Art and Design (4)
DMPT 1500 Introduction to Television Production (4)	DMPT 2520 Lighting for Television (4)
DMPT 1505 Introduction to Digital Post Production (4)	DMPT 2525 Writing for Broadcast (4)
DMPT 1600 Introduction to Video Production (4)	DMPT 2600 Basic Video Editing (4)
DMPT 2100 Identity Design (4)	DMPT 2600 Basic Video Editing (4)
DMPT 2105 Page Layout (4)	DMPT 2605 Introduction to Video Compositing and Broadcast Animation (4)
DMPT 2110 Publication Design (4)	DMPT 2610 Intermediate Video Compositing and Broadcast Animation (4)
DMPT 2135 Documentary Photography (4)	DMPT 2615 Intermediate Video Editing (4)
DMPT 2300 Foundations Interface Design (4)	DMPT 2630 Post-Production Audio (4)
DMPT 2400 Basic 3D Modeling and Animation (4)	DMPT 2640 Color Grading (4)
DMPT 2405 Intermediate 3D Modeling (4)	DMPT 2800 Intermediate Video Production (4)
DMPT 2410 Digital, Texture and Lighting (4)	DMPT 2805 Narrative Filmmaking (4)
DMPT 2415 Character Rigging (4)	DMPT 2810 Documentary Filmmaking (4)
DMPT 2420 3D Production and Animation (4)	
<i>Select four credit hours</i>	4
Any DMPT above	RART 1100 Introduction to the Music Industry (3)



RART 1200 Introduction to Sound  
Production (3)  
FILM 1100 GFA Intro to On-Set Film Prod  
(6)  
FILM 1150 GFA Intro to Spec Mkup  
Effects (6)

FILM 1350 GFA Electric and Lighting (6)  
FILM 1450 GFA- Grip and Rigging (6)  
FILM 1510 GFA Set Construct and Painting (6)  
FILM 1650 GFA Post Production: Film & TV (6)  
FILM 2550 GFA Film Practicum/Internship (6)

**Total Credit Hour (minimum):**

**47**

# Design and Media Production Technology

## Associate of Applied Science Degree

DAM3

Design and Media Production Technology prepares students for employment in a variety of media production industries. The program emphasizes hands on production in the following specialized areas: Computer Animation, Graphic Design and Prepress, Motion Graphics, Photography, Video Production, and Web Interface Design.

### Curriculum

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<b>General Education Core</b>	<b>15</b>
<b>Area I: Language Arts/Communication</b>	<b>3</b>
ENGL 1101 Composition and Rhetoric (3)	
<b>Area II: Social/Behavioral Sciences</b> ( <i>Choose ONE course.</i> )	<b>3</b>
ECON 1101 Principles of Economics (3)	HIST 1112 World History II (3)
ECON 2105 Principles of Macroeconomics (3)	HIST 2111 American History I (3)
ECON 2106 Principles of Microeconomics (3)	HIST 2112 American History II (3)
HIST 1111 World History I (3)	POLS 1101 American Government (3)
	PSYC 1101 Introduction to Psychology (3)
	SOCI 1101 Introduction to Sociology (3)
<b>Area III: Natural Sciences / Mathematics</b> ( <i>Choose ONE course below.</i> )	<b>3</b>
MATH 1101 Mathematical Modeling (3)	
MATH 1103 Quantitative Skill and Reasoning (3)	
MATH 1111 College Algebra (3)	
<b>Area IV: Humanities/Fine Arts</b> ( <i>Choose ONE course below.</i> )	<b>3</b>
ARTS 1101 Art Appreciation (3)	
ENGL 2130 American Literature (3)	
HUMN 1101 Introduction to Humanities (3)	
MUSC 1101 Music Appreciation (3)	
RELG 1101 Introduction to World Religions (3)	
<b>Elective: General Education</b> ( <i>Choose ONE course below.</i> )	<b>3</b>
Any course from Area I, II, III, or IV	MATH 1113 Precalculus (3)
OR	MATH 1127 Introduction to Statistics (3)
BIOL 1111 Biology I (3) + BIOL 1111L Lab (1)	MATH 1131 Calculus I (4)
BIOL 1112 Biology II (3) + BIOL 1112L Lab (1)	MATH 1132 Calculus II (4)
CHEM 1211 Chemistry I (3) + CHEM 1211L Lab (1)	PHYS 1110 Conceptual Physics (3) + PHYS 1110L Lab (1)
CHEM 1212 Chemistry II (3) + CHEM 1212L Lab (1)	PHYS 1111 Introductory Physics I (3) + PHYS 1111L Lab (1)
	PHYS 1112 Introductory Physics II (3) + PHYS 1112L Lab (1)

<b>Occupational Courses</b>	<b>46</b>
<b>Required Courses:</b>	16
DMPT 1000 Introduction to Design (4)	
DMPT 1005 Vector Graphics (4)	
DMPT 1010 Raster Imaging (4)	
DMPT 2930 Exit Review (4)	
 <i>Select one of the following Technology courses:</i>	3
COMP 1000 Introduction to Computer Literacy (3)	
CIST 1101 Working with Microsoft Windows (3)	
DMPT 1055 Introduction to Media Technology (4)	
 <b>Occupational Electives: (Choose 20 credit hours below.)</b>	20
DMPT 1020 Introduction to Photography (4)	DMPT 2415 Character Rigging (4)
DMPT 1500 Introduction to Television Production (4)	DMPT 2420 3D Production and Animation (4)
DMPT 1505 Introduction to Digital Post Production (4)	DMPT 2440 Overview of Video Game Art and Design (4)
DMPT 1600 Introduction to Video Production (4)	DMPT 2520 Lighting for Television (4)
DMPT 2100 Identity Design (4)	DMPT 2525 Writing for Broadcast (4)
DMPT 2105 Page Layout (4)	DMPT 2600 Basic Video Editing (4)
DMPT 2110 Publication Design (4)	DMPT 2600 Basic Video Editing (4)
DMPT 2135 Documentary Photography (4)	DMPT 2605 Introduction to Video Compositing and Broadcast Animation (4)
DMPT 2300 Foundations Interface Design (4)	DMPT 2610 Intermediate Video Compositing and Broadcast Animation (4)
DMPT 2400 Basic 3D Modeling and Animation (4)	DMPT 2615 Intermediate Video Editing (4)
DMPT 2405 Intermediate 3D Modeling (4)	DMPT 2630 Post-Production Audio (4)
DMPT 2410 Digital, Texture and Lighting (4)	DMPT 2640 Color Grading (4)
	DMPT 2800 Intermediate Video Production (4)
	DMPT 2805 Narrative Filmmaking (4)
	DMPT 2810 Documentary Filmmaking (4)
 <i>Select seven credit hours below.</i>	7
Any DMPT above OR	
RART 1100 Introduction to the Music Industry (3)	
RART 1200 Introduction to Sound Production (3)	
FILM 1100 GFA Intro to On-Set Film Prod (6)	
FILM 1150 GFA Intro to Spec Mkup Effects (6)	
FILM 1350 GFA Electric and Lighting (6)	
FILM 1450 GFA- Grip and Rigging (6)	
FILM 1510 GFA Set Construct and Painting (6)	
FILM 1650 GFA Post Production: Film & TV (6)	
FILM 2550 GFA Film Practicum/Internship (6)	
<b>Total Credit Hour (minimum):</b>	<b>61</b>

# Drafter's Assistant

## Technical Certificate

DA31

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.

### Curriculum

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#### Occupational Courses

**11**

##### Required Courses:

DFTG 1101 CAD Fundamentals (4)

DFTG 1103 Multiview/Basic Dimensioning (4)

##### *Select three credit hours from the technical electives below: (3)*

DFTG 2030 Advanced Rapid Prototyping (3)

DFTG 2040 Advanced 3D Modeling Mechanical (4)

DFTG 2110 Print Reading I (2)

DMPT 1000 Introduction to Design (4)

DMPT 1005 Vector Graphics (4)

DMPT 1010 Raster Imaging (4)

DMPT 2400 Basic 3D Modeling and Animation (4)

DMPT 2405 Intermediate 3D Modeling (4)

DMPT 2410 Digital, Texture and Lighting (4)

#### Total Credit Hour (minimum):

**11**

# Drafting Technology

## Diploma

DT12

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.

## Curriculum

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### Basic Skills 8

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

### Occupational Courses 38

#### Required Courses: 31

MATH 1015 Geometry and Trigonometry (3)
DFTG 1101 CAD Fundamentals (4)
DFTG 1103 Multiview/Basic Dimensioning (4)
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)

#### Occupational Electives: *(Choose seven credit hours)* 7

DFTG 2040 Advanced 3D modeling Mechanical (4)
DFTG 1150 Introduction to 3D Printing (3)
DFTG 1170 Rapid Prototyping (3)
DFTG 1175 Advanced Rapid Prototyping (3)

### Total Credit Hour (minimum): 46

# Drafting Technology

## Associate of Applied Science Degree

DT13

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.

### Curriculum

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<b>General Education Core</b>	<b>15</b>
<b>Area I: Language Arts/Communication</b>	3
ENGL 1101 Composition and Rhetoric (3)	
<b>Area II: Social/Behavioral Sciences <i>(Choose ONE course)</i></b>	3
ECON 1101 Principles of Economics (3)	HIST 1112 World History II (3)
ECON 2105 Principles of Macroeconomics (3)	HIST 2111 American History I (3)
ECON 2106 Principles of Microeconomics (3)	HIST 2112 American History II (3)
HIST 1111 World History I (3)	POLS 1101 American Government (3)
	PSYC 1101 Introduction to Psychology (3)
	SOC 1101 Introduction to Sociology (3)
<b>Area III: Natural Sciences / Mathematics</b>	3
MATH 1111 College Algebra (3)	
<b>Area IV: Humanities/Fine Arts <i>(Choose ONE course)</i></b>	3
ARTS 1101 Art Appreciation (3)	MUSC 1101 Music Appreciation (3)
ENGL 2130 American Literature (3)	RELG 1101 Introduction to World Religions (3)
HUMN 1101 Introduction to Humanities (3)	
<b>Program-specific requirement:</b>	3
MATH 1113 Precalculus (3)	
<b>Occupational Courses</b>	<b>45</b>
<b>Required Courses:</b>	
DFTG 1101 CAD Fundamentals (4)	
DFTG 1103 Multiview/Basic Dimensioning (4)	
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)	

DFTG 1150 Introduction to 3D Printing (3)  
DFTG 1170 Rapid Prototyping (3)  
DFTG 1175 Advanced Rapid Prototyping (3)  
DFTG 2040 Advanced 3D modeling Mechanical (4)  
DFTG 2400 Drafting Technology Practicum / Internship (4)

**Total Credit Hour (minimum):**

**60**

# Dual Enrollment Basic Shielded Arc Welder Technical Certificate

MB31

The Dual Enrollment 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.

## Curriculum

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<b>Basic Skills Courses</b>	<b>6</b>
ENGL 1010 Fundamentals of English (3)	
MATH 1012 Foundations of Mathematics (3)	
<b>Occupational Courses</b>	<b>12</b>
WELD 1000 Introduction to Welding (4)	
WELD 1010 Oxyfuel and Plasma Cutting (4)	
WELD 1040 Flat Shielded Metal Arc Welding (4)	
<b>Total Credit Hour (minimum):</b>	<b>18</b>



# Dual Enrollment Electrical Maintenance Technician Technical Certificate

MEM1

The MOWR Electrical Maintenance Technician Technical Certificate of Credit provides instruction in industrial systems electrical inspection, maintenance, service, and repair. Topics include DC and AC fundamentals, motor controls, magnetic starters and braking systems, PLCs, and industrial wiring procedures.

## Curriculum

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<b>Basic Skills Courses</b>	<b>6</b>
ENGL 1010 Fundamentals of English (3)	
MATH 1012 Fundamentals of Mathematics (3)	
<b>Occupational Courses</b>	<b>20</b>
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)	
<b>Total Credit Hour (minimum):</b>	<b>26</b>

# Dual Enrollment Gas Metal Arc Welder Technical Certificate

MGM1

The Dual Enrollment 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.

## Curriculum

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<b>Basic Skills Courses</b>	<b>6</b>
ENGL 1010 Fundamentals of English (3)	
MATH 1012 Fundamentals of Mathematics (3)	
<b>Occupational Courses</b>	<b>15</b>
WELD 1000 Introduction to Welding Technology (4)	
WELD 1010 Oxyfuel and Plasma Cutting (4)	
WELD 1090 Gas Metal Arc Welding (4)	
<i>Select ONE welding elective:</i>	
WELD XXXX (3)	
<b>Total Credit Hour (minimum):</b>	<b>21</b>

# Dual Enrollment Manufacturing Maintenance Technician

## Technical Certificate

MMM1

The MOWR Manufacturing Maintenance Technician certificate program prepares students to troubleshoot, repair, and maintain machinery in manufacturing environments. Emphasis is placed on applying electrical and mechanical concepts, using basic machine tool skills, and practicing practical problem solving techniques in an industrial setting.

### Curriculum

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<b>Basic Skills Courses</b>	<b>6</b>
ENGL 1010 Fundamentals of English (3)	3
<i>Select ONE Math course:</i>	3
MATH 1012 Foundations of Mathematics (3)	
MATH 1013 Algebraic Concepts (3)	
<b>Occupational Courses</b>	<b>18</b>
IDSY 1101 DC Circuit Analysis (3)	
IDSY 1105 AC Circuit Analysis (3)	
IDSY 1260 Machine Tool for Industrial Repairs (4)	
IDSY 1160 Mechanical Laws and Principles (4)	
IDSY 1170 industrial Mechanics (4)	
<b>Total Credit Hour (minimum):</b>	<b>24</b>

# Dual Enrollment Manufacturing Production Assistant Technical Certificate

MMP1

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.

## Curriculum

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### Basic Courses 6

ENGL 1010 Fundamentals of English (3) 3

*Select ONE Math course:* 3

MATH 1012 Foundations of Mathematics (3)

MATH 1013 Algebraic Concepts (3)

### Occupational Courses 10

AUMF 1560 Manufacturing Production Requirements (1) 8

MEGT 1010 Manufacturing Processes (3)

IDSY 1240 Maintenance for Reliability (4)

*Select ONE course below:* 2

MEGT 2100 Manufacturing Quality (3)

AUMF 1130 Applied Hydraulics, Pneumatics, and Mechanics (2)

**Total Credit Hour (minimum): 16**

# Early Childhood Care and Education Basics

## Technical Certificate

EC31

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.

### Curriculum

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**Occupational Courses** **9**

**Required 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)

**Total Credit Hour (minimum):** **9**

# Early Childhood Care and Education

## Diploma

ECC2

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.

### Curriculum

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#### Basic Skills 8

ENGL 1010 Fundamentals of English I (3)  
MATH 1012 Foundations of Mathematics (3)

*Select ONE course below:*

EMPL 1000 Interpersonal Relations and Professional Development (2)  
PSYC 1010 Basic Psychology (3)

#### Occupational Courses 45

**Required Courses:** 39

COMP 1000 Introduction to Computers (3)  
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 Arts and Literacy for Children (3)  
ECCE 2116 Math and Science for Young Children (3)  
ECCE 2202 Social Issues and Family Involvement (3)  
ECCE 2203 Guidance and Classroom Management (3)  
ECCE 2245 Early Childhood Care and Education Internship I (6)

*Select ONE option below.*

ECCE 2246 Early Childhood Care and Education Internship II (6)

OR

Two additional ECCE elective course (6):

ECCE 2201 Exceptionalities (3)  
ECCE 2310 Paraprofessional Methods and Materials (3)  
ECCE 2312 Paraprofessional Roles and Practices (3)  
ECCE 2320 Program Administration and Facility Management (3)  
ECCE 2322 Personnel Management (3)  
ECCE 2330 Infant/Toddler Development (3)  
ECCE 2332 Infant/Toddler Group Care and Curriculum (3)  
ECCE 2350 Early Adolescent Development (3)

6

ECCE 2352 Designing Programs and Environments for School Age Children and Youth (3)  
ECCE 2360 Classroom Strategies for Exceptional Children (3)  
ECCE 2362 Exploring Your Role in the Exceptional Environment (3)  
ECCE 2370 Visual Arts Integration (3)  
ECCE 2372 Music and Movement Integration (3)  
ECCE 2374 Drama Integration (3)

**Total Credit Hour (minimum):**

**53**

# Early Childhood Care and Education

## Associate of Applied Science Degree

EC13

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

### Curriculum

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<b>General Education Core</b>	<b>18</b>
<b>Area I: Language Arts/Communication</b> ENGL 1101 Composition and Rhetoric (3)	6
<i>Select ONE course below:</i>	
ENGL 1102 Literature and Composition (3) SPCH 1101 Public Speaking (3)	
<b>Area II: Social/Behavioral Sciences</b> PSYC 1101 Introduction to Psychology (3)	3
<b>Area III: Natural Sciences / Mathematics</b> <i>(Choose ONE course below.)</i> MATH 1101 Mathematical Modeling (3) MATH 1103 Quantitative Skill and Reasoning (3) MATH 1111 College Algebra (3)	3
<b>Area IV: Humanities/Fine Arts</b> <i>(Choose ONE course below.)</i> ARTS 1101 Art Appreciation (3) ENGL 2130 American Literature (3) HUMN 1101 Introduction to Humanities (3)	3
<b>Elective: General Education</b> <i>(Choose ONE course below.)</i> 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) SOCI 1101 Introduction to Sociology (3) BIOL 1111 Biology I (3) + BIOL 1111L Biology I Lab (1)	3
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 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)

## Occupational Courses

48

### Required Courses:

42

COMP 1000 Introduction to Computers  
(3)  
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 Arts and Literacy for  
Children (3)  
ECCE 2116 Math and Science for Young Children  
(3)  
ECCE 2201 Exceptionalities (3)  
ECCE 2202 Social Issues and Family Involvement  
(3)  
ECCE 2203 Guidance and Classroom  
Management (3)  
ECCE 2245 Early Childhood Care and Education  
Internship I (6)

### Occupational Electives: *(Choose six credit hours below.)*

6

ECCE 2246 Early Childhood Care and  
Education Internship II (6)  
ECCE 2310 Paraprofessional Methods and  
Materials (6)  
ECCE 2312 Paraprofessional Roles and  
Practices (3)  
ECCE 2320 Program Administration and  
Facility Management (3)  
ECCE 2322 Personnel Management (3)  
ECCE 2330 Infant/Toddler Development (3)  
ECCE 2332 Infant/Toddler Group Care and  
Curriculum (3)  
ECCE 2350 Early Adolescent Development  
(3)  
ECCE 2352 Designing Programs and  
Environments for School Age Children and  
Youth (3)  
ECCE 2360 Classroom Strategies for  
Exceptional Children (3)  
ECCE 2362 Exploring Your Role in the  
Exceptional Environment (3)  
ECCE 2370 Visual Arts Integration (3)  
ECCE 2372 Music and Movement  
Integration (3)

ECCE 2374 Drama Integration (3)  
ENGL 1102 Literature and Composition (3)  
SPCH 1101 Public Speaking (3)  
ARTS 1101 Art Appreciation (3)  
HUMN 1101 Introduction to Humanities (3)  
MUSC 1101 Music Appreciation (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)  
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)  
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)

## Specialization: *(Choose ONE course group below.)*

6

### Paraprofessional Specialization

ECCE 2310 Paraprofessional Methods and Materials (3)  
ECCE 2312 Paraprofessional Roles and Practices (3)

### Program Administration Specialization

ECCE 2320, Program Administration and Facility Management (3)

ECCE 2322, Personnel Management (3)

**Infant/Toddler Development Specialization**

ECCE 2330 Infant and Toddler Development (3)

ECCE 2332 Infant and Toddler Group Care (3)

**School Age and Youth Care Specialization**

ECCE 2350 Early Adolescent Development (3)

ECCE 2352 Designing Programs and Environments for School Age Children and Youth (3)

**Exceptionalities Specialization**

ECCE 2360 Classroom Strategies for Exceptional Children (3)

ECCE 2362 Exploring Your Role in the Exceptional Environment (3)

**Arts Integration Specialization** *(Choose TWO courses below.)*

ECCE 2370 Visual Arts Integration (3)

ECCE 2372 Music and Movement Integration (3)

ECCE 2374 Drama Integration (3)

**Total Credit Hour (minimum):**

**72**

# Early Childhood Exceptionalities

## Technical Certificate

EC41

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.

### Curriculum

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**Occupational Courses** **9**

**Required Courses:**

ECCE 2201 Exceptionalities (3)

ECCE 2360 Classroom Strategies for Exceptional Children (3)

ECCE 2362 Exploring Your Role in the Exceptional Environment (3)

**Total Credit Hour (minimum):** **9**

# Early Childhood Program Administration

## Technical Certificate

ECP1

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.

### Curriculum

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**Occupational Courses** **9**

**Required Courses:**

ECCE 1103 Child Growth and Development (3)

ECCE 2320 Program Administration and Facility Management (3)

ECCE 2322 Personnel Management (3)

**Total Credit Hour (minimum):** **9**

# Electrical and Computer Engineering Technology

## Associate of Applied Science Degree

EE13

The Electrical and Computer Engineering Technology program is a planned sequence of carefully developed college level courses designed to prepare students to work in the field of electronics and computer engineering technology. The program of study emphasizes the application of scientific, mathematic, and engineering knowledge and methods combined with technical skills in support of engineering activities. Program graduates will receive an Electronics and Computer Engineering Technology Associate of Applied Science degree, qualifying them as engineering technicians with a specialization in computer engineering technology, electronics engineering technology, instrumentation and control technology, or telecommunications engineering technology.

*This program is accredited by the Engineering Technology Accreditation Commission of ABET ([www.abet.org](http://www.abet.org)).*

## Curriculum

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<b>General Education Core</b>	<b>19</b>
<b>Area I: Language Arts/Communication</b>	<b>3</b>
ENGL 1101 Composition and Rhetoric (3)	
<b>Area II: Social/Behavioral Sciences</b> ( <i>Choose ONE course below.</i> )	<b>3</b>
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)	
SOC 1101 Introduction to Sociology (3)	
<b>Area III: Natural Sciences / Mathematics</b>	<b>7</b>
MATH 1111 College Algebra (3)	
PHYS 1111 Introductory Physics I (3) + PHYS 1111L Introductory Physics I Lab (1)	
<b>Area IV: Humanities/Fine Arts</b> ( <i>Choose ONE course below.</i> )	<b>3</b>
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)	

**Program Specific Requirement:**  
MATH 1113 Precalculus (3)

3

<b>Occupational Courses</b>	<b>26</b>
<b>Required Courses:</b>	18
ENGT 1000 Introduction to Engineering Technology (3)	
ECET 1101 Circuit Analysis I (4)	
ECET 1110 Digital Systems I (4)	
ECET 1191 Computer Programming Fundamentals (3)	
ECET 2101 Circuit Analysis II (4)	
 <i>Choose ONE of the following courses:</i>	4
PHYS 1112 Introductory Physics II (3) + PHYS 1112L Lab (1)	
CHEM 1211 Chemistry I (3) + CHEM 1211L Lab (1)	
 <i>Choose ONE of the following courses:</i>	4
MATH 1131 Calculus I (4)	
ICET 2010 Electromechanical Devices (4)	
 <b>Specialization: (<i>Choose ONE course group below.</i>)</b>	 <b>16</b>
 <b>Computer Engineering Technology Specialization</b>	 17
ECET 1210 Networking Systems I (4)	
ECET 2110 Digital Systems II (4)	
ECET 2120 Electronic Circuits I (4)	
ECET 2210 Networking Systems II (4)	
ENGT 2300 Capstone Project I (1)	
 <b>Electronics Engineering Technology Specialization</b>	 17
ECET 1210 Networking Systems I (4)	
ECET 2110 Digital Systems II (4)	
ECET 2120 Electronic Circuits I (4)	
ECET 2220 Electronic Circuits II (4)	
ENGT 2300 Capstone Project I (1)	
 <b>Broadcast Engineering Technology Specialization</b>	 16
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)	
 <b>Total Credit Hour (minimum):</b>	 <b>61</b>

# Electrical Lineworker

## Technical Certificate

EL11

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.

### Curriculum

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<b>Occupational Courses</b>	<b>12</b>
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**Required Courses:**

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)

<b>Total Credit Hour (minimum):</b>	<b>12</b>
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# Electronics Fundamentals

## Diploma

EF12

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.

### Curriculum

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<b>Basic Skills</b>	<b>8</b>
ENGL 1010 Fundamentals of English I (3)	3
EMPL 1000 Interpersonal Relations and Professional Development (2)	2
<i>Select ONE Math course:</i>	3
MATH 1012 Foundations of Mathematics (3)	
MATH 1013 Algebraic Concepts (3)	
MATH 1111 College Algebra (3)	
<b>Occupational Courses</b>	
<b>Required Courses:</b>	<b>30</b>
COMP 1000 Introduction to Computer Literacy 3	
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)	
<b>Total Credit Hour (minimum):</b>	<b>38</b>

# Electronics Technology

## Associate of Applied Science Degree

ET13

The Electronics Technology Degree program is a sequence of courses designed to prepare students for careers in electronics professions. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of electronics technology theory and practical application necessary for successful employment using both manual and computerized electronics systems. Program graduates receive an Electronics Technology Associate of Science Degree which qualifies them as electronics technicians with a specialization in biomedical instrumentation, communication electronics, computer electronics, industrial electronics, general electronics, or telecommunication electronics.

### Curriculum

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<b>General Education Core</b>	<b>15</b>
<b>Area I: Language Arts/Communication</b>	3
ENGL 1101 Composition and Rhetoric (3)	
<b>Area II: Social/Behavioral Sciences</b> <i>(Choose ONE course below.)</i>	3
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)	
SOC 1101 Introduction to Sociology (3)	
<b>Area III: Natural Sciences / Mathematics</b>	3
MATH 1111 College Algebra (3)	
<b>Area IV: Humanities/Fine Arts</b> <i>(Choose ONE course below.)</i>	3
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)	
<b>Program Specific Elective: General Education</b>	3
MATH 1113 Precalculus (3)	
<b>Occupational Courses</b>	<b>30</b>
<b>Required Courses:</b>	<b>30</b>

- COMP 1000 Introduction to Computer Literacy (3)
- 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)

**Specialization: *(Choose ONE course group below)*16**

**Telecommunication Electronics Specialization 18**

- ELCR 2170 Computer Hardware (5)
- ELCR 2190 Networking 1 (3)
- ELCR 2590 Fiber Optic Systems (3)
- ELCR 2600 Telecommunication & Data Cabling (3)
- ELCR 2620 Telecommunication Systems Installation, Programming and Data Transmission (4)

**Communications Electronics Specialization 17**

- ELCR 2210 Advanced Circuit Analysis (5)
- ELCR 2220 Digital Communications (3)
- ELCR 2230 Antenna and Transmission Lines (3)
- ELCR 2240 Microwave Communications and Radar (3)
- ELCR 2250 Optical Communication Techniques (3)

**Field Occupation Specialization 16**

*Select 16 credit hours from the Field Occupational Specialization Electives list.  
Advisor approval required.*

**Total Credit Hour (minimum): 61**

## **Field Occupation Specialization Electives**

### **Electronics Technology**

- 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 (4)
- 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)

### **Computer Information Systems Technology**

- CIST 1122 Hardware installation and Maintenance
- CIST 1130 Operating Systems Concepts (3)
- CIST 1141 Network+ Preparation (4)
- CIST 1200 Database Management (4)
- CIST 1401 Computer Networking Fundamentals (4)
- CIST 1510 Web Development I (3)
- CIST 1220 Structured Query Language (SQL) (4)
- CIST 1305 Program Design and Development (3)
- CIST 1601 Information Security Fundamentals (3)
- CIST 2451 Cisco Network Fundamentals (4)
- CIST 2452 Cisco Routing Protocols and Concepts (4)
- CIST 2453 Cisco Scaling Networks (4)
- CIST 2454 Cisco Accessing the WAN (4)

### **Industrial Systems Technology**

- IDSY 1110 Industrial Motor Controls I (4)
- IDSY 1120 Basic Industrial PLC's (6)
- IDSY 1130 Industrial Wiring (4)
- IDSY 1210 Industrial Motor Controls II (4)
- IDSY 1220 Intermediate Industrial PLCs (4)

### **Transit Systems Technology**

- TRST 1000 Transit Industry Fundamentals (1)
- TRST 1040 Transit Fiber Optics Controls (2)

### **Automated Manufacturing Technology**

- AUMF 1110 Flexible Manufacturing Systems I (5)
- AUMF 1130 Applied Hydraulics, Pneumatics, and Mechanics (2)
- AUMF 1560 Manufacturing Production Requirements (1)

### **Mechanical Engineering**

- MEGT 2100 Manufacturing Quality Control (3)

# Electronics Technology

## Diploma

ET14

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

## Curriculum

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<b>Basic Skills</b>	<b>8</b>
ENGL 1010 Fundamentals of English I (3)	3
EMPL 1000 Interpersonal Relations and Professional Development (2)	2
<i>Select ONE Math Course:</i>	3
MATH 1012 Foundations of Mathematics (3)	
MATH 1013 Algebraic Concepts (3)	
MATH 1111 College Algebra (3)	
<b>Occupational Courses</b>	<b>30</b>
<b>Required Courses:</b>	27
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)	
<b>Electronics Technology Occupational Elective:</b> <i>(Choose ONE course below.)</i>	3
ELCR 2170 Computer Hardware (5)	
ELCR 2190 Networking I (3)	
ELCR 2590 Fiber Optics Systems (3)	
ELCR 2600 Telecommunications and Data Cabling (3)	
ELCR 2620 Telecommunications Systems Installation, Programming, and Data Transmission (4)	
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)	

**Specialization: (Choose ONE course group below)** **16**

**Telecommunication Electronics Specialization** **18**

- ELCR 2170 Computer Hardware (5)
- ELCR 2190 Networking 1 (3)
- ELCR 2590 Fiber Optic Systems (3)
- ELCR 2600 Telecommunication & Data Cabling (3)
- ELCR 2620 Telecommunication Systems Installation, Programming and Data Transmission (4)

**Communications Electronics Specialization** **17**

- ELCR 2210 Advanced Circuit Analysis (5)
- ELCR 2220 Digital Communications (3)
- ELCR 2230 Antenna and Transmission Lines (3)
- ELCR 2240 Microwave Communications and Radar (3)
- ELCR 2250 Optical Communication Techniques (3)

**Field Occupation Specialization** **16**

*Select 16 credit hours from the occupational electives below.*

**Electronics Technology**

- |  |  |
|--|--|
| ELCR 2170 Computer Hardware (5)                  | ELCR 2210 Analog Communications (5)              |
| ELCR 2190 Networking I (3)                       | ELCR 2220 Digital Communications (3)             |
| ELCR 2590 Fiber Optic Systems (3)                | ELCR 2230 Antenna and Transmission Lines (3)     |
| ELCR 2600 Telecommunication and Data Cabling (3) | ELCR 2240 Microwave Communications and Radar (3) |
| ELCR 2620 Telecommunications Systems (4)         | ELCR 2250 Optical Communications Techniques (3)  |

**Computer Information Systems Technology**

- |   |  |
|---|--|
| CIST 1122 Hardware installation and Maintenance | CIST 1220 Structured Query Language (SQL) (4)      |
| CIST 1130 Operating Systems Concepts (3)        | CIST 1305 Program Design and Development (3)       |
| CIST 1141 Network+ Preparation (4)              | CIST 1601 Information Security Fundamentals (3)    |
| CIST 1200 Database Management (4)               | CIST 2451 Cisco Network Fundamentals (4)           |
| CIST 1401 Computer Networking Fundamentals (4)  | CIST 2452 Cisco Routing Protocols and Concepts (4) |
| CIST 1510 Web Development I (3)                 | CIST 2453 Cisco Scaling Networks (4)               |
|   | CIST 2454 Cisco Accessing the WAN (4)              |

**Industrial Systems Technology**

- IDSY 1110 Industrial Motor Controls I (4)
- IDSY 1120 Basic Industrial PLC's (6)
- IDSY 1130 Industrial Wiring (4)
- IDSY 1210 Industrial Motor Controls II (4)
- IDSY 1220 Intermediate Industrial PLCs (4)

**Transit Systems Technology**

TRST 1000 Transit Industry Fundamentals (1)

TRST 1040 Transit Fiber Optics Controls (2)

**Automated Manufacturing Technology**

AUMF 1110 Flexible Manufacturing Systems I (5)

AUMF 1130 Applied Hydraulics, Pneumatics, and Mechanics (2)

AUMF 1560 Manufacturing Production Requirements (1)

**Mechanical Engineering**

MEGT 2100 Manufacturing Quality Control (3)

**Total Credit Hour (minimum):**

**54**

# Emergency Medical Technician

## Technical Certificate

EMJ1

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.

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

### Curriculum

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#### Occupational Courses 16

##### Required Courses:

- 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)

#### Total Credit Hour (minimum): 16



# EMS Professions

## Diploma

EP12

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.

Program-specific admissions requirements:

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

To complete the AEMT portion: Submit documentation of current certification and/or licensure as an: EMT or EMT-Basic (with successful completion of Georgia State Office of Emergency Medical Services and Trauma (SOEMST) EMT-B to EMT update course); or proof of successful completion of EMSP 1110, EMSP 1120, EMSP 1130, EMSP 1140, EMSP 1150, AND EMSP 1160.

## Curriculum

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### Basic Skills 9

- ENGL 1010 Fundamentals of English I (3)
- MATH 1012 Foundations of Mathematics (3)
- PSYC 1010 Basic Psychology (3)

### Occupational Courses 33

#### Required Courses:

- ALHS 1090 Medical Terminology for Allied Health Sciences (2)
- ALHS 1011 Anatomy and Physiology (5)
- EMSP 1110 Introduction to the EMT Profession (3)
- EMSP 1120 EMT Assessment/Airway Management and Pharmacology (3)
- EMSP 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 AMET (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)

### Total Credit Hour (minimum): 42

# Entrepreneurship TCC

## Technical Certificate

EN11

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

### Curriculum

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<b>Occupational Courses</b>	<b>12</b>
<b>Required Courses:</b>	<b>6</b>
MKTG 2210 Entrepreneurship (6)	
<b>Occupational Electives: (<i>Choose ONE course</i>)</b>	<b>3</b>
MGMT 1100 Principles of Management (3)	
MKTG 2010 Small Business Management (3)	
<b>Occupational Electives: (<i>Choose ONE course</i>)</b>	<b>3</b>
MKTG 1130 Business Regulations and Compliance (3)	
ACCT 2140 Legal Environment of Business (3)	
<b>Total Credit Hour (minimum):</b>	<b>12</b>

# Eyewear Dispensing Specialist

## Technical Certificate

EDS1

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.

### Curriculum

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<b>Occupational Courses</b>	<b>30</b>
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**Required Courses:**

- 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)

<b>Total Credit Hour (minimum):</b>	<b>30</b>
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# Film Production: Administrative Assistant I

## Technical Certificate

FIT1

Film Production - Adv. Administrative Support Assistant 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.

### Curriculum

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<b>Occupational Courses</b>	<b>20</b>
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<b>Required Courses:</b>	<b>15</b>
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COMP 1000 Introduction to Computer Literacy (3)

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)

<b>Total Credit Hour (minimum):</b>	<b>20</b>
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# Financial and Investment Services

## Technical Certificate

FAI1

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.

### Curriculum

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<b>Occupational Courses</b>	<b>16</b>
<i>Select ONE Math course:</i>	3
MATH 1011 Business Math	
MATH 1111 College Algebra	
<b>Required Courses:</b>	13
ACCT 1100 Financial Accounting I (4)	
BAFN 1105 Bank Business and Information Systems (3)	
BAFN 1115 Personal Financial Planning (3)	
BAFN 2200 Finance (3)	
<b>Total Credit Hour (minimum):</b>	<b>16</b>

# Fire Science Technology

## Diploma

FST2

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.

### Curriculum

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<b>Basic Skills</b>	<b>8</b>
ENGL 1010 Fundamentals of English I (3)	3
MATH 1012 Foundations of Mathematics (3)	3

<i>Select ONE of the courses below:</i>	2
EMPL 1000 Interpersonal Relations and Professional Development (2)	
PSYC 1010 Basic Psychology (3)	

<b>Occupational Courses</b>	<b>47</b>
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#### Required Courses:

- COMP 1000 Introduction to Computer Literacy (3)
- 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 Operations (4)
- FRSC 1151 Fire Prevention & 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 Protection Systems (3)
- FRSC 2130 Fire Service Building Construction (3)
- FRSC 2141 Incident Command (4)
- FRSC 2170 Fire and Arson Investigations (4)

#### *Select ONE course below:*

- FRSC 1115 Fire Behavior and Combustion (3)
- FRSC 1121 Firefighting Strategy and Tactics (3)

<b>Total Credit Hour (minimum):</b>	<b>55</b>
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# Fire Science Technology

## Associate of Applied Science Degree

FS13

### Curriculum

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<b>General Education Core</b>	<b>15</b>
<b>Area I: Language Arts/Communication</b>	<b>3</b>
ENGL 1101 Composition and Rhetoric (3)	
<b>Area II: Social/Behavioral Sciences</b> <i>(Choose ONE course below.)</i>	<b>3</b>
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)	
SOC 1101 Introduction to Sociology (3)	
<b>Area III: Natural Sciences / Mathematics</b> <i>(Choose ONE course below.)</i>	<b>3</b>
MATH 1101 Mathematical Modeling (3)	
MATH 1103 Quantitative Skill and Reasoning (3)	
MATH 1111 College Algebra (3)	
<b>Area IV: Humanities/Fine Arts</b> <i>(Choose ONE course below.)</i>	<b>3</b>
ARTS 1101 Art Appreciation (3)	
ENGL 2130 American Literature (3)	
HUMN 1101 Introduction to Humanities (3)	
MUSC 1101 Music Appreciation (3)	
RELG 1101 Introduction to World Religions (3)	
<b>Elective: General Education</b> <i>(Choose ONE course option below.)</i>	<b>3</b>
Any Area I, II, III, or IV course not taken above, OR,	
ENGL 1102 Literature and Composition (3)	
SPCH 1101 Public Speaking (3)	
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 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)

## Occupational Courses

**47**

### Required Courses:

**44**

COMP 1000 Introduction to Computer Literacy (3)  
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 Operations (4)  
FRSC 1151 Fire Prevention & 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 Protection Systems (3)  
FRSC 2130 Fire Service Building Construction (3)  
FRSC 2141 Incident Command (4)  
FRSC 2170 Fire and Arson Investigations (4)

### *Select ONE course below:*

**3**

FRSC 1115 Fire Behavior and Combustion (3)  
FRSC 1121 Firefighting Strategy and Tactics (3)

## Total Credit Hour (minimum):

**62**



# Firefighter I

## Technical Certificate

FF11

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 state level. Program graduates receive a Firefighter I Technical Certificate of Credit.

### Curriculum

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<b>Occupational Courses</b>	<b>15</b>
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**Required Courses:**

FRSC 1020 Basic Firefighter – Emergency Services Fundamentals (3)

FRSC 1030 Basic Firefighter – Module I (5)

FRSC 1040 Basic Firefighter – Module 2 (3)

FRSC 1141 Hazardous Materials Operations (4)

<b>Total Credit Hour (minimum):</b>	<b>15</b>
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# Firefighter II

## Technical Certificate

FF21

The Firefighter II Technical Certificate of Credit program is conducted in cooperation with the Georgia Fire Academy and Georgia Firefighter Standards and Training to ensure graduates have the skills, knowledge and credentials to serve as firefighters in paid and volunteer fire departments. The certificate builds upon skills and knowledge acquired in the Firefighter I certificate and parallels the Advanced Firefighter Curriculum being developed by the Georgia Fire Academy. Students must be a graduate of Firefighter I Technical Certificate of Credit or NPQ Firefighter I Certified. Program graduates receive a Firefighter II Technical Certificate of Credit. Note: Candidate must be certified at the state basic Firefighter I level to be eligible for NPQ Firefighter II certification.

### Curriculum

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**Occupational Courses** **13**

**Required Courses:**

- FRSC 1050 Fire and Life Safety Educator I (3)
- FRSC 1060 Fire Prevention, Preparedness and Maintenance (3)
- FRSC 1070 Introduction to Technical Rescue (4)
- FRSC 1080 Fireground Operations (3)

**Total Credit Hour (minimum):** **13**

# Gas Metal Arc Welder

## Technical Certificate

GM31

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.

### Curriculum

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**Occupational Courses** **15**

**Required Courses:**

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)

**Total Credit Hour (minimum):** **15**

# Gas Tungsten Arc Welder

## Technical Certificate

GTA1

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.

### Curriculum

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#### Occupational Courses 15

**Required Courses:**

WELD 1000 Introduction to Welding Technology (4)

WELD 1010 Oxyfuel and Plasma Cutting (4)

WELD 1110 Gas Tungsten Arc Welding (4)

*Select ONE course below:*

WELD 1150 Advanced Gas Tungsten Arc Welding (3)

WELD 1151 Fabrication Processes (3)

WELD 1152 Pipe Welding (3)

WELD 1156 Ornamental Iron Works (3)

#### Total Credit Hour (minimum): 15

# Georgia Film Academy On-Set Production Assistant

## Technical Certificate of Credit

GF21

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.

### Curriculum

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**Occupational Courses** **18**

**Required Courses:** **6**

FILM 1100 GFA Introduction to On-Set Film Production (6)

**Occupational Electives:** *(Choose TWO courses below)* **12**

FILM 1150 GFA Introduction to Special Makeup Effect (6)

FILM 1350 GFA Electric & Lighting (6)

FILM 1450 GFA Grip & Rigging (6)

FILM 1510 GFA Set Construction & Painting (6)

FILM 1650 GFA Post Production: Film & Television, AVIS Editing, Digital Imaging & Story Craft I (6)

FILM 2550 GFA Film Practicum/Internship (6)

*The GFA Internship is awarded through a competitive process based on course rubrics.*

*Students must apply for the internship and only students who earn a "B" or better in the FILM 1100 class are eligible to apply.*

**Total Minimum Credit Hours** **18**

# Health Information Management Coding Diploma

HI12

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.

## Curriculum

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<b>Basic Skills</b>		<b>8</b>
	ENGL 1010 Fundamentals of English I (3)	3
	<i>Select ONE Math course:</i>	3
	MATH 1012 Foundations of Mathematics (3)	
	MATH 1013 Algebraic Concepts (3)	
	<i>Select ONE course option below:</i>	2
	EMPL 1000 Interpersonal Relations and Professional Development (2)	
	PSYC 1010 Basic Psychology (3)	
<b>Occupational Courses</b>		<b>40</b>
	<b>Required Courses:</b>	
	ALHS 1011 Structure and Function of the Human Body (5)	
	ALHS 1090 Medical Terminology /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 & Structure (2)	
	HIMT 1350 Pharmacotherapy (2)	
	HIMT1400 Coding and Classification - ICD Basic (4)	
	HIMT 1410 Coding and Classification - ICD Advanced (3)	
	HIMT 2400 Coding and Classification CPT/MCPCS (3)	
	HIMT 2410 Revenue Cycle Management (3)	
	HIMT 2500 Certification Seminar (4)	
	MAST 1120 Human Pathology Conditions in Medical Office (3)	
<b>Total Credit Hour (minimum):</b>		<b>48</b>

# Health Information Management Technology

## Associate of Applied Science Degree

HI13

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.

### Curriculum

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<b>General Education Core</b>	<b>15</b>
<b>Area I: Language Arts/Communication</b>	<b>3</b>
ENGL 1101 Composition and Rhetoric (3)	
<b>Area II: Social/Behavioral Sciences</b> <i>(Choose ONE course below.)</i>	<b>3</b>
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)	
SOC 1101 Introduction to Sociology (3)	
<b>Area III: Natural Sciences / Mathematics</b> <i>(Choose ONE course below.)</i>	<b>3</b>
MATH 1101 Mathematical Modeling (3)	
MATH 1103 Quantitative Skill and Reasoning (3)	
MATH 1111 College Algebra (3)	
<b>Area IV: Humanities/Fine Arts</b> <i>(Choose ONE course below.)</i>	<b>3</b>
ARTS 1101 Art Appreciation (3)	
ENGL 2130 American Literature (3)	
HUMN 1101 Introduction to Humanities (3)	
MUSC 1101 Music Appreciation (3)	
RELG 1101 Introduction to World Religions (3)	
<b>Elective: General Education</b> <i>(Choose ONE course option below.)</i>	<b>3</b>
Any course from Area I, II, III, or IV,	
OR	
ENGL 1102 Literature and Composition (3)	
SPCH 1101 Public Speaking (3)	
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 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)

## **Occupational Courses**

**51**

### **Required Courses:**

ALHS 1090 Medical Terminology (2)  
 BIOL 2113 Anatomy & Physiology I (3) + BIOL 2113L Anatomy & Physiology I Lab (1)  
 BIOL 2114 Anatomy & Physiology II (3) + BIOL 2114L Anatomy & Physiology II Lab (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 & Structure (2)  
 HIMT 1350 Pharmacotherapy (2)  
 HIMT1400 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 2300 Healthcare Management (3)  
 HIMT 2400 Coding and Classification CPT/MCPCS (3)  
 HIMT 2410 Revenue Cycle Management (3)  
 HIMT 2460 Health Information Technology Practicum (3)  
 MAST 1120 Human Pathology Conditions in Medical Office (3)

## **Total Credit Hour (minimum):**

**66**



# Help Desk Specialist

## Technical Certificate

HD41

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.

### Curriculum

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<b>Occupational Courses</b>	<b>25</b>
<b>Required Courses:</b>	21
COMP 1000 Introduction to Computer Literacy (3)	
CIST 1001 Computer Concepts (4)	
CIST 1122 Hardware Installation and Maintenance (4)	
CIST 1130 Operating Systems Concepts (3)	
CIST 2130 Desktop Support Concepts (3)	
CIST 1401 Computer Networking Fundamentals (4)	
<b>Elective course: (<i>Choose ONE course below.</i>)</b>	4
CIST 1401 Computer Networking Fundamentals (4)	
CIST 2129 Comprehensive Database Techniques (4)	
<b>Total Credit Hour (minimum):</b>	<b>25</b>

# Hospitality Operations Associate

## Technical Certificate

HP31

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.

### Curriculum

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<b>Occupational Courses</b>	<b>12</b>
<b>Required Courses:</b>	<b>9</b>
HRTM 1100 Intro to Hotel, Restaurant, and Tourism Management (3)	
HRTM 1160 Food and Beverage Management (3)	
HRTM Hospitality Marketing (3)	
 <i>Select ONE course below:</i>	<b>3</b>
HRTM 1140 Hotel Operations Management (3)	
HRTM 1150 Event Planning (3)	
HRTM 1210 Hospitality marketing (3)	
HRTM 1220 Supervision and Leadership in the Hospitality Industry (3)	
 <b>Total Credit Hour (minimum):</b>	 <b>12</b>

# Hotel Management Specialist

## Technical Certificate

HM21

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.

### Curriculum

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<b>Occupational Courses</b>	<b>15</b>
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**Required Courses:**

HRTM 1140 Hotel Operations Management (3)

HRTM 1150 Event Planning (3)

HRTM 1201 Hospitality Marketing (3)

HRTM 1210 Hospitality Law (3)

HRTM 1220 Supervision and Leadership in the Hospitality Industry (3)

<b>Total Credit Hour (minimum):</b>	<b>15</b>
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# Human Resources Management

## Diploma

HR12

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.

### Curriculum

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#### **Basic Skills** **11**

- ENGL 1010 Fundamentals of English I (3)
- ENGL 1012 Fundamentals of English II (3)
- MATH 1011 Business Math (3)
- EMPL 1000 Interpersonal Relations and Professional Development (2)

#### **Occupational Courses** **46**

##### Required Courses:

- ACCT 1100 Financial Accounting I (4)
- COMP 1000 Introduction to Computer Literacy (3)
- 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 Resources Management (3)
- MGMT 2120 Labor Management Relations (3)
- MGMT 2125 Performance Management (3)
- MGMT 2130 Employee Training & Development (3)
- MGMT 2135 Management Communication Tech (3)
- MGMT 2210 Project Management (3)
- MGMT 2215 Team Project (3)
- MKTG 1130 Business Regulations and Compliance (3)

#### **Total Credit Hour (minimum):** **57**

# Human Resources Management Degree

## Associate of Applied Science Degree

HR13

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.

### Curriculum

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<b>General Education Core</b>	<b>15</b>
<b>Area I: Language Arts/Communication</b>	3
ENGL 1101 Composition and Rhetoric (3)	
<b>Area II: Social/Behavioral Sciences</b> <i>(Choose ONE course below.)</i>	3
ECON 1101 Principles of Economics (3)	
ECON 2105 Principles of Macroeconomics (3)	
ECON 2106 Principles of Microeconomics (3)	
<b>Area III: Natural Sciences / Mathematics</b> <i>(Choose ONE course below.)</i>	3
MATH 1101 Mathematical Modeling (3)	
MATH 1103 Quantitative Skill and Reasoning (3)	
MATH 1111 College Algebra (3)	
<b>Area IV: Humanities/Fine Arts</b> <i>(Choose ONE course below.)</i>	3
ARTS 1101 Art Appreciation (3)	
ENGL 2130 American Literature (3)	
HUMN 1101 Introduction to Humanities (3)	
MUSC 1101 Music Appreciation (3)	
RELG 1101 Introduction to World Religions (3)	
<b>Elective: General Education</b> <i>(Choose ONE course option below.)</i>	3
Any Area I, II, III, or IV course above, OR	
ENGL 1102 Literature and Composition (3)	
SPCH 1101 Public Speaking (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)	
SOC1 1101 Introduction to Sociology (3)	
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 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)

**Occupational Courses**

**49**

**Required Courses:**

46

COMP 1000 Introduction to Computer Literacy (3)  
 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 Tech (3)  
 MGMT 2210 Project Management (3)  
 MKTG 1130 Business Regulations and Compliance (3)

*Select ONE MGMT course elective below:*

3

MGMT 2120 Labor Management Relations (3)  
 MGMT 2145 Business Plan Development (3)  
 MGMT 2155 Quality Management Principles (3)  
 MGMT 2200 Production/Operations Management (3)  
 MGMT 2205 Service Sector Management (3)

**Total Credit Hour (minimum):**

**64**

# Human Resource Management Specialist

## Technical Certificate

HRM1

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.

### Curriculum

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<b>Occupational Courses</b>	<b>18</b>
<b>Required Courses:</b>	<b>12</b>
MGMT 1105 Organization Behavior (3)	
MGMT 2115 Human Resource Management (3)	
MGMT 2125 Performance Management (3)	
MGMT 2130 Employee Training and Development (3)	
<i>Select ONE of the following courses:</i>	<b>3</b>
MGMT 1110 Employment Law (3)	
MGMT 2120 Labor Management Relations (3)	
MKTG 1130 Business Regulations and Compliance (3)	
<i>Select ONE of the following MGMT elective courses:</i>	<b>3</b>
MGMT 1111 Employment Compensation and Benefits (3)	
MGMT 1115 Leadership (3)	
MGMT 1120 Introduction to Business (3)	
MGMT 1125 Business Ethics (3)	
MGMT 2130 Employee Training and Development (3)	
MGMT 2140 Retail Management (3)	
MGMT 2145 Business Plan Development (3)	
MGMT 2155 Quality Management Principles (3)	
MGMT 2200 Production/Operations Management (3)	
MGMT 2205 Service Sector Management (3)	
MGMT 2216 Schedule and Cost Control Techniques (3)	
<b>Total Credit Hour (minimum):</b>	<b>18</b>

# Infant and Toddler Child Care Specialist

## Technical Certificate

IC31

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.

### Curriculum

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<b>Occupational Courses</b>	<b>15</b>
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**Required 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 2330 Infant and Toddler Development (3)
- ECCE 2332 Infant and Toddler Group Care and Curriculum (3)

<b>Total Credit Hour (minimum):</b>	<b>15</b>
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# Java Programmer

## Technical Certificate

JP11

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.

### Curriculum

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#### Occupational Courses

22

##### Required Courses:

- CIST 1210 Introduction to Oracle Databases (4)
- CIST 1305 Program Design and Development (3)
- CIST 1510 Web Development I (3)
- CIST 2371 Java Programming I (4)
- CIST 2372 Java Programming II (4)

##### *Select ONE programming course elective below:*

- CIST 1001 Computer Concepts (4)
- CIST 2311 Visual Basic I (4)
- CIST 2312 Visual Basic II (4)
- CIST 2341 C# Programming I (4)
- CIST 2342 C# Programming II (4)
- CIST 2381 Mobile Application Development I (4)
- CIST 2382 Mobile Application Development II (4)
- CIST 2383 User Experience (4)

#### Total Credit Hour (minimum):

22

# Legal Administrative Assistant

## Technical Certificate

LA11

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.

### Curriculum

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#### Occupational Courses 30

##### Required Courses: 27

- ENGL 1010 Fundamentals of English I (3)
- COMP 1000 Introduction to Computer Literacy (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 Procedure (3)

##### *Select ONE of the BUSN course electives below:* 3

- BUSN 1100 Introduction to Keyboarding (3)
- BUSN 1190 Digital Technologies in Business (2)
- BUSN 1410 Spreadsheet Concepts and Applications (4)
- BUSN 1420 Database Applications (4)
- BUSN 1430 Desktop publishing and Presentation Applications (4)
- BUSN 2160 Electronic Mail Applications (2)
- BUSN 2190 Business Document Proofreading and Editing (3)
- BUSN 2210 Applied Office Procedures (3)
- BUSN 2240 Business Administrative Assistant Internship I (4)
- BUSN 2250 Business Administrative Assistant Internship II (6)

#### Total Credit Hour (minimum): 30

# Management and Leadership Specialist

## Technical Certificate

MAL1

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.

### Curriculum

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<b>Occupational Courses</b>	<b>18</b>
<b>Required Courses:</b>	<b>15</b>
COMP 1000 Introduction to Computer Literacy (3)	
MGMT 1100 Principles of Management (3)	
MGMT 1115 Leadership (3)	
MGMT 2125 Performance Management (3)	
MGMT 2130 Employee Training and Development (3)	
<i>Select ONE of the following courses:</i>	<b>3</b>
MGMT 1110 Employment Law (3)	
MGMT 2120 Labor Management Relations (3)	
MKTG 1130 Business Regulations and Compliance (3)	
<b>Total Credit Hour (minimum):</b>	<b>18</b>

# Marketing Management

## Diploma

MM12

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 marketing management, entrepreneurship, retail management, e-business, professional selling, sports marketing or social media.

## Curriculum

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<b>Basic Skills</b>	<b>8</b>
ENGL 1010 Fundamentals of English I (3)	3
<i>Select ONE Math course:</i>	3
MATH 1011 Business Math (3)	
MATH 1012 Foundations of Mathematics (3)	
<i>Select ONE course option below:</i>	2
EMPL 1000 Interpersonal Relations and Professional Development (2)	
PSYC 1010 Basic Psychology (3)	
<b>Occupational Courses</b>	<b>23</b>
<b>Required Courses:</b>	15
MKTG 1100 Principles of Marketing (3)	
MKTG 1160 Professional Selling (3)	
MKTG 1190 Integrated Marketing Communications (3)	
MKTG 2090 Marketing Research (3)	
MKTG 1130 Business Regulations and Compliances (3)	
<i>Select ONE of the following occupational electives:</i>	2
COMP 1000 Introduction to Computer Literacy (3)	
BUSN 1190 Digital Technologies in Business (2)	
BUSN 1430 Desktop Publishing and Presentation (4)	
<i>Select ONE of the following:</i>	3
MKTG 2290 Marketing Internship/Practicum (3)	
MKTG 2300 Marketing Management (3)	
<i>Select ONE of the following guided electives:</i>	3
MGMT 1100 Principles of Management (3)	
ACCT 1100 Financial Accounting I	
MKTG 1270 Visual Merchandising (3)	
MKTG 1370 Consumer Behavior (3)	
MKTG 2010 Small Business Management (3)	
MKTG 2060 Marketing Channels (3)	
MKTG 2210 Entrepreneurship (6)	
MKTG 2270 Retail Operations Management (3)	

<b>Specialization: (Choose ONE course group below.)</b>	<b>12</b>
<b>Entrepreneurship Specialization</b>	12
MKTG 2010 Small Business Management (3)	
MKTG 2210 Entrepreneurship (6)	
MKTG 2070 Buying and Merchandising (3)	
<b>Marketing Management Specialization</b>	12
MKTG 1370 Consumer Behavior (3)	
MKTG 2060 Marketing Channels (3)	
MKTG 2070 Buying and Merchandising (3)	
<i>Select ONE guided Marketing elective:</i>	
MKTG 1270 Visual Merchandising (3)	
MKTG 2010 Small Business Management (3)	
MKTG 2210 Entrepreneurship (6)	
MKTG 2270 Retail Operations Management (3)	
<b>Retail Management Specialization</b>	12
MKTG 1270 Visual Merchandising (3)	
MKTG 2070 Buying and Merchandising (3)	
MKTG 1370 Consumer Behavior (3)	
MKTG 2270 Retail Operations Management (3)	
<b>Total Credit Hour (minimum):</b>	<b>43</b>

# Marketing Management

## Associate of Applied Science Degree

MM13

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 marketing management, entrepreneurship, retail management, e-business, professional selling, sports marketing or social media.

### Curriculum

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<b>General Education Core</b>	<b>15</b>
<b>Area I: Language Arts/Communication</b>	6
ENGL 1101 Composition and Rhetoric (3)	
<b>Area II: Social/Behavioral Sciences</b> <i>(Choose ONE course below.)</i>	3
ECON 1101 Principles of Economics (3)	HIST 1112 World History II (3)
ECON 2105 Principles of Macroeconomics (3)	HIST 2111 American History I (3)
ECON 2106 Principles of Microeconomics (3)	HIST 2112 American History II (3)
HIST 1111 World History I (3)	POLS 1101 American Government (3)
	PSYC 1101 Introduction to Psychology (3)
	SOC1 1101 Introduction to Sociology (3)
<b>Area III: Natural Sciences / Mathematics</b> <i>(Choose ONE course below.)</i>	3
MATH 1101 Mathematical Modeling (3)	
MATH 1103 Quantitative Skill and Reasoning (3)	
MATH 1111 College Algebra (3)	
<b>Area IV: Humanities/Fine Arts</b>	3
HUMN 1101 Introduction to Humanities (3)	
ENGL 2130 American Literature (3)	
MUSC 1101 Music Appreciation (3)	
ARTS 1101 Art Appreciation (3)	
<b>Elective: General Education</b>	3
SPCH 1101 Public Speaking (3)	
<b>Occupational Courses</b>	<b>36</b>
<b>Required Courses:</b>	33
COMP 1000 Introduction to Computer Literacy (3)	
ACCT 1100 Financial Accounting I (4)	
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)	
BUSN 1190 Digital Technologies in Business (2)	
<b>Occupational Electives:</b> <i>(Choose ONE course below.)</i>	<b>3</b>
MGMT 1115 Leadership (3)	
MGMT 2115 Human Resource Management (3)	
<b>Specialization:</b> <i>(Choose ONE course group below.)</i>	<b>12</b>
<b>Entrepreneurship Specialization</b>	<b>12</b>
MKTG 2010 Small business Management (3)	
MKTG 2210 Entrepreneurship (6)	
MKTG 2070 Buying and Merchandising (3)	
<b>Marketing Management Specialization</b>	<b>12</b>
MKTG 1370 Consumer Behavior (3)	
MKTG 2060 Marketing Channels (3)	
MKTG 2070 Buying and Merchandising (3)	
<i>Select ONE MKTG elective course below:</i> (3)	
MKTG 1270 Visual Merchandising (3)	
MKTG 2010 Small Business Management (3)	
MKTG 2210 Entrepreneurship (6)	
MKTG 2270 Retail Operations Management (3)	
<b>Retail Operations Specialization</b>	<b>12</b>
MKTG 1270 Visual Merchandising (3)	
MKTG 1370 Consumer Behavior (3)	
MKTG 2070 Buying and Merchandising (3)	
MKTG 2270 Retail Operations Management (3)	
<b>Total Credit Hour (minimum):</b>	<b>63</b>

# Marketing Specialist

## Technical Certificate

MS21

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

### Curriculum

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<b>Occupational Courses</b>	<b>12</b>
<b>Required Courses:</b>	<b>9</b>
MKTG 1100 Principles of Marketing (3)	
MKTG 1160 Professional Selling (3)	
MKTG 1190 Promotion and Communication (3)	
<i>Select ONE Marketing elective course below:</i>	<b>3</b>
MKTG 1130 Business Regulations and Compliance (3)	
MKTG 1210 Services Marketing (3)	
MKTG 1270 Visual Merchandising (3)	
MKTG 1370 Consumer Behavior (3)	
MKTG 2000 Global Marketing (3)	
MKTG 2010 Small Business Management (3)	
MKTG 2030 Digital Publishing and Design (3)	
MKTG 2070 Buying and Merchandising (3)	
MKTG 2160 Advanced Selling (3)	
MKTG 2210 Entrepreneurship (6)	
MKTG 2270 Retail Operations Management (3)	
<b>Total Credit Hour (minimum):</b>	<b>12</b>



# Medical Assisting

## Diploma

MA22

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.

### Curriculum

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#### Basic Skills 9

- ENGL 1010 Fundamentals of English I (3)
- MATH 1012 Foundations of Mathematics (3)
- PSYC 1010 Basic Psychology (3)

#### Occupational Courses 45

##### Required Courses:

- ALHS 1090 Medical Terminology (2)
- ALHS 1011 Structure and Function of the Human Body (5)
- COMP 1000 Introduction to Computers (3)
- MAST 1010 Legal and Ethical Concerns/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 Pathology Conditions in Medical Office (3)
- MAST 1170 Medical Assisting Externship (6)
- MAST 1180 Medical Assisting Seminar (3)

#### Total Credit Hour (minimum): 54

# Medical Assisting

## Associate of Applied Science Degree

MA23

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 must complete the Medical Assisting diploma to be eligible for State Board certification testing.

### Curriculum

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<b>General Education Core</b>	<b>15</b>
<b>Area I: Language Arts/Communication</b>	3
ENGL 1101 Composition and Rhetoric (3)	
<b>Area II: Social/Behavioral Sciences</b>	3
PSYC 1101 Introduction to Psychology (3)	
<b>Area III: Natural Sciences / Mathematics</b> <i>(Choose ONE course below.)</i>	3
MATH 1101 Mathematical Modeling (3)	
MATH 1103 Quantitative Skill and Reasoning (3)	
MATH 1111 College Algebra (3)	
<b>Area IV: Humanities/Fine Arts</b> <i>(Choose ONE course below.)</i>	3
ARTS 1101 Art Appreciation (3)	
ENGL 2130 American Literature (3)	
HUMN 1101 Introduction to Humanities (3)	
MUSC 1101 Music Appreciation (3)	
RELG 1101 Introduction to World Religions (3)	
<b>Elective: General Education</b> <i>(Choose ONE course option below.)</i>	3
Any Area I, II, III, or IV course not taken above, OR,	
ENGL 1102 Literature and Composition (3)	
SPCH 1101 Public Speaking (3)	
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)	
SOC 1101 Introduction to Sociology (3)	
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 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)

## **Occupational Courses**

**48**

### **Required 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)

## **Total Credit Hour (minimum):**

**63**

# Medical Billing Clerk

## Technical Certificate

MB21

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

### Curriculum

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<b>Occupational Courses</b>	<b>22</b>
<b>Required Courses:</b>	<b>12</b>
COMP 1000 Introduction to Computer Literacy (3)	
ALHS 1090 Medical Terminology (2)	
BUSN 1440 Document Production (4)	
BUSN 2370 Healthcare Coding (3)	
<i>Select ONE of the following courses:</i>	<b>4</b>
ALHS 1010 Introduction to Anatomy and Physiology (4)	
ALHS 1011 structure and Function of the Human Body (5)	
<i>Select TWO of the following BUSN elective courses:</i>	<b>6</b>
BUSN 1100 Introduction to Keyboarding (3)	
BUSN 1180 Computer Graphics and Design (3)	
BUSN 1230 Legal Terminology (3)	
BUSN 1250 Records Management (3)	
BUSN 1310 Introduction to Business Culture (3)	
BUSN 1320 Business Interaction Skills (3)	
BUSN 1330 Personal Effectiveness (3)	
BUSN 1340 Customer Service Effectiveness (3)	
BUSN 2170 Web Page Design (2)	
BUSN 2220 Legal Administrative Procedures (3)	
BUSN 2230 Office Management (3)	
BUSN 2240 Business Administrative Assistant Internship I (4)	
BUSN 2250 Business Administrative Assistant Internship II (6)	
<b>Total Credit Hour (minimum):</b>	<b>22</b>

# Medical Front Office Assistant

## Technical Certificate

MF21

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.

### Curriculum

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<b>Occupational Courses</b>	<b>22</b>
<b>Required Courses:</b>	<b>16</b>
ENGL 1010 Fundamentals of English I (3)	
ALHS 1090 Medical Terminology (2)	
COMP 1000 Introduction to Computer Literacy (3)	
BUSN 1440 Document Production (4)	
BUSN 2340 Healthcare Administrative Procedures (4)	
<i>Select TWO of the following BUSN course electives:</i>	<b>6</b>
BUSN 1100 Introduction to Keyboarding (3)	
BUSN 1180 Computer Graphics and Design (3)	
BUSN 1230 Legal Terminology (3)	
BUSN 1250 Records Management (3)	
BUSN 1310 Introduction to Business Culture (3)	
BUSN 1320 Business Interaction Skills (3)	
BUSN 1330 Personal Effectiveness (3)	
BUSN 1340 Customer Service Effectiveness (3)	
BUSN 2170 Web Page Design (2)	
BUSN 2220 Legal Administrative Procedures (3)	
BUSN 2230 Office Management (3)	
BUSN 2240 Business Administrative Assistant Internship I (4)	
BUSN 2250 Business Administrative Assistant Internship II (6)	
<b>Total Credit Hour (minimum):</b>	<b>22</b>

# Microsoft Network Administrator

## Technical Certificate

MS11

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 students for industry-recognized Microsoft networking certifications. Hands-on labs provide students with real world simulations.

### Curriculum

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**Occupational Courses** **16**

**Required Courses:**

- CIST 2411 Microsoft® Client (4)
- CIST 2412 Microsoft® Server Directory Services (4)
- CIST 2413 Microsoft® Server Infrastructure (4)
- CIST 2414 Microsoft® Server Administrator (4)

**Total Credit Hour (minimum):** **16**

# Microsoft Office Application Professional Technical Certificate

MF41

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.

## Curriculum

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### Occupational Courses 22

#### Required Courses: 19

- COMP 1000 Introduction to Computer Literacy (3)
- BUSN 1400 Word Processing Applications (4)
- BUSN 1410 Spreadsheet Concepts and Applications (4)
- BUSN 1420 Database Applications (4)
- BUSN 1430 Desktop Publication and Presentation Applications (4)

#### *Select ONE BUSN course elective below:* 3

- BUSN 1100 Introduction to Keyboarding (3)
- BUSN 1180 Computer Graphics and Design (3)
- BUSN 1230 Legal Terminology (3)
- BUSN 1250 Records Management (3)
- BUSN 1310 Introduction to Business Culture (3)
- BUSN 1320 Business Interaction Skills (3)
- BUSN 1330 Personal Effectiveness (3)
- BUSN 1340 Customer Service Effectiveness (3)
- BUSN 2170 Web Page Design (2)
- BUSN 2220 Legal Administrative Procedures (3)
- BUSN 2230 Office Management (3)
- BUSN 2240 Business Administrative Assistant Internship I (4)
- BUSN 2250 Business Administrative Assistant Internship II (6)

### Total Credit Hour (minimum): 22

# Mobile Application Developer

## Technical Certificate

MAD1

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.

### Curriculum

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<b>Occupational Courses</b>	<b>22</b>
<b>Required Courses:</b>	<b>18</b>
CIST 1305 Program Design and Development (3)	
CIST 1510 Web Development I (3)	
CIST 2381 Mobile Application Development I (4)	
CIST 2382 Mobile Application Development II (4)	
CIST 2383 User Experience (4)	
<i>Select ONE CIST programming course below:</i>	<b>4</b>
CIST 2311 Visual Basic I (4)	
CIST 2312 Visual Basic II (4)	
CIST 2341 C# Programming I (4)	
CIST 2342 C# Programming II (4)	
CIST 2371 Java Programming I (4)	
CIST 2372 Java Programming II (4)	
CIST 2383 User Experience (4)	
<b>Total Credit Hour (minimum):</b>	<b>22</b>



# Mobile Electronics Technician

## Technical Certificate

ME61

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.

### Curriculum

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**Occupational Courses** **10**

**Required Courses:**

- ELCR 1005 Soldering Technology (1)
- ELCR 1300 Mobile Audio and Video Systems (3)
- IDSY 1101 DC Circuits Analysis (3)
- IDSY 1105 AC Circuit Analysis (3)

**Total Credit Hour (minimum):** **10**

# Mobility/Light Vehicle Technician Diploma

## Diploma

MLV2

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.

### Curriculum

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#### Basic Skills

8

ENGL 1010 Fundamentals of English I (3)

MATH 1012 Foundations of Mathematics (3)

EMPL 1000 Interpersonal Relations and Professional Development (2)

#### Occupational Courses

42

##### Required Courses:

COMP 1000 Introduction to Computer Literacy (3)

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)

**Total Credit Hour (minimum):**

**50**

# Motion Graphics Assistant

## Technical Certificate

MG21

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.

### Curriculum

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<b>Occupational Courses</b>	<b>31</b>
<b>Required Courses:</b>	20
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)	
<i>Select one of the following:</i>	3
COMP 1000 Introduction to Computer Literacy (3)	
DMPT 1055 Introduction to Media Technology (4)	
<i>Select TWO DMPT course electives below:</i>	8
DMPT 1020 Introduction to Photography (4)	DMPT 2410 Digital, Texture and Lighting (4)
DMPT 1500 Introduction to Television Production (4)	DMPT 2415 Character Rigging (4)
DMPT 1505 Introduction to Digital Post Production (4)	DMPT 2420 3D Production and Animation (4)
DMPT 1600 Introduction to Video Production (4)	DMPT 2440 Overview of Video Game Art and Design (4)
DMPT 2100 Identity Design (4)	DMPT 2520 Lighting for Television (4)
DMPT 2105 Page Layout (4)	DMPT 2525 Writing for Broadcast (4)
DMPT 2110 Publication Design (4)	DMPT 2600 Basic Video Editing (4)
DMPT 2135 Documentary Photography (4)	DMPT 2600 Basic Video Editing (4)
DMPT 2300 Foundations Interface Design (4)	DMPT 2610 Intermediate Video Compositing and Broadcast Animation (4)
DMPT 2400 Basic 3D Modeling and Animation (4)	DMPT 2615 Intermediate Video Editing (4)
DMPT 2405 Intermediate 3D Modeling (4)	DMPT 2630 Post-Production Audio (4)
DMPT 2810 Documentary Filmmaking (4)	DMPT 2640 Color Grading (4)
	DMPT 2800 Intermediate Video Production (4)
	DMPT 2805 Narrative Filmmaking (4)
<b>Total Credit Hour (minimum):</b>	<b>31</b>

# Motorcycle Service Technology

## Diploma

MST2

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.

### Curriculum

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#### Basic Skills

8

ENGL 1010 Fundamentals of English I (3)

MATH 1012 Foundations of Mathematics (3)

EMPL 1000 Interpersonal Relations and Professional Development (2)

#### Occupational Courses

41

##### Required Courses:

COMP 1000 Introduction to Computer Literacy (3)

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)

#### Total Credit Hour (minimum):

49

# Network Specialist

## Technical Certificate

NS21

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 program emphasizes the application of scientific, mathematics, and engineering knowledge and methods combined with technical skills in support of engineering activities.

### Curriculum

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<b>Occupational Courses</b>	<b>16</b>
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**Required Courses:**

- ECET 1210 Networking Systems I (4)
- ECET 1220 Computer System Maintenance (4)
- ECET 2210 Networking Systems II (4)
- ECET 2230 Network Systems Design (4)

<b>Total Credit Hour (minimum):</b>	<b>16</b>
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# Networking Specialist

## Diploma

NS14

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 basic skills 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.

## Curriculum

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### Basic Skills 8

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

### Occupational Courses 31

#### Required Courses:

COMP 1000 Introduction to Computers (3)	
CIST 1001 Computer Concepts (4)	CIST 1305 Program Design and Development (3)
CIST 1122 Hardware Installation and Maintenance (4)	CIST 1401 Computer Networking Fundamentals (4)
CIST 1130 Operating Systems Concepts Oss (3)	CIST 1601 Information Security Fundamentals (3)
CIST 1210 Introduction to Oracle Databases (4)	CIST 2122 A+ Preparation (3)

### Specialization: *(Choose ONE course group below)* 16

#### Cisco Specialization

- CIST 2451 Cisco Network Fundamentals (4)
- CIST 2452 Cisco Routing Protocols and Concepts (4)
- CIST 2453 Cisco LAN Switching and Wireless (4)
- CIST 2454 Cisco Accessing the WAN (4)

#### Microsoft Specialization

- CIST 2411 Microsoft® Client (4)
- CIST 2412 Microsoft® Server Directory Services (4)
- CIST 2413 Microsoft® Server Infrastructure (4)
- CIST 2414 Microsoft® Server Administrator (4)

#### Linux Specialization

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

### Total Credit Hour (minimum): 55

# Networking Specialist

## Associate of Applied Science Degree

NS13

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.

## Curriculum

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<b>General Education Core</b>	<b>15</b>
<b>Area I: Language Arts/Communication</b>	
ENGL 1101 Composition and Rhetoric (3)	3
<b>Area II: Social/Behavioral Sciences <i>(Choose ONE course)</i></b>	
ECON 1101 Principles of Economics (3)	3
ECON 2105 Principles of Macroeconomics (3)	3
ECON 2106 Principles of Microeconomics (3)	3
HIST 1111 World History I (3)	3
HIST 1112 World History II (3)	3
HIST 2111 American History I (3)	3
HIST 2112 American History II (3)	3
POLS 1101 American Government (3)	3
PSYC 1101 Introduction to Psychology (3)	3
SOC 1101 Introduction to Sociology (3)	3
<b>Area III: Natural Sciences / Mathematics <i>(Choose ONE course)</i></b>	
MATH 1101 Mathematical Modeling (3)	3
MATH 1103 Quantitative Skill and Reasoning (3)	3
MATH 1111 College Algebra (3)	3
<b>Area IV: Humanities/Fine Arts <i>(Choose ONE course)</i></b>	
ARTS 1101 Art Appreciation (3)	3
ENGL 2130 American Literature (3)	3
HUMN 1101 Introduction to Humanities (3)	3
MUSC 1101 Music Appreciation (3)	3
RELG 1101 Introduction to World Religions (3)	3
<b>Elective: General Education <i>(Choose ONE course)</i></b>	
Choose one course from Area I, II, III, or IV listed above	3
OR	
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 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)  
ENGL 1102 Literature and Composition (3)  
SPCH 1101 Public Speaking (3)

**Occupational Courses** **35**

**Required Courses:** **31**

COMP 1000 Introduction to Computers (3)  
CIST 1001 Computer Concepts (4)  
CIST 1122 Hardware Installation and Maintenance (4)  
CIST 1401 Computer Networking Fundamentals (4)  
CIST 1130 Operating Systems Concepts Oss (3)  
CIST 1210 Introduction to Oracle Databases (4)  
CIST 1305 Program Design and Development (3)  
CIST 1601 Information Security Fundamentals (3)  
CIST 2122 A+ Preparation (3)

**Occupational Electives:** *(Choose ONE course)* 4

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)

**Specialization:** *(Choose ONE course group below)* **16**

**Cisco Specialization**

CIST 2451 Cisco Network Fundamentals (4)  
CIST 2452 Cisco Routing Protocols and Concepts (4)  
CIST 2453 Cisco LAN Switching and Wireless (4)  
CIST 2454 Cisco Accessing the WAN (4)

**Microsoft Specialization**

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

**Linux Specialization**

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

**Total Credit Hour (minimum):** **66**



# Nurse Aide Technical Certificate

CN31

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.

## Curriculum

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<b>Occupational Courses</b>	<b>14</b>
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**Required Courses:**

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)

<b>Total Credit Hour (minimum):</b>	<b>14</b>
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# Office Accounting Specialist

## Technical Certificate

OA31

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

### Curriculum

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<b>Occupational Courses</b>	<b>14</b>
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**Required Courses:**

- COMP 1000 Introduction to Computer Literacy (3)
- ACCT 1100 Financial Accounting I (4)
- ACCT 1105 Financial Accounting II (4)
- ACCT 1115 Computerized Accounting (3)

<b>Total Credit Hour (minimum):</b>	<b>14</b>
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# Optical Laboratory Technician

## Technical Certificate

OLT1

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.

### Curriculum

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<b>Occupational Courses</b>	<b>18</b>
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**Required Courses:**

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)

<b>Total Credit Hour (minimum):</b>	<b>18</b>
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# Opticianry

## Diploma

OP14

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.

### Curriculum

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#### Basic Skills

6

- ENGL 1010 Fundamentals of English I (3)
- MATH 1012 Foundations of Mathematics (3)

#### Occupational Courses

53

##### Required 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 Occupation Based Instruction (6)

**Total Credit Hour (minimum):**

**59**

# Opticianry

## Associate of Applied Science Degree

OP13

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

### Curriculum

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<b>General Education Core</b>	<b>15</b>
<b>Area I: Language Arts/Communication</b>	<b>3</b>
ENGL 1101 Composition and Rhetoric (3)	
<b>Area II: Social/Behavioral Sciences</b> ( <i>Choose ONE course below.</i> )	<b>3</b>
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)	
SOC 1101 Introduction to Sociology (3)	
<b>Area III: Natural Sciences / Mathematics</b> ( <i>Choose ONE course below.</i> )	<b>3</b>
MATH 1101 Mathematical Modeling (3)	
MATH 1103 Quantitative Skill and Reasoning (3)	
MATH 1111 College Algebra (3)	
<b>Area IV: Humanities/Fine Arts</b> ( <i>Choose ONE course below.</i> )	<b>3</b>
ARTS 1101 Art Appreciation (3)	
ENGL 2130 American Literature (3)	
HUMN 1101 Introduction to Humanities (3)	
MUSC 1101 Music Appreciation (3)	
RELG 1101 Introduction to World Religions (3)	
<b>Elective: General Education</b> ( <i>Choose ONE course option below.</i> )	<b>3</b>
Any Area I, II, III, or IV course above, OR	
ENGL 1102 Literature and Composition (3)	

SPCH 1101 Public Speaking (3)  
 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 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)

## **Occupational Courses**

**56**

### **Required Courses:**

COMP 1000 Introduction to Computer Literacy (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 Occupation Based Instruction (6)

## **Total Credit Hour (minimum):**

**71**

# Oracle Database Administrator

## Technical Certificate

OD11

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

### Curriculum

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#### Occupational Courses 34

##### Required Courses: 30

- COMP 1001 Introduction to Computers (3)
- 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 programming course elective below:* 4

- CIST 2311 Visual Basic I (4)
- CIST 2312 Visual Basic II (4)
- CIST 2341 C# Programming I (4)
- CIST 2342 C# Programming II (4)
- CIST 2371 Java Programming I (4)
- CIST 2372 Java Programming II (4)
- CIST 2381 Mobile Application Development I (4)
- CIST 2382 Mobile Application Development II (4)
- CIST 2383 User Experience (4)

#### Total Credit Hour (minimum): 34

# Ornamental Iron Fabricator

## Technical Certificate

OI21

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.

### Curriculum

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**Occupational Courses** **12**

**Required Courses:**

WELD 1000 Introduction to Welding Technology (4)

WELD 1010 Oxyfuel and Plasma Cutting (4)

WELD 1156 Ornamental Iron Works (4)

**Total Credit Hour (minimum):** **12**



# Paralegal Studies

## Associate of Applied Science Degree

PS13

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

Students enrolled in the Paralegal Studies AAS degree program or Post-Baccalaureate Paralegal Studies Certificate program must complete at least 25 percent of the legal specialty courses required for award of the degree or certificate at Georgia Piedmont Technical College. In addition, each student must complete a minimum of 10 percent of legal specialty courses delivered through traditional classroom instruction. The GPTC Paralegal Studies Program will only accept legal specialty transfer credits from other ABA approved schools. The GPTC Paralegal Studies Program does not award any legal specialty transfer credit through examination or portfolios.

Paralegals shall not engage in the unauthorized practice of law as per O.C.G.A. §15-19-51 and must work under the supervision of an attorney in good standing with the State Bar of Georgia.

### Curriculum

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<b>General Education Core</b>	<b>18</b>
<b>Area I: Language Arts/Communication</b>	6
ENGL 1101 Composition and Rhetoric (3)	
SPCH 1101 Public Speaking (3)	
<b>Area II: Social/Behavioral Sciences</b>	3
PSYC 1101 Introduction to Psychology (3)	
<b>Area III: Natural Sciences / Mathematics</b> <i>(Choose ONE course below.)</i>	3
MATH 1101 Mathematical Modeling (3)	
MATH 1103 Quantitative Skill and Reasoning (3)	
MATH 1111 College Algebra (3)	
<b>Area IV: Humanities/Fine Arts</b> <i>(Choose ONE course below.)</i>	3
ARTS 1101 Art Appreciation (3)	
ENGL 2130 American Literature (3)	
HUMN 1101 Introduction to Humanities (3)	
MUSC 1101 Music Appreciation (3)	
RELG 1101 Introduction to World Religions (3)	
<b>Elective: General Education</b> <i>(Choose ONE course below.)</i>	3

ECON 1101 Principles of Economics (3)  
SOC 1101 Introduction to Sociology (3)

**Occupational Courses**

**51**

**Required Courses:**

42

COMP 1000 Introduction to Computers (3)	PARA 1130 Civil Litigation (3)
PARA 1100 Introduction to Law and Ethics (3)	PARA 1135 Wills, Trusts, Probates, and Administration (3)
PARA 1105 Legal Research and Writing I (3)	PARA 1140 Tort Law (3)
PARA 1110 Legal Research and Writing II (3)	PARA 1145 Law Office Management (3)
PARA 1115 Family Law (3)	PARA 1150 Contracts, Commercial Law and Business Organizations (3)
PARA 1120 Real Estate Law (3)	PARA 2210 Paralegal Internship I (6)
PARA 1125 Criminal Law and Criminal Procedure (3)	

*Select nine elective credit hours below:*

9

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 2215 Paralegal Internship II (6)

**Total Credit Hour (minimum):**

**69**

# Paralegal Studies Post-Baccalaureate Certificate

PS71

Program Description: The Paralegal Studies Certificate program (PS71) allows students to transfer their four-year degree credits and receive full credit for all general education requirements. Learning opportunities develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The knowledge and skills emphasized in this program include ethical obligations; research in state and federal law; legal correspondence and preparation of legal documents; family law matters; basic concepts of real property law, criminal law and procedure, civil litigation, tort law, and substantive contract law; and wills, trusts, and probate. The program of study emphasizes opportunities that provide students with specialized legal knowledge and skills required to aid lawyers in the delivery of legal services. Program graduates receive a Paralegal Studies Certificate.

Students enrolled in the Paralegal Studies AAS degree program or Post-Baccalaureate Paralegal Studies Certificate program must complete at least 25 percent of the legal specialty courses required for award of the degree or certificate at Georgia Piedmont Technical College. In addition, each student must complete a minimum of 10 percent of legal specialty courses delivered through traditional classroom instruction. The GPTC Paralegal Studies Program will only accept legal specialty transfer credits from other ABA approved schools. The GPTC Paralegal Studies Program does not award any legal specialty transfer credit through examination or portfolios.

Paralegals shall not engage in the unauthorized practice of law as per O.C.G.A. §15-19-51 and must work under the supervision of an attorney in good standing with the State Bar of Georgia.

Program-specific Admission: A student must have earned a baccalaureate degree from a regionally accredited college or university.

## Curriculum

<b>Occupational Courses</b>	<b>30</b>
<b>Required Courses:</b>	<b>24</b>
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)	
<i>Select six credits from the PARA course electives below:</i>	<b>6</b>
PARA 1135 Wills, Trusts and Probate Administration (3)	
PARA 1140 Tort Law (3)	
PARA 1145 Law Office Management (3)	
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 2210 Paralegal Internship I (6)	
<b>Total Credit Hour (minimum):</b>	<b>30</b>

# Paramedicine

## Diploma

PT12

**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 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-specific Admissions Requirements:** Hold current certification and/or licensure as an: EMT I/85 (with successful completion of Georgia State Office of Emergency Medical Services and Trauma (SOEMST) EMTI to AEMT update course); EMT I/99; or AEMT. Criminal background checks and drug screens may be required based on the requirements for participation in clinical experiences.

## Curriculum

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### Basic Skills

9

- ENGL 1010 Fundamentals of English I (3)
- MATH 1012 Foundations of Mathematics (3)
- PSYC 1010 Basic Psychology (3)

### Occupational Courses

#### Required Courses:

49

- 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)

**Total Credit Hour (minimum):**

**58**

# Paramedicine

## Associate of Applied Science Degree

PT13

**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-specific Admissions Requirements:** Hold current certification and/or licensure as an: EMT I/85 (with successful completion of Georgia State Office of Emergency Medical Services and Trauma (SOEMST) EMTI to AEMT update course); EMT I/99; or AEMT. Criminal background checks and drug screens may be required based on the requirements for participation in clinical experiences.

### Curriculum

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<b>General Education Core</b>	<b>15</b>
<b>Area I: Language Arts/Communication</b>	<b>3</b>
ENGL 1101 Composition and Rhetoric (3)	
<b>Area II: Social/Behavioral Sciences</b> <i>(Choose ONE course below.)</i>	<b>3</b>
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)	
SOC 1101 Introduction to Sociology (3)	
<b>Area III: Natural Sciences / Mathematics</b> <i>(Choose ONE course below.)</i>	<b>3</b>
MATH 1101 Mathematical Modeling (3)	
MATH 1103 Quantitative Skill and Reasoning (3)	
MATH 1111 College Algebra (3)	

**Area IV: Humanities/Fine Arts** (*Choose ONE course below.*) 3

- ARTS 1101 Art Appreciation (3)
- ENGL 2130 American Literature (3)
- HUMN 1101 Introduction to Humanities (3)
- MUSC 1101 Music Appreciation (3)
- RELG 1101 Introduction to World Religions (3)

**Elective: General Education** (*Choose one course option below.*) 3

- Any Area I, II, III, or IV course not taken above, OR,
- ENGL 1102 Literature and Composition (3)
- SPCH 1101 Public Speaking (3)
- 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 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)

**Occupational Courses** 52

**Required Courses:**

- BIOL 2113 Anatomy and Physiology I + BIOL 2113 Lab (4)
- BIOL 2114 Anatomy and Physiology II + BIOL 2114 Lab (4)
- 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)

**Total Credit Hour (minimum):** 67

# Payroll Accounting Specialist

## Technical Certificate

PA61

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.

### Curriculum

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**Occupational Courses** **17**

**Required Courses:**

- COMP 1000 Introduction to Computer Literacy (3)
- ACCT 1100 Financial Accounting I (4)
- ACCT 1105 Financial Accounting II (4)
- ACCT 1115 Computerized Accounting (3)
- ACCT 1130 Payroll Accounting (3)

**Total Credit Hour (minimum):** **17**



# PC Repair and Network Technician

## Technical Certificate

PR21

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

### Curriculum

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**Occupational Courses** **18**

**Required Courses:**

- COMP 1000 Introduction to Computers (3)
- CIST 1001 Computer Concepts (4)
- CIST 1401 Computer Networking Fundamentals (4)
- CIST 1130 Operating Systems Concepts (3)
- CIST 1122 Hardware Installation and Maintenance (4)

**Total Credit Hour (minimum):** **18**

# Phlebotomy Technician

## Technical Certificate

PT21

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.

## Curriculum

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**Occupational Courses** **24**

**Required Courses:**

- ENGL1010 Fundamentals of English I (3)
- COMP 1000 Introduction to Computer Literacy (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)

**Total Credit Hour (minimum):** **24**

# Pipe Welder

## Technical Certificate

PW11

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-specific Admissions Requirements: Must be graduate of the Welding and Joining Technology diploma program.

### Curriculum

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**Occupational Courses** **9**

**Required Courses:**

WELD 1150 Advanced Gas Tungsten Arc Welding (3)

WELD 1151 Fabrication Processes (3)

WELD 1152 Pipe Welding (3)

**Total Credit Hour (minimum):** **9**

# Practical Nursing

## Diploma

PN12

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.

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 rotations of their educational training.

## Curriculum

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### Basic Skills 9

- ENGL 1010 Fundamentals of English I (3)
- MATH 1012 Foundations of Mathematics (3)
- PSYC 1010 Basic Psychology (3)

### Occupational Courses 48

#### Required courses: 44

- ALHS 1090 Medical Terminology (2)
- ALHS 1011 Structure and Function of the Human Body (5)
- 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)

### Total Credit Hour (minimum): 57

# Recording Arts Technology

## Associate of Applied Science Degree

RAT3

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.

### Curriculum

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<b>General Education Core</b>	<b>15</b>
<b>Area I: Language Arts/Communication</b>	3
ENGL 1101 Composition and Rhetoric (3)	
<b>Area II: Social/Behavioral Sciences</b> <i>(Choose ONE course below.)</i>	3
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)	
SOC 1101 Introduction to Sociology (3)	
<b>Area III: Natural Sciences / Mathematics</b> <i>(Choose ONE course below.)</i>	3
MATH 1101 Mathematical Modeling (3)	
MATH 1103 Quantitative Skill and Reasoning (3)	
MATH 1111 College Algebra (3)	
<b>Area IV: Humanities/Fine Arts</b>	3
MUSC 1101 Music Appreciation (3)	
<b>Elective: General Education</b> <i>(Choose ONE course option below.)</i>	3
Any Area I, II, III, or IV course not taken above, OR,	
ENGL 1102 Literature and Composition (3)	
SPCH 1101 Public Speaking (3)	
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 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)  
ARTS 1101 Art Appreciation (3)  
ENGL 2130 American Literature (3)  
HUMN 1101 Introduction to Humanities (3)  
RELG 1101 Introduction to World Religions (3)

## **Occupational Courses**

**46**

### **Required Courses:**

DMPT 1000 Introduction to Design (4)  
DMPT 1055 Introduction to Media Technology (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)  
DMPT 2905 Practicum/Internship II (4)  
DMPT 2930 Exit Review (4)

## **Total Credit Hour (minimum):**

**61**

# Residential Wiring Technician

## Technical Certificate

RW21

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.

## Curriculum

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### Occupational Courses 16

#### Required Courses:

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

### Total Credit Hour (minimum): 16

# Retail Merchandise Manager

## Technical Certificate

RMM1

Program Description:

### Curriculum

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<b>Occupational Courses</b>	<b>15</b>
<b>Required Courses:</b>	12
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 courses:	3
MGMT 1100 Principles of Management (3)	
MKTG 2010 Small Business Management (3)	
<b>Total Credit Hour (minimum):</b>	<b>15</b>



# School Age and Youth Care

## Technical Certificate

SA21

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.

### Curriculum

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#### Occupational Courses **18**

##### Required Courses:

- 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)

#### Total Credit Hour (minimum): **18**

# Service Sector Management Specialist

## Technical Certificate

SSM1

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.

### Curriculum

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<b>Occupational Courses</b>	<b>18</b>
<b>Required Courses:</b>	<b>15</b>
COMP 1000 Introduction to Computer Literacy (3)	
MGMT 1100 Principles of Management (3)	
MGMT 2125 Performance Management (3)	
MGMT 2130 Employee Training and Development (3)	
MGMT 2205 Service Sector Management (3)	
 <i>Select ONE of the following elective courses:</i>	<b>3</b>
MGMT 2140 Retail Management (3)	
MGMT 2210 Project Management (3)	
 <b>Total Credit Hour (minimum):</b>	 <b>18</b>

# Shampoo Technician

## Technical Certificate

ST11

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.

## Curriculum

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### Occupational Courses **13**

#### Required Courses:

- COSM 1000 Introduction to Cosmetology Theory (4)
- COSM 1020 Hair Care and Treatment (3)
- COSM 1120 Salon Management (3)
- COSM 1040 Styling (3)

### Total Credit Hour (minimum): **13**

# Small Business Marketing Manager

## Technical Certificate

SB51

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

### Curriculum

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#### Occupational Courses 15

##### Required Courses:

- MKTG 1100 Principles of Marketing (3)
- MKTG 1130 Business Regulations and Compliance (3)
- MKTG 1160 Professional Selling (3)
- MKTG 1190 Promotion and Marketing Communication (3)
- MKTG 2010 Small Business Management (3)

#### Total Credit Hour (minimum): 15

# SQL Server Database Administrator

## Technical Certificate

SSD1

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

## Curriculum

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### Occupational Courses 34

#### Required Courses:

- COMP 1000 Introduction to Computer Literacy (3)
- 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)
- CIST 2411 Microsoft Client (4)
- CIST 2414 Microsoft Server Administrator (4)

#### *Select ONE programming elective below:*

- CIST 2311 Visual Basic I (4)
- CIST 2312 Visual Basic II (4)
- CIST 2341 C# Programming I (4)
- CIST 2342 C# Programming II (4)
- CIST 2371 Java Programming I (4)
- CIST 2372 Java Programming II (4)
- CIST 2381 Mobile Application Development I (4)
- CIST 2382 Mobile Application Development II (4)
- CIST 2383 User Experience (4)

### Total Credit Hour (minimum): 34

# Supervisor/Management Specialist

## Technical Certificate

SS31

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.

### Curriculum

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<b>Occupational Courses</b>	<b>12</b>
<b>Required Courses:</b>	<b>9</b>
MGMT 1100 Principles of Management (3)	
MGMT 1115 Leadership (3)	
MGMT 2115 Human Resource Management (3)	
 <i>Select ONE of the following:</i>	<b>3</b>
MGMT 1110 Employment Law (3)	
MGMT 2120 Labor Management Relations (3)	
MKTG 1130 Business Regulations and Compliance (3)	
<b>Total Credit Hour (minimum):</b>	<b>12</b>

# Tax Preparation Specialist

## Technical Certificate

TPS1

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.

### Curriculum

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#### Occupational Courses 17

##### Required Courses:

COMP 1000 Introduction to Computer Literacy (3)

ACCT 1100 Financial Accounting I (4)

ACCT 1105 Financial Accounting II (4)

ACCT 1125 Individual Tax Accounting (3)

ACCT 2120 Business Tax Accounting (3)

**Total Credit Hour (minimum):** **17**

# Technical Specialist

## Technical Certificate

TC31

### Curriculum

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<b>Occupational Courses</b>	<b>15</b>
<b>Required Courses:</b>	6
COMP 1000 Introduction to Computer Literacy (3)	
ENGL 1101 Composition and Rhetoric (3)	
<b>Occupational Electives:</b> <i>Select nine credit hours.</i>	9
<i>Select nine credit hours from the Occupational Course Electives list.</i>	
<i>Students should coordinate with a faculty advisor to design coursework focused on a specific academic goal or career path.</i>	
<b>General Education Courses</b>	<b>21</b>
<b>Humanities/Fine Arts Elective:</b> <i>Select TWO courses below.</i>	6
ARTS 1101 Art Appreciation (3)	
ENGL 2130 American Literature (3)	
MUSC 1101 Music Appreciation (3)	
HUMN 1101 Introduction to Humanities (3)	
<b>Social/Behavioral Science:</b> <i>Select TWO courses below.</i>	6
PSYC 1101 Introductory Psychology (3)	
ECON 1101 Principles of Economics (3)	
ECON2105 Macroeconomics (3)	
ECON 2106 Microeconomics (3)	
SOC1 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)	
<b>Natural Sciences/Mathematics:</b> <i>Select ONE course below.</i>	3
MATH 1101 Mathematical Modeling (3)	
MATH 1111 College Algebra (3)	
MATH 1112 College Trigonometry (3)	
MATH 1113 Precalculus (3)	
BIOL 1111 Biology I (3) + BIOL 1111 Lab (1)	
CHEM 1211 Chemistry I (3) + CHEM 1211 Lab I (1)	
PHYS 1110 Conceptual Physics (3) + PHYS 1110 Lab (1)	
<b>General Education Electives:</b> <i>Select six credit hours.</i>	6



*Any Humanities, Social/Behavioral, or Natural Science/Mathematics course listed above, but not yet taken.*

**Total Credit Hour (minimum):**

**36**

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**Occupational Course Electives**

**General Education Core**

Any General Education Core course listed above, but not yet taken, OR,  
BIOL 1112 Biology II (3) and BIOL 1112L Lab (1)      MATH 1131 Calculus I (4)  
BIOL 2113 Anatomy + Physiology I (3) and BIOL 2113L Lab (1)      MATH 1132 Calculus II (4)  
BIOL 2114 Anatomy + Physiology II (3) and BIOL 2114L Lab (1)      PHYS 1112 Introductory Physics II (3) +  
BIOL 2117 Introduction to Microbiology (3) +      PHYS 1112L Lab (1)  
BIOL 2117L Lab (1)      PSYC 2103 Human Development (3)  
RELG 1101 World Religions (3)      PSYC 2250 Abnormal Psychology (3)

**Accounting**

ACCT 1125 Individualized Tax Accounting (3)  
ACCT 2145 Personal Finance (3)

**Air Conditioning Technology**

AIRC 1005 Refrigeration Fundamentals (4)  
AIRC 1030 HVACR Electrical Fundamentals (4)  
AIRC 1050 HVACR Electrical Components and Controls (4)

**Allied Health**

ALHS 1090 Medical Terminology

**Automotive Technology**

AUTT 1010 Automotive Technology Introduction (2)

**Building Automation Systems**

BUAS 1020 BAS Electrical Concepts I (3)

**Computer Information Systems Technology**

CIST 1001 Computer Concepts (4)      CIST 1601 Information Security Fundamentals (3)  
CIST 1130 Operating Systems Concepts (3)      CIST 2127 Comprehensive Word Processing  
CIST 1200 Database Management (4)      Techniques (3)  
CIST 1220 Structured Query Language (SQL)      CIST 2128 Comprehensive Spreadsheet Techniques  
(4)      (3)  
CIST 1305 Program Design and      CIST 2129 Comprehensive Database Techniques (3)  
Development (3)      CIST 2130 Desktop Support Concepts (2)  
CIST 1510 Web Development I (3)

**Introduction to Computers**

COMP 1000 Introduction to Computer Literacy (3)

**Criminal Justice**

CRJU 1010 Introduction to Criminal Justice (3)  
CRJU 1054 Police Officer Survival (3)

**Drafting**

- DFTG 1101 CAD Fundamentals (4)
- DFTG 1103 Multiview/Basic Dimensioning (4)
- 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)
- DFTG 1125 Architectural Fundamentals (4)
- DFTG 1127 Architectural 3D Modeling (4)
- DFTG 1131 Residential Drawing II (4)
- DFTG 1133 Commercial Drawing I

**Occupational Course Electives (2 of 2)****Design and Media Production**

- DMPT 1000 Introduction to Design (4)
- DMPT 1005 Vector Graphics (4)
- DMPT 1010 Raster Imaging (4)
- DMPT 1600 Introduction to Video Production (4)
- DMPT 2100 Identity Design (4)
- DMPT 2105 Page Layout (4)
- DMPT 2300 Foundations of Interface Design (4)
- DMPT 2310 Animation for Web (4)
- DMPT 2400 Basic 3D Modeling and Animation (4)
- DMPT 2505 Intermediate Digital Post Production (4)
- DMPT 2600 Basic Video Editing (4)

**Early Childhood Care and Education**

- 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 2202 Social Issues and Family Involvement (3)
- ECCE 2320 Program Administration and Facility Management (3)
- ECCE 2322 Personnel Management (3)
- ECCE 2330 Infant/Toddler Development (3)
- ECCE 2332 Infant/Toddler Group Care and Curriculum (3)

**Electrical and Computer Engineering Technology**

- ECET 2120 Electronic Circuits I (4)

**Electronics Technology**

- ELCR 1005 Soldering Technology (1)
- ELCR 2590 Fiber Optics Systems (3)

**Engineering Technology**

- ENGT 1000 Introduction to Engineering Technology (3)

**Management**

- MGMT 1100 Principles of Management (3)
- MGMT 1105 Organization Behavior (3)
- MGMT 1110 Employment Rules & Regulations (3)
- MGMT 1115 Leadership (3)
- MGMT 1120 Introduction to Business (3)
- MGMT 1125 Business Ethics (3)
- MGMT 2115 Human Resource Management (3)
- MGMT 2130 Employee Training and Development (3)
- MGMT 2140 Retail Management (3)
- MGMT 2145 Business Plan Development (3)
- MGMT 2155 Quality Management Principles (3)
- MGMT 2205 Service Sector Management (3)
- MGMT 2210 Project Management (3)

**Marketing**

- 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 1270 Visual Merchandising (3)
- MKTG 1370 Consumer Behavior (3)

**Welding**

- WELD 1000 Introduction to Welding Technology (4)

# Telecommunications Service Operations

## Technical Certificate

TS41

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

### Curriculum

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#### Occupational Courses 19

##### Required Courses:

- COMP 1000 Introduction to Computer Literacy (3)
- MATH 1012 Business Math (3)
- ELCR 1010 Direct Current Circuits (6)
- ELCR 1020 Alternating Current Circuits (7)

#### Total Credit Hour (minimum): 19

# Transit Electric Power

## Diploma

EPT2

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.

### Curriculum

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#### Basic Skills 11

- ENGL 1010 Fundamentals of English I (3)
- MATH 1013 Algebraic Concepts (3)
- MATH 1015 Geometry and Trigonometry (3)
- EMPL 1000 Interpersonal Relations and Professional Development (2)

#### Occupational Courses 39

##### Required Courses:

- ELCR 1005 Soldering Technology (1)
- IDSY 1101 DC Circuits Analysis (3)
- IDSY 1105 AC Circuit Analysis (3)
- COMP 1000 Introduction to Computer Literacy (3)
- IDFC 1007 Industrial Safety Procedures (2)
- IDSY 1110 Industrial Motor Controls I (4)
- IDSY 1120 Basic Industrial PLC's (4)
- IDSY 1130 Industrial Wiring (4)
- CIST 1401 Computer Network Fundamentals (4)
- IDSY 1210 Industrial Motor Controls II (4)
- IDSY 1220 Intermediate Industrial PLC's (4)
- TRST 1000 Transit Industry Fundamentals (1)
- TRST 1040 Transit Fiber Optics (2)

#### Total Credit Hour (minimum): 50

# Transit Electronics Technician

## Diploma

TET2

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.

### Curriculum

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#### **Basic Skills** **11**

- ENGL 1010 Fundamentals of English I (3)
- MATH 1013 Algebraic Concepts (3)
- MATH 1015 Geometry and Trigonometry (3)
- EMPL 1000 Interpersonal Relations and Professional Development (2)

#### **Occupational Courses** **47**

##### **Required Courses:**

- COMP 1000 Introduction to Computer Literacy (3)
- 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)
- CIST 1401 Computer Network Fundamentals (4)
- TRST 1000 Transit Industry Fundamentals (1)
- TRST 1040 Transit Fiber Optics (2)

#### **Total Credit Hour (minimum):** **58**

# Transit Supervisory Certification

## Technical Certificate

TS21

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.

## Curriculum

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### Occupational Courses 13

#### Required Courses:

- MGMT 1100 Principles of Management (3)
- MGMT 1110 Employment Law (3)
- MGMT 2115 Human Resources Management (3)
- MGMT 2120 Labor Management Relations (3)
- TRST 1000 Transit Industry Fundamental (1)

### Total Credit Hour (minimum): 13

# Transit Systems Manager

## Diploma

TSM2

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.

## Curriculum

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### Basic Skills 8

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

### Occupational Courses 31

#### Required Courses:

- COMP 1000 Introduction to Computer Literacy (3)
- 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)

### Total Credit Hour (minimum): 39

# Visual Basic Programmer

## Technical Certificate

VB11

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.

## Curriculum

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<b>Occupational Courses</b>	<b>22</b>
<b>Required Courses:</b>	<b>18</b>
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)	
<i>Select ONE CIST course elective below:</i>	<b>4</b>
CIST 1001 Computer Concepts (4)	
CIST 2341 C# Programming I (4)	
CIST 2342 C# Programming II (4)	
CIST 2371 Java Programming I (4)	
CIST 2372 Java Programming II (4)	
CIST 2381 Mobile Application Development I (4)	
CIST 2382 Mobile Application Development II (4)	
CIST 2383 User Experience (4)	
<b>Total Credit Hour (minimum):</b>	<b>22</b>



# Welding and Joining Technology

## Diploma

WAJ2

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.

## Curriculum

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### Basic Skills 8

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

### Occupational Courses 46

#### Required Courses: 40

- 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)

#### Occupational Electives: *(Choose ONE course below.)* 6

- 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)

### Total Credit Hour (minimum): 54

## 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- or 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: All required:

MATH 1111 College Algebra

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 1111 – College Algebra

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- or Co-requisites: (required) 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

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

**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-requisite: 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-requisite: 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 that can be used as a substitute for AUTT 1070 (Automotive Technology Internship)

Pre-requisites:

AUTT 1020 – Automotive Electrical Systems

### **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: Regular Admission Co-requisites: All required

## BIOL 2113L – Anatomy and Physiology Lab I

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

#### *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: All Required

AIRC 1010 – Refrigeration Principles and Practices Pre AIRC 1020 – Refrigeration Systems Components

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

Pre- or Co-requisites: All Required

MATH1013 – Algebraic Concepts or Higher  
ENGL 1010 – Fundamentals of English I or higher

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 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 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: Program Admission

CIST 1130 Operating Systems  
Concepts (3)

Provides an overview of modern operating systems and their use in home and small business environments. Activities will utilize the graphical user interface (GUI) and command line environment (CLI). This will include operating system fundamentals; installing, configuring, and upgrading operating systems; managing storage, file systems, hardware and system resources; troubleshooting, diagnostics, and maintenance of operating systems; and networking.

Pre-requisites: 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

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 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 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 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 object-oriented design and Java programming. Use practical problems to illustrate Java application building techniques and concepts. Develop an understanding of Java vocabulary. Create an understanding of where Java fits in the application development landscape. Create an understanding of the Java Development Kit and how to develop, debug, and run Java applications using the JDK. Continue to develop student's programming logic skills. Topics include: JAVA Language History, JAVA Variable Definitions, JAVA Control Structures, JAVA Methods, JAVA Classes, JAVA Objects, and JAVA Graphics.

Pre-requisites: All required

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-requisite: 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-requisite: 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 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 dyscrasias, 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 Immunoematology  
(4)

Provides an in-depth study of immunoematology 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 Preanalytic 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 Preanalytic 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 Preanalytic 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 Preanalytic 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 Preanalytic 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 Preanalytic 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: ENGL 0988 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 versus 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 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, with a minimum grade of “C”.

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, with a minimum grade of “C”.

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, with a minimum grade of “C”.

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, with a minimum grade of “C”.

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, with a minimum grade of “C”.

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, with a minimum grade of “C”.

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, with a minimum grade of “C”.

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, with a minimum grade of “C”.

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, with a minimum grade of “C”.

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, with a minimum grade of “C.”

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, with a minimum grade of “C.”

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, with a minimum grade of “C.”

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, with a minimum grade of “C.”

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; Advisor Approval

CRJU 1010 – Introduction to Criminal Justice, with a minimum grade of “C.” 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; Advisor Approval

CRJU 1010 – Introduction to Criminal Justice, with a minimum grade of “C.” 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 2050 – Criminal Procedure, with a minimum grade of “C.”

### 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, with a minimum grade of “C.”

### 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, with a minimum grade of “C.”

### **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

Operations    (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- or 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- or 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- or 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- or 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- or 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- or 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- or 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

Co-requisite: ECCE 2115 - Language and Literacy

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 (12-15 years of age). Provides learning experiences related to the principles of human growth, development, and maturation, and theories of learning and behavior. Topics include developmental characteristics, guidance techniques, and developmentally appropriate practice.

Pre-requisites: 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- or Co-requisites: All required

ENGT 1000 – Introduction to Engineering Technology MATH 1111 – College Algebra or Higher

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-or Co-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 or higher

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 10Pre00 – 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

Pre or 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-or co-requisite: 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-or co-requisite: 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-or co-requisite: 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-or co-requisite: 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-or co-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-or co-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-or co-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-or co-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

Pre- or Co-requisites: ELCR 2600 – Telecommunication and Data Cabling

### **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

Pre- or 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 – Introduction to the EMT Profession, with a minimum grade of “C”

EMSP 1130 Medical Emergencies for the EMT (3)

This course integrates pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan of cases involving non-traumatic medical emergencies. Topics include: Medical Overview; Neurology; Abdominal and Gastrointestinal Disorders; Immunology; Infectious Disease; Endocrine Disorders; Psychiatric; Cardiovascular; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Non-Traumatic Musculoskeletal Disorders; Diseases of the Eyes, Ears, Nose, and Throat; and Medical Assessments.

Pre-requisites: EMSP 1120 – EMT Assessment/Airway Management and Pharmacology, with a minimum grade of “C”

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 1130 – Medical Emergencies for the EMT, with a minimum grade of “C”

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 1140 – Shock and Trauma for the EMT

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 – Introduction to the EMT Profession, with a minimum grade of “C”

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, with a minimum grade of “C”

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 1530 – Clinical Applications for the AEMT, with a minimum grade of “C”

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, with a minimum grade of “C”

**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 2120 – Applications of Pathophysiology for Paramedics, with a minimum grade of “C”

**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 2130 – Advanced Resuscitative Skills for Paramedics, with a minimum grade of “C”

**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 2140 – Advanced Cardiovascular Concepts, with a minimum grade of “C”

**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 2310 – Therapeutic Modalities of Cardiovascular Care, with a minimum grade of “C”

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 2320 – Therapeutic Modalities of Medical Care, with a minimum grade of “C”

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 2330 – Therapeutic Modalities of Trauma Care, with a minimum grade of “C”

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 2110 – Foundations of Paramedicine, with a minimum grade of “C”

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 2510 – Clinical Applications for the Paramedic – I, with a minimum grade of “C”

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 2520 – Clinical Applications for the Paramedic – II, with a minimum grade of “C”

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 2530 – Clinical Applications for the Paramedic – III, with a minimum grade of “C”

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 2540 – Clinical Applications for the Paramedic – IV, with a minimum grade of “C”

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 2550 – Clinical Applications for the Paramedic – V, with a minimum grade of “C”

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 2560 – Clinical Applications for the Paramedic – VI, with a minimum grade of “C”

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 2570 – Clinical Applications for the Paramedic – VII, with a minimum grade of “C”

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 2340 – Therapeutic Modalities for Special Patient Populations, with a minimum grade of “C”

### **ENGL – English**

ENGL 0988 Integrated 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. Co-requisite: ENGL 0988 – Integrated English and Reading

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

Co-requisite: ENGL 0988 – Intermediate Reading and Writing

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.

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 with a minimum

grade of 'C'

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 professional. 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: The GFA internship is awarded through a competitive process based on course rubrics. Students must apply for the internship and only students who earn a “B” or better in the FILM 1100 class are eligible to apply.

### **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: FOSS 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: All required

FOSS 1206 – Introduction to Forensic Science, with a minimum grade of “C”

FOSS 2010 – Crime Scene Investigation I

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 or ENGL 1101 – English Literature, with a

minimum grade of “C.”

FOSC 1206 – Introduction to Forensic Science, 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”.

### **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-7006.

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: HIMT 1100 Introduction to Health Information Technology

**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: HIMT 1100 Introduction to Health Information Technology

**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 1090 – Medical Terminology for Allied Health Sciences

ALHS 1011 - Structure and Function of the Human Body or MAST 1120 – Human Pathological Conditions

BIOL2113 - Anatomy and Physiology I

BIOL2113L- Anatomy and Physiology I Lab

BIOL2114 - Anatomy and Physiology II

BIOL2114L - Anatomy and Physiology II Lab

Co-requisites: All Required

HIMT 1350 – Pharmacotherapy

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 or MATH 1101- Mathematical Modeling or MATH 1103 – Qualitative Skills & Reasoning

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: HIMT 2150 - Healthcare Statistics

HIMT 2300 Healthcare  
Management (3)

This course will engage in the functions of a manager, planning, organizing, decision making, staffing, leading or directing, communication and motivating. Further study will include principles of authority/ responsibility, delegation and effective communication, organization

charts, job descriptions, policies and procedures, employee motivation, discipline and performance evaluation.

Pre-requisites: HIMT 1200 - Legal Aspects of Healthcare

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 1410 - Coding and Classification – ICD Advanced

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 1410 - Coding and Classification – ICD Advanced

HIMT 2150 - Healthcare Statistics

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: All required

HIMT 1410 - Coding and Classification – ICD Advanced

HIMT 2400 - Coding and Classification – CPT/HCPCS



## **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 course 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.

### **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.

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.

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.

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.

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.

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.

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.

## **LETA – Law Enforcement Training Academy**

LETA 1000 Effective Communication and Writing Skills for the Communication Officer

(3) This course introduces the concepts of effective communication and writing principles needed to be successful as an emergency communications operator. Emphasis is placed on interpersonal communications, public speaking, and technical writing. Topics include; verbal and non-verbal language, public speaking, voice skills, content and sound of speech, report writing, and written communication skills.

Pre-requisites: Program Admission

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

LETA 1100 Introduction to the Communications Officer Profession  
(3)

This course is designed to introduce the student to the Communications Officer profession. Instruction is designed to help the student develop a working knowledge of the Communications Officer profession, to include the role and function of Communications Officers; the training standards expected of Communications Officers; the role of Communications Officers in the communications process; and how to manage the stress involved in managing multiple emergency calls simultaneously. This course includes study designed to reinforce important communications concepts, and includes practical exercises designed to test the student's abilities to receive and document emergency calls, and manage the stress inherent to receiving emergency calls.

Pre-requisites: LETA 1000 - Effective Communication and Writing Skills for the Communication Officer

LETA 1101 Crisis and Special Populations Communication Operations  
(3)

This course is designed to address the fundamental principles of communicating with special needs populations, responding to crisis situations, and emergency management. This course also includes instruction in how to properly conduct radio broadcasts in a public safety setting. This course includes practical exercises designed to test the students' abilities to



receive and document TTY emergency calls, coordinate multiple emergency management agency responses, and properly broadcast radio messages to first responders.

Pre-requisite: LETA 1000 - Effective Communication and Writing Skills for the Communication Officer

LETA 1100 – Introduction to the Communications Officer Profession

LETA 1102 Applied Communication Procedures

(3)

This course is designed to address the specific procedures used to dispatch emergency and non-emergency calls for service to law enforcement, emergency medical services, and fire services. This course also includes instruction on the communications officer's role in relaying information related to terroristic activities to first responders. This course includes practical exercises designed to test the students' abilities to properly transmit and document radio broadcasts sent to first responders.

Pre-requisite: LETA 1000 - Effective Communication and Writing Skills for the Communication Officer

LETA 1100 – Introduction to the Communications Officer Profession

LETA 1101 – Crisis and Special Populations Communication Operations

### **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)

Further student knowledge of the more complex activities in a physician's office. Topics include: collection/examination of specimens and CLIA regulations/risk management; urinalysis; venipuncture; hematology and chemistry evaluations; advanced reagent testing (Strep Test, HcG etc); administration of medications; medical office emergency procedures and emergency preparedness; respiratory evaluations; principles of IV administration; rehabilitative therapy procedures; principles of radiology safety and maintenance of

medication and immunization records.

Pre-requisites: All required Program Admission

ALHS 1011 – 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 0097 Basic Mathematics (MATH III Learning Support

Math) (3)

Emphasizes in-depth arithmetic skills. Topics include number theory, whole numbers, fractions, decimals, percentages, ratio/proportion, measurement, geometry, application problems, introduction to real numbers, and applications involving previously listed topics.

Co-requisite: MATH 1011 or MATH 1012.

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.

Prerequisite: MATH 0097 or appropriate arithmetic or algebra placement test score.

Co-requisite: MATH 1013.

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-requisite: MATH 0098 or appropriate arithmetic or algebra placement test score

Co-requisite: MATH 1101, MATH 1103, MATH 1111, or MATH 1127.

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-requisite: MATH 0097 or 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, percentages, ratios and proportions, measurement and conversion, formula manipulation, technical applications, and basic statistics.

Pre-requisite: MATH 0097 or appropriate entrance arithmetic placement test score.

MATH 1013 Algebraic

Concepts (3)

Emphasizes concepts and operations that are applied to the study of algebra. Topics include basic mathematical concepts, basic algebraic concepts, and intermediate algebraic concepts. Pre-requisite: MATH 0098 – Elementary Algebra or appropriate algebra placement test score.

MATH 1015 Geometry and

Trigonometry (3)

Emphasizes basic geometric and trigonometric concepts. Topics include measurement conversion, geometric terminology and measurements, and trigonometric terminology and functions.

Pre-requisites: MATH 1013 – Algebraic Concepts, with a 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 Pre-  
calculus (3)

Prepares students for calculus. The topics discussed include an intensive study of polynomial, rational, exponential, logarithmic, and trigonometric functions and their graphs. Applications include simple maximum and minimum problems, exponential growth and decay.

Pre-requisites: 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 – Pre-calculus, 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

Pre-or 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

Pre- or 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

Pre – or 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

Pre – or 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

Pre- or 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

Pre- or 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 healthcare 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 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 2200**     Paralegal Practicum

Focuses on the application and reinforcement of paralegal skills and employability principles to further professional development through a practicum with simulated work experiences.

Pre-requisites: Advisor Approval

**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 – Pre-calculus 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 – Pre-calculus 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  
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

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 arise 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 tools 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

### **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-or 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- or 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- or 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- or 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

Pre-or 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-or 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-or 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-or 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-or 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-or 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-or 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

Pre-or 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

Pre- or Co-requisites: WELD 1110 – Gas Tungsten Arc Welding