2012 - 2013
GENERAL CATALOG

GEORGIA PIEDMONT
TECHNICAL COLLEGE

A Unit of the Technical College System of Georgia

Dr. Jabari Simama, President,
Georgia Piedmont Technical College

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Clarkston, GA 30021-2397
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NEWTON CAMPUS
16200 Alcovy-Jersey Road, NE
Covington, GA 30014-4076
Phone: (404) 297-9522
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PAUL M. STARNES CENTER
1085 Montreal Road
Clarkston, GA 30021
Phone: (404) 297-9522
Fax: (404) 294-0673

**NEWTON CAMPUS ~ BLDG D
and CONFERENCE CENTER**
8100 Bob Williams Parkway
Covington, GA 30014-0966
Phone: (404) 297-9522
Fax: (770) 385-4674

COMMUNITY EDUCATION CENTER
5745 Buford Highway, Suite 200
Doraville, GA 30340
Phone: (404) 297-9522
Fax: (770) 458-9081

ROCKDALE CENTER
1400 Parker Road
Conyers, GA 30094
Phone: (770) 761-3092
Fax: (770) 761-1652

**REGIONAL TRANSPORTATION
TRAINING CENTER**
6720 Marbut Road
Lithonia, GA 30058
Phone: (678) 526-7384
Fax: (678) 323-8719

ACADEMIC CALENDAR

FALL SEMESTER 2012

July 17, 2012	Application Closing Date
Aug 21 & 22	New Student Registration
Aug 25, 27, 28	Late Registration/Drop/Add
Aug 25	Classes Begin (Weekend)
Aug 27	Classes Begin (M/W)
Aug 28	Classes Begin (T/Th)
Sept 3	Holiday/Labor Day
Nov 21-25	Holidays/Thanksgiving
Dec 8	Classes End (Weekend)
Dec 11	Classes End (T/Th)
Dec 12	Classes End (M/W)
Dec 13	Final Exam (T/Th)
Dec 14	Final Exam (M/W)
Dec 15	Final Exam (Weekend)
Dec 16-Jan 4	Semester Break

SPRING SEMESTER 2013

Nov 13, 2012	Application Closing Date
Jan 2 & 3	New Student Registration
Jan 5, 7, 8	Late Registration/Drop/Add
Jan 5	Classes Begin (Weekend)
Jan 7	Classes Begin (M/W)
Jan 8	Classes Begin (T/Th)
Jan 19	No Weekend Classes
Jan 21	Holiday/MLK
Apr 18	Classes End (T/Th)
Apr 20	Classes End (Weekend)
Apr 22	Classes End (M/W)
Apr 23	Final Exam (T/Th)
Apr 24	Final Exam (M/W)
Apr 27	Final Exam (Weekend)
Apr 28-May 17	Semester Break

SUMMER SEMESTER 2013

April 9, 2013	Application Closing Date
May 14 & 15	New Student Registration
May 18, 20, 21	Late Registration/Drop/Add
May 18	Graduation
May 18	Classes Begin (Weekend)
May 20	Classes Begin (M/W)
May 21	Classes Begin (T/Th)
May 25	No Weekend Classes
May 27	Holiday/Memorial Day
July 27	Classes End (Weekend)
Aug 1	Classes End (T/Th)
Aug 3	Final Exam (Weekend)
Aug 5	Classes End (M/W)
Aug 6	Final Exam (T/Th)
Aug 7	Final Exam (M/W)
Aug 8 - 23	Semester Break

THE STUDENT CALENDAR IS CORRECT AT PRINTING BUT IS SUBJECT TO CHANGE.

Applicants for admission to credit programs with all documents on file in the Admissions Office by these dates will be eligible for an official acceptance letter and approved financial aid. The documents include official high school and/or college transcripts, and acceptable SAT, ACT, CPE, COMPASS, or ASSET scores.

Web based online GAcollege411.org applicants to credit programs who have all documents on file in the Admissions Office by these dates will be eligible for an official acceptance letter and approved financial aid. The documents include official high school and/or college transcripts, transient letter, and acceptable SAT, ACT, CPE, COMPASS, or ASSET scores.

All applicants who do not complete their file by their registration date will be limited in the courses they may take. They will not be eligible for financial aid until their admissions file is complete and any transfer credits are evaluated.

Welcome

Congratulations on choosing to study at Georgia Piedmont Technical College (GPTC)! As one of the premier technical colleges in Georgia, GPTC has built strong partnerships with business representatives, community leaders, educators, our graduates and other community residents, all working toward a common goal: to ensure that your education is aligned with employer needs.

Our graduates are qualified to be skilled members of a world-class workforce. Our programs guarantee employability of our graduates. With more than 99 percent of GPTC's 2011 graduates securing employment, our graduates are among the first to be hired by area employers.

Georgia Piedmont Technical College offers Associate in Applied Science degrees, diplomas, and technical certificates of credit in more than 120 programs of study, including computer information systems, engineering technologies, business technologies, transportation technologies, industrial technologies, public safety and security, health-related technologies, and professional services. In addition, we offer a wide range of credit and non-credit certificate courses designed for employees in business and industry. Continuing education programs and courses, Adult Education, GED preparation, English as a Second Language and Workplace Literacy are also provided.

We are pleased that you have chosen Georgia Piedmont Technical College. Whether you are embarking upon a new career or upgrading your employment skills, we pledge to provide high quality academic education, state-of-the-art technical instruction, and related support services that will help you achieve success in pursuit of your educational and career goals.

GEORGIA PIEDMONT TECHNICAL COLLEGE'S
ALMA MATER

ALL HAIL, GEORGIA PIEDMONT

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

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

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

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

Lyricist Charlotte Dudley 2011

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GENERAL INFORMATION

PHILOSOPHY

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

VISION

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

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

MISSION STATEMENT

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

Desired learning outcomes for graduates / completers of Georgia Piedmont Technical College programs and / or courses include:
1. Attainment of knowledge and skills for successful employment and/or advancement and promotion
2. Attainment of knowledge and skills for successful pursuit, as appropriate, of advanced degrees and/or education
3. Satisfaction with the content and quality of programs and/or courses

GOALS OF GEORGIA PIEDMONT TECHNICAL COLLEGE

College Goal 1: Promote student success by providing access to programs, services and support systems

College Goal 2: Provide quality program offerings that support:
- the development of knowledge, skills and attitudes necessary for fulfillment of goals, abilities and interests
- employment and career success

College Goal 3: Demonstrate accountability and effectiveness through:
- the procurement and efficient use of resources
- appropriate leadership and management practices

College Goal 4: Enhance economic development of the region through workforce development, job training and partnerships that add value to the communities served

CORE COMPETENCIES

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

Effective Communication

▷ Demonstrate an ability to read and listen with comprehension

▷ Speak and write clearly using Standard English

▷ Interact cooperatively with others using both verbal and non-verbal means

▷ Demonstrate information processing through basic computer skills

Analytical Competencies

▷ Analyze information and/or data into systematic parts

▷ Identify relationships between concepts and put them in logical and/or sequential order

▷ Demonstrate an ability to organize and integrate information from different sources

▷ Draw logical conclusions based on analysis of data and information

▷ Make connections and logical conclusions in learning across disciplines

Independent Learning

▷ Use appropriate search strategies and resources to find, evaluate, and use information

▷ Apply learning in academic, public, and personal situations

Informational Literacy

▷ Identify and refine information for investigation and query

▷ Evaluate information from different possible sources on the basis of accuracy, validity, and appropriateness for needs

▷ Extract relevant information from a source

Learning Resource Center Core Competencies

   ▷ Determine the nature and extent of information needed

   ▷ Access needed information effectively and efficiently

   ▷ Evaluate information and its sources critically and incorporate selected information into a knowledge base and value system

   ▷ Use information effectively to accomplish a specific purpose

   ▷ Understand the economic, legal, and social issues surrounding the use of information and access and use information ethically and legally

Sociocultural and International Awareness

▷ Demonstrate an awareness of the relationship of the individual to the biological and physical environment

▷ Demonstrate an awareness of self as an individual member of a multicultural global community

▷ Recognize the diversity of the local and global community, including cultural, social, political, and economic differences

▷ Participate in projects requiring productive interaction with culturally-diverse people, ideas, and values

▷ Evaluate information and draw conclusions based upon awareness of ethics/work ethics employability criteria

TECHNICAL EDUCATION GUARANTEE

In collaboration with the Technical College System of Georgia and other technical colleges in the state, Georgia Piedmont Technical College has established curriculum standards with direct involvement of business and industry. These standards serve as the industry-validated specifications which allow Georgia's 26 technical colleges to provide a Technical Education Guarantee. The Technical Education Guarantee states that:

> **"If a graduate from a standard program is deemed by an employer to be deficient in one or more competencies as defined in the program standards, the technical college will retrain the employee at no instructional cost to the employee or the employer."**

The Technical Education Guarantee applies to any Georgia Piedmont Technical College graduate who is employed in the field of his/her training and is in effect for a period of two years after graduation. Georgia Piedmont Technical College graduates or their employers who see a need to inquire or to file a claim under this Guarantee should submit to the Office of the 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 part of the total educational program operated by the DeKalb County Board of Education. DeKalb Technical Institute operated as a division and campus of DeKalb College (now Georgia Perimeter College) from 1972 to 1986, and as the postsecondary unit of DeKalb County School System until June 30, 1996. On July 1, 1996, DeKalb Tech began operating as a unit of the Technical College System of Georgia. In 2000, DeKalb Technical Institute's name was officially changed to DeKalb Technical College. To more accurately and appropriately reflect the College's four-county service region, the name again officially changed in October, 2011 to Georgia Piedmont Technical College. Established to serve a multi-county area east of Atlanta, the College is one of a statewide network of area postsecondary technical colleges.

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

Over 38 different occupations are included in the academic programs of Georgia Piedmont Technical College. They include career programs in Business Information Systems, Health and Professional Services, Industrial Technologies. and Public Safety and Security. Annual enrollment, including credit programs, continuing education, business and industry training, and Adult Education, exceeds 17,000 students.

Georgia Piedmont Technical College provides technical education for citizens in DeKalb, Newton, Rockdale, and Morgan counties. These educational opportunities are offered through certificates, diplomas, and associate degree programs designed to prepare individuals for productive and satisfying careers; technical instruction for employed persons who wish to

upgrade their knowledge and skills; technical instruction enabling persons to train in new occupations when their previous technical skills become obsolete; and adult education designed to assist persons in improving basic academic skills and in obtaining a high school equivalency certificate. The academic programs are provided conveniently in many locations.

The faculty members of Georgia Piedmont Technical College are well qualified both in experience and professional training in their specialty fields. There are more than 200 full-time members of the faculty and staff, and adjunct faculty number approximately 350 per semester. Georgia Piedmont Technical College operates year-round, offering programs throughout the three semesters of the calendar.

CAREER PLANNING

The Admissions staff at Georgia Piedmont Technical College is available to assist prospective students in planning an appropriate course of study. Typical questions asked are about academic requirements for various programs, nature of the program, working conditions, job opportunities, salaries, test requirements, class scheduling, and financial aid. Contact the DeKalb Campus Admissions Office at (404) 297-9522, extension 1602 or the Newton Campus at (404) 297-9522, extension 3100 for more information. Career guidance is also offered through the Office of Career and Assessment Services. Individuals may use computerized assessment programs to identify their personal interests, aptitudes, skills, and work-related values and relate them to occupations. Members of the Career Services staff are available to interpret the program results and to assist prospective students in choosing viable programs of study and/or careers to pursue. Contact the Office of Career and Assessment Services, DeKalb Campus (404), 297 9522, extension 1109 or Newton Campus (404) 297-9522, extension 5166 for additional information.

LEARNING SUPPORT

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

ACCREDITATION

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

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

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

Air Conditioning Technology Program: Partnership for Air-Conditioning, Heating, Refrigeration Accreditation (PAHRA), www.pahrahvacr.org. This accreditation is supported by these organizations: Air Conditioning, Heating and Refrigeration Institute (AHRI), Air Conditioning Contractors of America (ACCA), American Society of Heating, Refrigeration, North America Technician Excellence (NATE), Council of Air Conditioning and Refrigeration Educators (CARE),

Gas Appliance Manufacturers Association (GAMA), Heating Air Conditioning and Refrigeration Distributors International (HARDI), and Plumbing, Heating, Cooling Contractors (PHCC)

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

Electrical and Computer Engineering Technology Programs: Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (TAC/ABET), www.abet.org

Medical Assisting Program: Commission on Accreditation of Allied Health Education Programs www.caahep.org, upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 35 East Wacker Drive, Suite 1970, Chicago, Illinois 60601-2208, (312)-553-9355

PROFESSIONAL AFFILIATIONS / MEMBERSHIPS

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

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

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

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

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

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

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

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

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

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

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

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

ADVISORY COMMITTEES

Technical programs provide education and training which prepare students for the employment needs of business and industry. All courses in the programs offered are oriented and planned around the recommendations of program advisory committees. Program advisory committees are composed of persons outside the educational field with specific occupational knowledge and expertise. Program advisory committees are essential to the establishment and maintenance of up-to-date technical education programs. Changes in technology, business, industry, and government have increased the need for effective communication between technical education and the workplace. A program advisory committee of interested, competent, and concerned persons is the most productive and vital link between Georgia Piedmont Technical College and the community it serves.

STATEMENT OF EQUAL OPPORTUNITY

Georgia Piedmont Technical College is committed to the concept of an open door policy and equal educational opportunity. The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities including admissions policies, scholarship and loan programs, athletic and other System and Technical College-administered programs. It also encompasses the employment of personnel and contracting for goods and services. The 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 Title IX Coordinator is Dr. Debra Gordon, Dean of Academic Support, Georgia Piedmont Technical College, DeKalb Campus, Building A, Room 103A, 495 North Indian Creek Drive, Clarkston, Georgia 30021, (404) 297-9522, extension 1176. Grievance procedures providing for resolution of alleged discrimination under these Acts may be obtained from the Title IX Coordinator at the DeKalb Campus.

The ADA/Section 504 Coordinator is Lisa Peters, Special Services Director, Georgia Piedmont Technical College, DeKalb Campus, Building A, Room 170, 495 North Indian Creek Drive, Clarkston, GA 30021, (404) 297-9522, extension 1154. Grievance procedures providing for resolution in regard to students with disabilities may be obtained from the ADA/Section 504 Coordinator at the DeKalb Campus.

STUDENT COMPLIANCE WITH POLICIES AND PROCEDURES

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

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

ADMISSION AND GENERAL INFORMATION

In accordance with the Statement of Equal Opportunity*, the Technical College System of Georgia (TCSG) and its constituent Georgia Piedmont Technical College do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era or citizenship status (except in those special circumstances permitted or mandated by law).*

This nondiscrimination policy encompasses the operation of all educational programs and activities including admissions policies, scholarship and loan programs, athletic and other System and Technical College-administered programs. It also encompasses the employment of personnel and contracting for goods, and services. The System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

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

a. 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);

b. Increase the prospective student's opportunities;

c. 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

d. Compliment the academic programs of Georgia Piedmont Technical College.

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

The entrance requirements and procedures established by Georgia Piedmont Technical College are designed to assist the applicant in making a career decision based on such factors as aptitude, ability, interest, background, assessment results, interviews, and other appropriate evaluation. They follow the guidelines developed by the Technical College System of Georgia and reflect concern for the applicant's health, safety, well-being, and ability to benefit from the educational opportunities available.

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

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

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

Health and Professional Services programs have additional admission requirements which may include the following:

    a.   Health forms (dental, physical, immunizations, etc.) obtained at the expense of the applicant.

    b.   Other procedures required by the program or by the appropriate committee.

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

Early Childhood Care and Education (ECCE) Programs require a Criminal Records Check. Upon applying to an ECCE Program, a student must provide a satisfactory criminal record check completed within the past 12 months to the ECCE Department. Please note that a criminal record may prevent a student from: 1) placement in a childcare center for instructional purposes which may result in a student's inability to complete the program of study; 2) obtaining state certification. (Additional information on this requirement may be obtained from the ECCE Program Advisor.) Students are responsible for obtaining the document from the police department or sheriff's office, paying the local processing fee, and delivering the results of the criminal record check to the ECCE Department. This information will not become a part of the student's admission file but will be secured within the ECCE Department. This procedure must be completed in order to finalize the application process. This information provided and its file contents will be kept confidential in accordance with the *Federal Educational Rights and Privacy Act of 1974* (FERPA).

EMS Education programs have specific admission and eligibility requirements. All applicants must meet the same entry requirements as students with Regular Admission status. In addition the State Office of EMS requires all applicants to be 18 years of age and a high school graduate or equivalent. Candidates transferring from another EMS Education program or program within Georgia Piedmont Tech must have acceptable English and Math transfer credit, as determined by the Registrar's Office, or minimum placement test scores as required by the specific program for which the candidate is seeking entry. Placement test scores over five years old will not be accepted and the candidate will be required to sit for the COMPASS before further consideration will be afforded.

EMS and Paramedic programs have additional admission requirements which may include the following:

    a.   Health forms (dental, physical, immunizations, etc.) obtained at the expense of the applicant.

    b.   Other procedures required by the program or by the appropriate committee (such as criminal records check).

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

The Law Enforcement Academy program has additional admission requirements which may include the following:

    a.   Thorough Background Investigation including Criminal History
- No felony convictions or sufficient misdemeanors showing pattern of disregard for the law
- Must possess good moral character
- No extensive drug use/abuse

    b.   Medical examination

    c.   Drug screen

    d.   Must be a minimum of 18 years old

    e.   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
  f. Must have a valid Class C Georgia Driver's License
  g. Uniform and duty gear required

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

Paralegal Studies Associate in Applied Science Degree program applicants must be program ready, or become program ready in the two semesters after they enroll in the program. Any exceptions must be approved by the Paralegal Program Director.

ADMISSION PROCEDURE

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

Admission Application

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

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

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

- A current Driver's License issued by the State of Georgia after January 1, 2008.
- A current ID issued by the State of Georgia after January 1, 2008.
- A current Driver's License or ID issued by a state that verifies immigration status and only issues to persons lawfully present in the United States. See list of compliant states at http://law.ga.gov/vgn/images/portal/cit_1210/50/35/173461453 Lists_of_states_that_verify_immigration_status_7_26_11.pdf.
- A certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory. Note: a photocopy of a U.S. Birth Certificate will not be acceptable. Visit http://www.vitalcheck.com to receive instructions for ordering a Certified U.S. Birth Certificate.
- An approved completed FAFSA for the current financial aid year.
- A current, valid Permanent Resident Card (USCIS Form 1-151 or 1-551).
- A 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).

The documentation may be hand-delivered, faxed, mailed or emailed to the Office of Admissions. 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)
admissionsclark@gptc.edu

ADMISSION DATES

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

The 2012 - 2013 Admission Application / Document Deadline Dates for the DeKalb Campus and the Newton Campus are as follows:

Summer Semester 2012	Tuesday, April 10, 2012
Fall Semester 2012	Tuesday, July 17, 2012
Spring Semester 2013	Tuesday, Nov. 13, 2012

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

Admission Status

Minimum admissions requirements shall be established for each program.

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

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

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

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

4. Special Admit Status (Non-credential seeking)
Applicants who wish to take credit coursework, but are not seeking a certificate, diploma, or associate degree are granted Special Admit status. The following specifics define the parameters of this status:
- May apply up to a maximum of 17 semester credit hours into a specific program for credential seeking purposes after achieving regular admit status. The number of hours taken as a special admit student in no way waives the requirements of the regular admission process.

- May enroll in classes only on a space-available basis.
- Should adhere to the specific institutional prerequisite requirements when selecting courses.
- Will not be eligible for any financial aid.

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

5.   Transient Status

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

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

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

Student desiring to be a Transient student from Georgia Piedmont Technical College (home college) to a College **within** the Technical College System of Georgia (TCSG) system (host college) must apply for transiency through Georgia Virtual Technical Connection (GVTC), www.gvtc.org. Once the application is submitted, it is reviewed by GVTC and an e-mail is submitted to Office of the Registrar for reviewing and processing. An e-mail notification is 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 www.gptc.edu and the Office of the Registrar. Once the application is submitted, it is reviewed and approved/denied by the Registrar. The Transient Letter is mailed to the host college with a copy to the student.

Requirements to be a Transient Student

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

For additional information, contact the Registrar's Office.

REQUIRED ACADEMIC CRITERIA

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

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

Home School Applicants: Applicants of home schools located in Georgia who did not attend a recognized accredited program must adhere to the following alternative path for admission:
- Submit a 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 Admissions Office. 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 Admissions Office 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 Admissions Office. 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, CPE, COMPASS, or the ASSET Test if scores are within 5 years.

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

Assessment/Testing

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

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

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

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

Students who are required to re-enroll in learning support courses and subsequently pass these courses with a final grade of C or higher will, then, be exempt from the requirement to pass the COMPASS exit examination.

Transfer Students

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

▷ 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 scores. Foreign high school transcripts (outside the U.S.) require an English translation (if applicable) and document by document evaluation for equivalency ***Applicants who have successfully completed (C or better) a minimum of 30 semester or 45 quarter hours at the degree level may submit official transcripts from all previously attended colleges accredited by an accepted accrediting agency in lieu of a GED or high school diploma.*

▷ Official transcripts from **all** postsecondary institutions previously attended. (If all official transcripts are not received by the Application/Documentation Deadline Date, applicants **will be** required to take the COMPASS test.)

▷ Foreign college/university transcripts (outside the U.S.) require an English translation and a course by course evaluation.***

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

*** Credential evaluations must be completed by an approved evaluation organization, i.e., WES (World Education Services), www.wes.org., or Josef Silny & Associates, Inc., www.jsilny.com.

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, are required to have their foreign educational credentials evaluated by an independent evaluation service. A document-by-document evaluation is required for high school transcripts or diplomas and a course-by-course evaluation is required for postsecondary education credentials. Transfer credit evaluations are completed as each transcript or foreign postsecondary educational credential evaluation, if applicable, is received. Have one (1) official transcript from each institution attended sent directly to the Admissions Office at Georgia Piedmont Technical College. If the transcript is in a language other than English, a Certified English Translation is also required. Also send one (1) official transcript from each institution attended to a Foreign Educational Evaluation Service for a document-by-document (high school) or course-by-course (postsecondary) evaluation. An evaluation letter will be mailed to the student as soon as the evaluation is completed. For a list of suggested agencies, visit our website at www.gptc.edu (Click 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 COMPASS or ASSET 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 Registrar's Office, or minimum placement scores as required by Georgia Piedmont Technical College's Health and Professional Services programs. Students applying for transfer into the Practical Nursing.

Paralegal Studies programs have additional transfer requirements. Transfer courses in legal specialty (paralegal) studies must be from an ABA-approved institution. Students transferring must have college/university level English and Math transfer courses or must show they have the minimum placement scores required by Georgia Piedmont Technical College's Paralegal Studies program.

Transfer Credits

Ordinarily, institutions and faculty from which credits are transferred must be accredited by the regional accrediting association. If needed, a Faculty Credential check will be conducted prior to awarding credit. As a general rule, credit will be given on a course equivalent basis. In some instances where course equivalency is questioned, credit, accreditation and credentials must be verified or validated by examination, such as credits earned over ten years prior to the time of admissions evaluation before transfer credit can be awarded. Only those courses in which a minimum grade of "C" was awarded are transferable. Typically, technical/program courses are not accepted if they are over 10 years old. Credit hours assigned to transferred courses are the same as the credit hours awarded at the sending institution when credit hours do not exceed the number of credit hours assigned to equivalent courses at Georgia Piedmont Technical College. The maximum hours of credit given shall not exceed the number of hours awarded for the same course at Georgia Piedmont Technical College. Contact the Registrar's Office for additional information.

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

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

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

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

Postsecondary Options: Dual Enrollment and Joint Enrollment

Postsecondary Options allow students to take courses at Georgia Piedmont Technical College while still enrolled in high school.

Dual Enrollment permits students to enroll in Georgia Piedmont Technical College for both college and high school credit.

Joint Enrollment permits students to enroll in Georgia Piedmont Technical College for college credit only.

These options are available to currently enrolled Georgia high school students who are at least 16 years of age, are classified as a junior or senior, and meet the following admissions requirements:

▷ Schedule an appointment with Georgia Piedmont Technical College's High School Coordinator.

▷ Submit a letter/form of eligibility for participation in the Dual or Joint Enrollment program from their high school counselor specifying the courses (units) that fit the student's educational objectives.

▷ Submit a completed application form to the Admissions Office, and complete the same admission procedures for program acceptance as do beginning freshmen.

▷ Have appropriate placement test scores for Regular Admission.

If accepted as a Dual or Joint Enrollment student, the student is responsible for submitting requests for transcripts each semester to be sent from Georgia Piedmont Technical College to their high school.

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

Career Pathways

Through the Career Pathways program, high school students can enroll in a career program of study with secondary and postsecondary courses based upon an articulation agreement signed by the school system superintendent and the Georgia Piedmont Technical College President. High school students may receive college course credit by passing an exemption exam for one or more courses not to exceed a limit of 20 hours. High school students with a "C" grade or better in a high school articulated class are eligible to take an exemption exam. A score of 80 must be achieved in order to receive credit for the course. The following stipulations apply:

▷ The applicant must submit a Georgia Piedmont Technical College application, pay the admissions fee, and meet all admissions requirements.

▷ In order to receive articulated credit, the student must enroll at Georgia Piedmont Technical College within one year of their high school graduation date (not to exceed 17 months).

▷ For computer applications articulation, the software used must be the same as that used by Georgia Piedmont Technical College.

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

Youth Apprenticeship

The Youth Apprenticeship program was established to provide articulation between high schools and Georgia Piedmont Technical College. It consists of a planned sequence of

courses that link the curricula and programs. In order to participate in the Youth Apprenticeship program, the student 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 and Joint Enrollment student.

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 Support Fees, Campus Resources Fee, Registration 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 fees including tuition, students are permitted to audit most courses (with the consent of the instructor) and to attend classes without meeting all requirements of the course without receiving credit. Exceptions are 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 (dates are published in *The Right Start*).

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

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

Georgia Piedmont Technical College does not provide, supervise, or recommend housing facilities for domestic or international students. Students must find housing on their own in the community and should arrive in the metro Atlanta area prior to the term of enrollment for this purpose. All students admitted to Georgia Piedmont Technical College are required to abide by the rules and regulations of the College, to make satisfactory progress toward their educational objectives, and to remain in good standing. Guidance and advisement services are available to assist students in academic and related matters. Correspondence for all non-U.S. citizen applicants should be directed to the International Student Advisor on the DeKalb Campus.

International applicants must complete the following:

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

If high school or college transcripts are in a language other than English, an official translation from an **OFFICIAL EVALUATION SERVICE** is required. Foreign postsecondary educational credentials must have a course-by-course evaluation by an independent evaluation service. A list of official Translation Services may be obtained by contacting the International Student Advisor (ISA) or from the Georgia Piedmont Technical College website.

▷ Submit satisfactory test scores:

- SAT (Scholastic Aptitude Test)
- ACT (American College Testing Program)
- COMPASS (Computer Adaptive Placement Assessment and Support Systems)
- ASSET (Assessment for Skills for Successful Entrance and Transfer)
- CPE (College Placement Exam)

International students will not be admitted to Georgia Piedmont Technical College if placement scores are below the 0097 level in any academic area.

▷ Submit proof of English Language Proficiency.
▷ Submit financial statements:

- Affidavit of Support showing that you have funds to finance your education.
- Certified statement(s) from your bank, (or sponsors bank), showing that the required funds are available to finance your education ($18,546).
- Additional documents substantiating your ability to support yourself/student.

▷ Submit proof of current health insurance coverage.
▷ Pay 15 credit hours toward tuition and fees in the amount of $4,723 to Georgia Piedmont Technical College. (Amount subject to change)
▷ Pay the one-time SEVIS FEE prior to scheduling interview with U.S. Consulate.

F-1/M-1 students must start their studies in the semester for which the visa is granted and remain in College during the duration of the visa's awarded time frame. Otherwise, the College must notify immigration officials immediately that the student is not in school and therefore "out of status." The student must consult with the 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 DHS (Department of Homeland Security) 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 (Department of Homeland Security) denying the request for the student extension that would then result in the student having to leave the country prior to completion of his/her program.

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

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

RESIDENCY REQUIREMENTS

The State Board recognizes three student residency categories: in-state, out-of-state and noncitizen. 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 noncitizens 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 noncitizen students.

Tuition fees vary depending on the legal residency status of the student. Determining a student's residency status must be based on the existence of surrounding objective circumstances that indicate a student's intent to maintain a permanent presence, or Domicile, in the State of Georgia. It is the place where they are generally understood to reside with the intent of remaining there indefinitely and returning there after a temporary absence. Students are responsible for registering under the correct resident classification. Individuals who are classified by Georgia Piedmont Technical College as nonresident but who later claim to qualify as legal residents must file a "Petition for Georgia Residence Classification" form with the Registrar's Office.

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 United States born or naturalized citizen of the United States shall be classified as a noncitizen 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.

▷ If 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, such 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 nonresidents and subsequently qualify as a Georgia resident for fee purposes must file a Petition for Georgia Residency with the Registrar's Office. 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 Registrar's Office. 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 other 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.

Registration Fee

A registration fee of sixty three ($63) is charged each semester to every student registering for credit courses, whether the courses are on-campus, off-campus, or Internet (seminar participants are excluded from the registration fee). This fee is payable at the time of registration.

Late Registration Fee

In addition to the regular registration fee, a late registration fee of forty-five ($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.

Student Activity Fee

A student activity fee of twenty four dollars ($24) is charged each semester to every full-time and part-time student at registration. This fee applies only to students enrolling in credit courses and is payable at the time of registration. No Student Activity Fee is charged to students whose entire class schedule consists of web-based on-line classes.

Instructional and Technology Support Fee

An instructional and technology support fee of fifty five dollars ($55) 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. This fee applies only to students enrolling in credit courses and is payable at the time of registration.

Graduation Fee

A graduation fee of thirty-five dollars ($35) is charged to every student applying for graduation for a Diploma or an Associate of Applied Science Degree.

Tuition Fees

Tuition fees generally apply to all credit courses offered by Georgia Piedmont Technical College. These fees vary 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 fees at the rate of **$75 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 the tuition fees at the rate of **$150 per semester credit hour**.

A student who is **not a United States born or naturalized citizen of the United States (noncitizen)** must pay the tuition fees at the rate of **$300 per semester credit hour**. Certain categories of nonresident 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.

Specialty Programs

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

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 Office on current program of study sheets and are also available at www.gptc.edu.

Program Change Fee

Current students will be assessed a ten dollar ($10) program change fee for each student 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

The Registrar's Office will charge a processing fee of $5 for each official transcript requested in writing by a student. An official transcript bears the Seal of Georgia Piedmont Technical College and is not issued to students. Requests for official transcripts via email or fax cannot be accepted at this time.

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

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 Admissions Office. Students may have official copies of their test scores mailed to another institution for a fee of $5.

Replacement of Student Identification

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

Declined Payment of 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 acceptance of the check must be addressed to the commercial check approval service.

Student Insurance Fees

A limited student accident insurance program is provided for all students enrolled in credit courses/programs. Each credit student enrolled is assessed a fee of six dollars ($6) per semester for this insurance. Information about the program and claim forms may be obtained from the Office of Student Affairs on each campus. No Insurance Fee is charged to students whose entire class schedule consists of web-based on-line classes.

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 Division 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 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 obtained from the Registrar's Office 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 Registrar's Office or online. Go to www.gptc.edu → Student Services → Registrar → Withdrawal → Withdrawal Form. The withdrawal form must be completed and returned/submitted to the Registrar's Office. The day the completed form is received by the Registrar's Office is the official date of withdrawal. Students who do not formally withdraw from a course(s) are liable for all tuition, fees, and associated expenses. Students who do not formally withdraw from a course will receive the calculated "F" for the course.

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

Fee Refunds

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

GENERAL AND ACADEMIC POLICIES

STATEMENT OF EQUAL OPPORTUNITY

Georgia Piedmont Technical College is committed to the concept of an open door policy and equal educational opportunity. The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities including admissions policies, scholarship and loan programs, athletic and other System and Technical College-administered programs. It also encompasses the employment of personnel and contracting for goods and services. The 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 Title IX Coordinator is Dr. Debra Gordon, Dean of Academic Support, Georgia Piedmont Technical College, DeKalb Campus, Building A, Room 103A, 495 North Indian Creek Drive, Clarkston, Georgia 30021, (404) 297-9522, extension 1176. Grievance procedures providing for resolution of alleged student discrimination under these Acts may be obtained from the Title IX Coordinator at the DeKalb Campus.

The ADA/Section 504 Coordinator is Lisa Peters, Director of Special Services, Georgia Piedmont Technical College, DeKalb Campus, Building A, Room 170, 495 North Indian Creek Drive, Clarkston, GA 30021, (404) 297-9522, extension 1154. Grievance procedures providing for resolution in regard to students with disabilities may be obtained from the ADA/Section 504 Coordinator at the DeKalb Campus.

The Equal Employment Opportunity (EEO) Compliance Officer is Gale Belton, Director of Human Resources, Georgia Piedmont Technical College, DeKalb Campus, Building A, Room 157, 495 North Indian Creek Drive, Clarkston, GA 30021, (404) 297-9522, extension 1210. Grievance procedures providing for resolution of alleged employee discrimination may be obtained from the EEO Compliance Officer at the DeKalb Campus.

The Equity Coordinator is Roz Bogle, Coordinator of Equity / Special Populations, Georgia Piedmont Technical College, DeKalb Campus, Building A, Room 170, 495 North Indian Creek Drive, Clarkston, GA 30021, (404) 297-9522, extension 1280 Grievance procedures providing for resolution of alleged discrimination associated with non-traditional program students may be obtained from the Equity Coordinator at the DeKalb Campus.

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 the improper use 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.

IMMUNIZATION PROCEDURE

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

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

GENERAL REGULATIONS

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

STUDENT RESPONSIBILITIES

Students are responsible for being informed of all policies and procedures required for continued attendance at Georgia Piedmont Technical College. Policies and procedures are generally found in this *Catalog* and in the Student Handbook. Other policies pertaining to specific student rights and regulations are found in the Employee Manual located in the Admissions Office, Office of the Registrar, Division Chairpersons, 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 Division Chairpersons, Academic Deans, Dean of Student Affairs, Vice President of Student Affairs or they may obtain complete procedures online at www.gptc.edu (click on Student Services →Student Grievance.

Grade Appeal

A grade appeal must be made no later than the mid-point of the academic semester following the semester in which the grade was received. The procedure for grade appeals is included in the Student Handbook.

UNLAWFUL HARASSMENT, SEXUAL MISCONDUCT AND DISCRIMINATION PROCEDURES

All students are encouraged to report events of unlawful harassment, discrimination, and/or unlawful retaliation against themselves or others. Students wishing to initiate a formal grievance may obtain complete procedures in the Student Handbook, from the Title X Coordinator, ADA/504 Coordinator, Equity Coordinator, or online at www.gptc.edu (click on Student Services → Publications → Student Handbook).

CHANGES / ACCESS TO STUDENT RECORDS

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

1. The right to inspect and review the student's education records.

2. The right to request the amendment of the student's education record that the student believes are inaccurate or misleading, or otherwise in violation of the student's privacy rights under FERPA

3. The right to provide written consent before personally identifiable information from the student's record is disclosed.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202

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 Registrar's Office.

Changes in a Student's Program of Study

Applicants or currently enrolled students may change their initial program of study choice. Those who wish to change their program of study must meet with an Admissions Student Affairs Specialist in order to note any additional admission requirements for their new choice, and to complete an official program of study change form. Applicants who wish to change their initial program of study choice are encouraged to do so as soon as possible prior to new student registration, but no later than the end of the late registration period for the semester in which they register. Changes made after the late registration period become effective the following semester. Currently enrolled students who desire to change their program of study must do so prior to the end of the late registration period in order for their program change to be effective for the current semester in which they are registered. Changes made after the late registration period become effective for the following semester.

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 Right Start.*

Georgia Piedmont Technical College

ATTENDANCE AND COURSE WITHDRAWALS

Attendance

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

Student-Initiated Withdrawal

If it becomes necessary to withdraw from a course, the student must confer with the instructor. Students must complete and return a Withdrawal Form in-person to the Registrar's Office or online. Go to www.gptc.edu → Student Services → Registrar → Withdrawal → Withdrawal Form. The withdrawal form must be completed and returned/submitted to the Registrar's Office. The day the completed form is received by the Registrar's Office is the official date of withdrawal. Students who do not formally withdraw from a class(es) are liable for all tuition, fees, and associated expenses.

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

Faculty-Initiated Withdrawals

Faculty will withdraw a student from a course if the student fails to meet either the *"No Show"* or the *"Participation (10% Rule)"* requirements as outlined below. Faculty must report these students in order to comply with Federal Financial Aid regulations and ensure students receive the financial aid to which they are entitled.

"No Shows"

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

1. Lecture Class: Students must participate in at least one class meeting during the first seven (7) days of the term.

2. Online Class: Students must log into the DTC official Learning Management System (currently ANGEL) at least twice during the first seven (7) days of the term. Participation is recorded when the student clicks on the link into the specific class.

3. Hybrid Class: Students must log into the GPTC official Learning Management System (currently ANGEL) at least twice or participate in at least one class meeting during the first seven (7) days of the term.

Participation (10% Rule)

Faculty will withdraw a student at the course mid-point and assign a "W" for the student's final grade if the student meets one of the following criteria to demonstrate lack of interest in participating for the remainder of the term:

1. Lecture Class: A student misses ten percent (10%) of in-class meetings. A student's tardiness is included in this percentage; two instances of arriving late or leaving early will equate to missing one in-class meeting.

2. Hybrid or Online Classes: A student fails to log into class and/or does not submit work for a consecutive two-week period.

No faculty will withdraw students after the course mid-point. A student must formally contact the Registrar's Office to initiate a withdrawal after the mid-point; otherwise, he or she will receive the grade earned by the end of the term.

COLLEGE WITHDRAWAL

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

FINANCE RELATED WITHDRAWAL

All students are expected to meet their financial obligations to Georgia Piedmont Technical College. A "Business Office Hold" will be placed on the student record and the student will be notified of the hold. Georgia Piedmont Technical College reserves the right to refer to delinquent student accounts, including bad checks, to a collection or legal agency. The student will be assessed any additional charges for collection of the account and/or a check returned for insufficient funds.

STUDENT PICTURE I.D.

All students enrolled at Georgia Piedmont Technical College must have in their possession and display their student I.D. For protection, the student I.D. must be kept in the possession of the student at all times. 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. Refer to *The Right Start* for more information.

STUDENT EMAIL ACCOUNT / ADDRESS

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

ACADEMIC POLICIES

Academic Affairs

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

  ▷ 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

  ▷ Use outcome data for continuous improvement

The Office of Academic Affairs relies on The Academic Council (TAC) to provide input and oversight regarding academics and student-related issues: The Academic Council is a college-wide council, which includes four sub-committees, whose responsibilities include review of, and recommendation for, all academic and academically-related proposals such as new programs, new courses, changes in course or program requirements, graduation requirements, and related policies and procedures. The Faculty Advisory Committee, one of the four Sub-Committees of the TAC, is comprised of Department faculty elected to represent the Departments and ensure effective communication between and among faculty, Departments and Academic Affairs administrative personnel. The Academic Council is integral to the achievement of the College's Mission, Institutional Effectiveness and documentation of accountability.

Credit by Examination

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

CLEP and AP Exams

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

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

Credit for Experiential Learning

Credit for experiential learning may be awarded for knowledge and skills obtained independent of formal classroom and/or laboratory instruction. Assessment of experiential learning is dependent upon the nature of credit desired, is determined by the faculty advisor, and is subject to approval by the Division Chair and 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 Division Chairperson or the Registrar's Office for more information.

Division 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 Registrar's Office on the Examination Credit Form by the Division Chairperson and 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 departmental exams should be directed to the program advisor. Students who pass the exam will have their credits recorded on their permanent record. No record is made for students who do not pass departmental exams. The fee for academic credit by examination is 25% of the cost of tuition for the course. Credit earned by examination is not designed to transfer.

Units of Credit

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

GRADING SYSTEM / GRADE SYMBOLS

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

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

"**F**" and "**WF**" grades indicate failure. No credit toward graduation is given for a course in which a grade of "F" or "WF" was received. "WF" indicates that the student withdrew from the course while doing unsatisfactory work, or was withdrawn by the instructor for excessive absences (see the COURSE WITHDRAWALS section). The following symbols are used in the cases indicated, but will not be included in the determination of the grade point average:

W	Withdrawn	Passing - indicates that a student who was doing passing work was permitted to withdraw from the course without penalty.

I	Incomplete	Indicates that a student has satisfactorily completed a substantial portion of the course work, but for NON-ACADEMIC reasons beyond his/her control has not been able to complete some specific part or amount of the work required (for example, the final examination). An "I" not satisfactorily removed by the end of the following semester will automatically be changed to an "F." The time allowed for completing work may be extended to a maximum of twelve months when circumstances prevent the student from completing the work during the following semester. To obtain an "I" the student and their instructor must complete the Petition for "I" which will include a description of the work to be completed and the completion date. Copies of the Petition for "I" will be filed with the instructor and with the appropriate Department Chairperson.
IP	In Progress	Indicates that a course continues beyond the end of the semester (Continuing Education courses only).
S	Satisfactory	Indicates that a non-graded course was satisfactorily completed (Continuing Education courses only).
U	Unsatisfactory	Indicates a non-graded course was not satisfactorily completed (Continuing Education courses only).
AC	Articulated Credit	Indicates credit earned through articulation.
AU	Audit	Indicates that a course was audited. No credit is given.
EX	Credit by Exam	Indicates a credit by departmental examination.
TR	Transfer	Indicates that transfer credit was awarded for a course at another college.

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

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

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

*NOTE: Any grade below "C" in Health and Professional Services programs is considered unsatisfactory.

Work Ethics Evaluation

Georgia Piedmont Technical College (GPTC) and the Technical College System of Georgia instruct and evaluate students on work ethics. Specifically, GPTC instructs and evaluates students on work ethics in COLL 1500 – Strategies to Student Success Course. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork.

In the COLL 1500 Course, the Work Ethics Evaluation, which is 50 percent of a student's grade, is designed to teach, promote, and evaluate desirable work habits. The point system used to evaluate work ethics is as follows:

3	Exceeds expectations
2	Meets expectations
1	Needs improvement
0	Unacceptable

Although a work ethics grade is reflected once on a student's transcript in COLL 1500 – Strategies to Student Success -, faculty and staff promote work ethics throughout the college through academic emphasis each term, general student orientation, formal report of student progress – Mid-Semester/Final and both internal and external marketing.

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 one (1) full year 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 fifteen (15) 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 will be eligible to reapply for admission after one semester. After the third and any subsequent suspension, students will be eligible to reapply for admission after one calendar year. An appeal of academic suspension may be made and must be initiated as soon as possible but no later than the day before the first day of the new term. An appeal form may found on the GPTC website or obtained from the Office of the Vice President of Student Affairs.

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.

HEALTH AND PROFESSIONAL SERVICES ACADEMIC POLICIES

Transfer Credits for Health and Professional Services Programs

Ordinarily, institutions must be accredited by the regional crediting association for transfer credit to be accepted. Credit is generally given on a course equivalent basis. If equivalency is questioned, a validation examination may be required. Only courses with a minimum grade of "C" are transferable. Course credit will not exceed equivalent course credit at Georgia Piedmont Technical College. Contact the Registrar's Office for additional information.

Health and Professional Services Policies for ALL Programs

A grade of "C" or higher is required to pass courses specific to HPS programs. 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 HPS program course **_must_** repeat the course and related corequisite courses. NOTE: Failure or withdrawal twice from the same course or failure or withdrawal from **_any two_** (2) program courses results in expulsion from the program. Student with two (2) failed attempts in any one program, either by course failure or withdrawal, are not eligible to reenter that program. Students may apply to another HPS program, another program within the College, and/or continue to take general core courses. A maximum of two (2) times is the limit a student may take a course with an (ALHS / AHS) prefix.

Certain programs within the HPS Division require the following:

  ▷ Criminal background check
  ▷ Drug screens
  ▷ Immunizations
  ▷ TB skin test
  ▷ Hepatitis B vaccine

Students are required to consult the program advisor for specific requirements, qualifications, or conditions related to the particular program of study. Please note that a criminal record may prevent a student from placement in an internship/practicum, clinical site, or childcare center 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. It is the student's responsibility to ensure that required documents are received by the program advisor.

Health and Professional Services Course Policies

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 two (2) years or older to be eligible to take the Georgia Nurse Aide Competency Exam

Clinical Laboratory Technology:

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

Cosmetology:

▷ General Core Courses: Follow College policy*
▷ COMP 1000 (SCT 100) **must** be repeated if ten (10) years or older
▷ Program Technical Courses: (COSM / COS) No cutoff for number of years a course is accepted

Early Childhood Education:

▷ General Core Courses: Follow College policy*
▷ COMP 1000 (SCT 100) **must** be repeated if ten (10) years or older
▷ Program Technical Courses: (ECCE / ECE) **must** be repeated if ten (10) years 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 ten (10) years or older
▷ Program Science Courses: (ALHS / AHS) **must** be repeated if five (5) years or older at the time of admission to the College. It is recommended that any course with an ALHS or AHS prefix be repeated if over five (5) years at the time of admission to the program.
▷ Program Technical Courses: (PHLT / PHL) **must** be repeated if six (6) months or older at the time of admission into the program

Practical Nursing:

▷ General Core Courses: Follow College policy*
▷ COMP 1000 (SCT 100) **must** be repeated if ten (10) years or older
▷ Program Science Courses: (ALHS / AHS) **must** be repeated if five (5) years or older at the time of admission to the College. It is recommended that any course with an ALHS or AHS prefix be repeated if over five (5) years at the time of admission to the program. EXCEPTION: ALHS 1060, AHS 102, or AHS 103 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, math, and science for admission to the practical nursing program. Please contact program 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 STUDIES PROGRAM
ACADEMIC ACHIEVEMENT STANDARDS

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 grade of "C" or better.

▷ Completion of the Watson-Glaser Critical Thinking Test with a minimum score to be determined by the Paralegal Studies Program faculty. 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 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.

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 Division Chair.

GRADUATION APPLICATION DATES

A student desiring to graduate should make an appointment with their academic advisor before the following dates:

▷ Summer Semester 2012 Graduation Application: Tuesday, May 22, 2012
▷ Fall Semester 2012 Graduation Application: Tuesday, August 28, 2012
▷ Spring Semester 2013 Graduation Application: Tuesday, January 8, 2013
▷ Summer Semester 2013 Graduation Application: Tuesday, May 21, 2013

GRADUATION / GRADUATION APPLICATION

Please verify that you have met all the **graduation requirements** as listed below. The course requirements that you have been tracking for your program of study can be found online, www.gptc.edu → Academics → All programs. Once you have verified that you have met all the requirements, please consult your academic advisor prior to filling out the online application.

To apply for a DEGREE, DIPLOMA, or TECHNICAL CERTIFICATE OF CREDIT you will complete and submit the Graduation Application online at, www.gptc.edu → Student Services → Registrar → Graduation → Graduation Application. The user name is your student ID number and the password is your six digit PIN. If you are unable to login, call the Banner Web Support line at 404-297-9522, extension 5911 for assistance. Once you finish entering the required information and click Submit, a page with a confirmation number will display. Please print the confirmation page for future reference.

GRADUATION REQUIREMENTS

Georgia Piedmont Technical College holds one formal graduation exercise each year following Spring Term for students completing either a diploma or Associate Degree. Degrees, diplomas and certificates are, however, granted each semester. Students completing either the diploma or Associate Degree 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 (1) the enrollment has been continuous, and (2) 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 Division Chairperson 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:

1. Student must be currently enrolled when applying for graduation.

2. 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 General Studies courses.

3. When applying for graduation, students must be currently enrolled in the program in which they plan to receive their diploma or degree.

4. Students must complete an on-line application for graduation in the program of study in which they plan to graduate by the established deadlines as published in *The Right Start.*

5. 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.

6. Students must complete electives as required by program of study.

7. Students must settle all financial obligations to Georgia Piedmont Technical College before a degree, diploma, certificate, or transcript will be issued.

8. Graduates seeking a second degree / diploma, or certificate from Georgia Piedmont Technical College must complete all requirements for the second degree / diploma. Courses may be applied a second time for the additional award.

9. 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

Student Affairs Mission

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

Student Affairs Advisory Council

Georgia Piedmont Technical College student leaders have direct participation in the decision-making process. Challenges for students are often discussed at monthly meetings of the Student Affairs Advisory Council. The Council, chaired by the 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	▷	exploring career/educational goals
▷	selecting an educational program	▷	selecting courses
▷	scheduling courses		

The most important part of an effective advisement program is the association the student has with faculty advisors through individual and small group contacts. Students must confer with their program advisor each semester. Final responsibility for meeting graduation requirements rests with the student.

Guidance Services

Guidance services are provided 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;

▷ Guidance and assessment services 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 guidance and other student service programs;

▷ Guidance to facilitate personal development and to enhance student decision-making skills;

▷ Coordination of services to international students;

▷ Guidance for the special needs of students 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.

Learning Resource Centers

Learning Resource Center Mission Statement

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

Georgia Piedmont Technical College students have access to library services at the Learning Resource Center in room A-105 on the DeKalb Campus and at the John R. Williams Learning Resource Center on the Newton Campus. Access is provided to books, compact disks, records, non-print items, and periodical titles. Services include study areas, photocopy machines, interlibrary 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. Students must present a current validated student I.D. in order to borrow materials.

Health Services

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

Housing

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

Insurance

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

Office of Career and Assessment Services

The staff in the Office of Career and Assessment 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, 98% of Georgia Piedmont Technical College's graduates secure employment; at least 70% are employed in their primary or related fields of study.

For further information, please contact the Office of Career and Assessment Services as follows:

DeKalb Campus	(404) 297-9522, extension 1109
Newton Campus	(404) 297-9522, extension 3100
Newton Campus Building D & Conference Center	(404) 297-9522, extension 5166
Community Education Center	(404) 297-9522, extension 1125

New Student Orientation

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

STUDENT FINANCIAL SERVICES

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

Federal Pell Grant Program

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

Federal SEOG (Supplemental Educational Opportunity Grant)

The FSEOG grant is awarded to Pell Grant recipients with the greatest financial need as determined by the results of the FAFSA. This grant is awarded to students in diploma and degree programs of study.

Federal Work-Study Program

Students interested in the work-study program must complete a FAFSA application and be determined to have need. Then the student will apply for positions on-line through the GPTC website at http://www.gptc.edu/content.cfm?PageCode=prospective_employees. Eligible students will work in various offices and departments of Georgia Piedmont Technical College and other off-campus positions available through the Office of Career and Job Search Services.

HOPE (Helping Outstanding Pupils Educationally) Programs

The HOPE Program was created in FY 1994 and is fully 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. Since FY 1994 enrollment has increased and the cost of tuition has risen. These factors contributed to a need for the Governor and the Georgia General Assembly to assess and make changes to the program in order to preserve the program for future generations. New legislation was passed and the changes that are effective with the Fall semester 2011 are highlighted below.

HOPE Grant

The HOPE grant is available to Georgia residents in certificate or diploma programs of study who are U.S. citizens or eligible non-citizens and who also meet residency requirements. Effective with the Fall semester 2011, students must be Georgia residents twenty four (24) months prior to the first day of the term they receive the HOPE grant. Students who received the HOPE grant prior to Fall semester 2011, who do not meet this requirement remain eligible as long as there is not a break in their enrollment.

Another major change to the program is the amount of tuition that will be paid by the HOPE program. Beginning Fall semester 2011, the grant will pay 90% of the FY2011 standard tuition

rate. The factor rate of 90% may vary year to year and will be determined by the Georgia General Assembly. The standard tuition rate for FY 2011 is $45 per hour.

The conversion to semesters is:

$45 x 1.5 = $67.50 x90% = $60.75 (This is the amount that will be paid by HOPE per credit hour.)

The tuition for Fall semester 2011 is $75 per semester hour. The amount the student is responsible for paying is the difference between the tuition rate and the amount paid by HOPE.

$75 - $60.75 = $14.25 (this is the amount per credit hour that the student pays.)

Students must have a 3.0 GPA at two checkpoints (30/60 semester hours) to remain eligible. The 3.0 GPA requirement becomes effective at the end of Fall Semester 2011. This eligibility will be based on HOPE grant paid hours. Students who do not have a 3.0 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 3.0 GPA.

There is now a solid cap of 63 semester hours. The term that a student meets the cap, the grant will only pay for hours up to the cap. *(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).*

HOPE no longer pays any of the fees that a student is charged, nor is there any allowance for books. Students who are Pell eligible will have some portion of the Pell grant available in the bookstore to purchase books. This amount will only be available if the student has remaining eligibility once all tuition and fees have been paid.

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. 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 earned a Bachelor's degree (either in the U.S. or from any other country). Students must maintain a 3.0 at the 30th, 60th, and 90th hour checkpoint and at the end of every Spring semester to remain eligible.

Students can lose and regain eligibility once beginning Fall Semester 2011.

For students who had not received the HOPE Scholarship prior to Summer 2011, eligibility expires on June 30th of the seventh (7th) year following high school graduation.

For students that graduated from a home school program or received a GED, the date of the student's home school completion / graduation or the GED test date will be used as the basis for determining the seven (7) year expiration date.

The scholarship will pay for 127 semester hours. These 127 hours include any HOPE grant paid hours. The term that the student meets the cap, the scholarship will only pay for hours up to the cap. *(Example: The student has 124 semester hours at the end of Fall semester. The student registers for 6 hours for Spring semester. The HOPE Scholarship will only pay for 3 credit hours for Spring semester).*

The tuition amount paid for the HOPE Scholarship will be paid the same as cited above for the HOPE grant.

The HOPE Scholarship will no longer pay for any fees or provide any book allowance. Students who are Pell eligible will have some portion of the Pell grant available in the bookstore to purchase books. This amount will only be available if the student has remaining eligibility once all tuition and fees have been paid.

Zell Miller Scholarship

Beginning Fall semester 2011, the Georgia Student Finance Commission (GSFC) will identify students who will be designated as Zell Miller Scholars. These students must have graduated from an eligible Georgia high school with a 3.7 GPA and received a score of at least 1200 on the SAT or 26 on the ACT. These students will have their tuition paid at 100% of the current standard tuition rate. The scholarship will not pay any fees nor will there be a book allowance. A minimum GPA of 3.3 will be required at all checkpoints to maintain the Zell Miller Scholarship. If the students' GPA drops below the required 3.3 but is at least a 3.0, the student will receive the HOPE scholarship but the tuition will then be paid at 90% of the standard tuition rate.

Veterans Educational Services (VA)

The Georgia Piedmont Technical College Office of Student Financial Services assists armed services veterans and other students eligible for veteran benefits through the US Department of Veterans Affairs (VA). VA students must complete a Veterans Data Sheet available in the Student Financial Services office along with any required documentation such as, but not limited to a DD214, COE (Certificate of Eligibility), etc., to the VA certifying official in our office.

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 Student Financial Services. 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 Student Financial Services to minimize personal liability from over-payment of benefits.

Other Scholarships

Several business and civic organizations as well as the Georgia Piedmont Technical College Foundation provide scholarships to qualified students. Students are encouraged to go to the Georgia Piedmont Technical College website at www.gptc.edu/about/found-Scholarships.php and review the criteria for the scholarships available. Students should also search the internet for available scholarships through employers and other sources.

Satisfactory Academic Progress (SAP)

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

Three Measures of the Standard

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

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

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

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

Measurement Periods

Students pursuing a certificate will be evaluated at the end of every semester.

Students pursuing a diploma will be evaluated at the end of the Fall and Spring semester.

Students pursuing a degree will be evaluated at the end of the Spring semester.

Failure to Meet Satisfactory Academic Progress Requirements

Students who do not meet the SAP requirements may file an appeal. An approval will only be granted if extraordinary circumstances beyond the student's control are documented and there is strong evidence that the student will make satisfactory academic progress in the future. All appeals must be typed. The Satisfactory Academic Progress Appeal form (Form #14) is available on the Financial Aid page of the Georgia Piedmont Technical College website at www.gptc.edu/admissions/finaid_forms1011.php.

Student Loans

Starting Fall Semester 2012, the William D. Ford Direct Loan Program (Direct Loans) will be available at Georgia Piedmont Technical College (GPTC). Direct Loans are either **subsidized** (the government pays the interest while you're in school) or **unsubsidized** (you pay all the interest, although you can have the payments deferred until after graduation. See note below about capitalizing interest.).

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

A **Federal Direct Unsubsidized Loan** is a non-need based loan, which means the amount you may be eligible to borrow is not based on your financial need. If you receive an unsubsidized Direct Loan, you will be responsible for all interest that accrues on the loan from the date of disbursement forward. You can opt to defer the interest payments to the loan balance, **increasing the size and cost of the loan.**

If you have previously borrowed under the FFELP program, you will now borrow from the federal government and when you leave school you will be able to consolidate your previous loan directly with the U.S Department of Education's Direct Loan Repayment Center and make one payment each month.

Loan Eligibility Requirements

▷ **Citizenship** - You must be a U.S. citizen or an eligible non-citizen.

▷ **Enrollment** - You must be accepted for enrollment or enrolled at least half-time (six credit hours) at a participating school in an eligible program leading to an associate degree or diploma. You cannot apply if you are enrolled in another program at another school.

▷ **Academic** - You must maintain satisfactory academic progress in your course of study. *Complete 67% of the hours you attempt, maintain a 2.0 GPA and complete your program within 150% of hours needed as outlined in GPTC's standards and statutory requirements.

▷ **Non-Default** - You must not be in default on an educational loan or owe a refund on an educational grant.

▷ **High School** - You must have a high school diploma or G.E.D.

▷ **Law** - You must meet all of the other Federal Direct Loan program eligibility requirements prescribed by law at the time your loan application is processed.

▷ **Financial Need** - You must complete the Free Application for Federal Student Aid (FAFSA) and submit any required documents to complete your student financial aid file.

▷ **Loan Counseling** - You must complete Loan Entrance Counseling before student loan funds will be disbursed to you. In addition, you must complete Loan Exit Counseling when you leave school.

Repayment begins six months after you graduate or drop below half-time enrollment (six credit hours).

If you receive a loan and **Withdraw, Graduate, or Drop** below six hours you must contact Student Financial Services so we can counsel you regarding your loan status. Please keep in mind that if you withdraw you may owe part of your loan funds back immediately.

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

Loan Applications must be submitted by the financial aid deadline dates for priority processing.

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

Student Government Association (SGA)

The Student Government Association of Georgia Piedmont Technical College 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 institution. An additional purpose is to improve communication among students, faculty, staff, and the community to promote a college spirit and loyalty to Georgia Piedmont Technical College. Student Activity Volunteer Extraordinaire (SAVE) is comprised of students interested in assisting the Student Government Association with hosting on-campus events.

American Criminal Justice Association (ACJA)

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.

American Design Drafting Association (ADDA)

Student Chapter membership is for individuals enrolled in the design/drafting course at schools which sponsor an ADDA Student Chapter. The purpose of this chapter is to keep abreast of changing technology in design/drafting, associate with professional drafters and designers, keep informed on industry needs, salary ranges and educational requirements for design-drafters, develop leadership ability, encourage self-improvement by increased knowledge and start and encourage continued educational programs.

Association of Information Technology Professionals (AITP)

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.

Building Technologies Club (BTC)

A club in which students learn the latest technologies and energy efficiency measures impacting modern facilities. Buildings are the number one consumer of power in the United States. New technologies are available which greatly improve building efficiency and the BTC strives to expose students to the latest methods employed in maintaining and controlling buildings.

Georgia Piedmont Technical College Chess Club (GPTCCC)

An organization promoting the advancement of chess at Georgia Piedmont Technical College including but not limited to holding regular meetings, organizing tournaments, teaching chess in local schools, and sending chess teams to major intercollegiate and amateur tournaments. This organization uses chess to develop critical thinking (drawing conclusions, generalizing, determining fallacies in reasoning, identifying fact and opinion, and understanding logical relationships) skills to enter a high-tech workforce.

Collegiate DECA

An organization to promote an interest in marketing and the distribution of goods and services. Business and students work together to learn collectively, engage in state and national competition, and plan for further careers.

Distinguished Gentlemen's Club (DGC)

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 a 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.

Early Childhood Education

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.

Glee Club

The purpose of this organization is to give students the opportunity to sing and perform on campus and off campuses. This allows our students the opportunity to demonstrate/exercise other talents and abilities outside of academics that they possess

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.

International Association of Administrative Professionals (IAAP)

An organization to assist career-oriented business students in developing a better understanding of the office profession and the business world. CIAAP stimulates interest in lifetime careers and advancement opportunities and provides opportunities for interaction among students, educators, and business professionals. It is sponsored by the DeKalb Chapter of International Association of Administrative Professionals. Covington Chapter is sponsored by New Rock Charter of IAAP in Rockdale.

International Students Club (ISC)

An organization that represents enrolled international students and provides a forum to voice their needs and concerns to the International Student Advisors. ISC plans and sponsors events that unite international students, promote cultural diversity, and provide leadership training for international students.

Inter Club Council (ICC)

An organization that includes a representative of each club on campus and meets term to discuss ideas, club events and calendars to make suggestions for student activities.

Ladies In Action (LIA)

This organization is designed to cultivate and enhance student empowerment. Its 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 (LEC)

To recognize persons who have demonstrated superior academic performance in an established program of paralegal/legal assistant studies offered at an institution that is an Institutional member in good standing of the American Association for Paralegal Education.

Mu Lambda Tau (MLT)

An organization that enables students to further their knowledge of Clinical Laboratory Technology and to encourage their participation in local, state, regional, and national professional organizations.

Paralegal Alliance (PA)

This organization shall promote the development and maintenance of skill in the paralegal students at Georgia Piedmont Technical College, provide an opportunity to meet with paralegal students and professionals for the legal and surrounding community, provide an opportunity for social interaction among persons who share a common interest in and dedication to the paralegal progression and provide support and education to the paralegal students of Georgia Piedmont Technical College to increase awareness and knowledge of the paralegal program and profession by networking with Georgia Association of paralegals.

Phi Beta Lambda (PBL)

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

Student Activity Volunteer Extraordinaire (SAVE)

SAVE is an opportunity for students interested in assisting Student Government Association representatives host events on campus. SAVE is a fun way for you to participate in as many events as your schedule/time permits and offers year round opportunities to be a part of the fun activities here at Georgia Piedmont Technical College. Student Activity Volunteers have willing hearts and helping hands to enrich the lives of their fellow students.

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, and have an opportunity to compete in local, state, and national skill Olympics for recognition and achievement awards in their chosen occupational skills.

Toastmasters

This organization purpose is to improve members speaking and leadership skills. Toastmasters International is a world leader in communication and leadership development. Today more than 4 million people around the world have become more confident speakers and leaders because of their participation in Toastmasters.

HONOR SOCIETIES / AWARD PROGRAMS

GOAL Award Program

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

▷　To spotlight the role of technical training in our modern economy.

▷　To reward those students who excel in learning a gainful skill.

▷　To stimulate greater pride in workmanship.

▷　To generate public respect and appreciation for the working person.

▷　To emphasize the dignity of work in our society.

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

Honors Assembly

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

National Technical Honor Society (NTHS)

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

Phi Theta Kappa (ΦΘΚ)

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

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

INNOVATIVE SPECIAL PROGRAMS AND SERVICES

Evening / Weekend Classes

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

Distance Learning (web-based/on-line)

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

Off-Campus Centers

In addition to the campuses in DeKalb and Newton, Georgia Piedmont Technical College operates the Newton Campus Building D & Conference Center in Covington, the Community Education Center in Doraville, and the Paul M. Starnes Center in Clarkston.

SPECIAL SERVICES

Through the Student Affairs unit of Georgia Piedmont Technical College, Special Services are provided in three major areas: Services for the Disabled, International Student Services, and Equity / Special Populations for Georgia Piedmont Technical College students.

Disability Services offers assistance to eligible 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. Contact the Disability Services Office (404) 297-9522, extension 1155 or the Georgia Piedmont Technical College website for additional information.

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. Contact the International Student Office, (404) 297-9522, extension 1154 or the Georgia Piedmont Technical College website for additional information.

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

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

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

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

A nontraditional student would be any male or female that is enrolled in a program of study at a technical college where the opposite gender accounts for more than 70%, such as a male student enrolled in Health and Professional Services or a female in Automotive Technology.

For additional information, please contact Roz Bogle 404-297-9522, extension 1280 or bogler@gptc.edu.

Office of Counseling Services: GPTC offers a mental health resource for students which provides free, personal and confidential counseling. Counseling occurs in a safe and supportive environment where the focus is on personal issues so that students can maximize academic and personal potential.

Students are unique: ambitious and purposeful, but often dealing with "full plates" – college, family responsibilities, employment and more – which may cause stress. Stress, problems or dilemmas in any area may distract students from completing college goals. Counseling services assist students to get "back on track" and "sort things out" which promotes student success and goal achievement.

For Georgia Piedmont Technical College Counseling Services: At the DeKalb Campus, call Betty Tilley, M.A., LMFT, Director of Counseling Services, 404.297.9522, extension 1183. Or email tilleyb@gptc.edu.

At the Newton Campus, call Melissa Massey, M.S., LPC, College Counselor, 404.297.9522, extension 3117. Or email masseym@gptc.edu.

Economic Development Programs

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

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

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

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

Online Courses – Through Ed2Go over 350 non-credit, instructor facilitated online courses covering a variety of professional and special interest topics are offered at prices beginning as low as $109 per course. A simple click to www.edu2go.com/gptc/ opens the door to exciting non-credit learning. Other online training includes software applications, telecommunications, industrial maintenance and safety. Professional and career development can be obtained in Real Estate through self-paced CD format, as well as traditional classroom setting. Online continuing education for realtors and others can be accessed through www.gptc.edu/coned/realestate.php.

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

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

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

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

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

Adult Education Programs

Adult Education Programs offer personalized instruction which meet the needs of adults and allows them to progress at their own pace. The program of instruction includes the skills of reading, writing, and mathematics, as well as English as a Second Language. Other specialized classes such as Citizenship and Literacy for the Workplace are also offered. Instructional materials which are adult in approach are used to teach concepts in arithmetic, social studies, science, and related subjects. The instructional program seeks to develop skills which will enable the individual to live a fuller life with family and peers, as well as to become a more productive and responsible member of the community. Classes are free and available at several locations and are offered days, evenings, and Saturdays. For additional information, contact the Adult Education Office located in the Community Education Center at 5745 Buford Highway, Doraville, GA 30340, or call (404) 297-9522, extension 4000. For information about the ESL Program, contact the Community Education Center, 5745 Buford Highway, Doraville, GA 30340 or call (404) 297-9522, extension 4000. For information on GED on-line classes call (404) 297-9522, extension 4029. For information about the ABE / GED Program, please call (404) 297-9522, extension 4000.

General Educational Development (GED)

The Adult General Educational Program provides a 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 nor have previously earned a GED score sufficient to qualify for a high school equivalency diploma and who are eighteen years or older are eligible to take the GED examination. Sixteen and seventeen year old applicants may complete a process for underage students. Sixteen through nineteen year old applicants are required to provide a withdrawal form from the school they last attended. The General Education Development (GED) High School Equivalency Diploma is issued to persons who successfully pass a series of five tests in the areas of Writing Skills, Social Studies, Science, Literature and the Arts, and Mathematics. Free classes to prepare adults for this examination are offered on a continual basis at several locations throughout DeKalb, Rockdale, Newton, and Morgan counties. The GED exam is administered two weeks each month. The GED exam is administered at the Newton Campus and at the Paul M. Starnes Center. A valid, official photo identification and proof of Social Security number is required. For additional information on this program contact the GED Testing Office at (404) 297-9522, extension 2516.

Workforce Investment Act (WIA) Program

The Workforce Investment Act (WIA) Program is a federal and local project designed to help people who are under-trained, economically disadvantaged, dislocated, and/or in need of a new start in the job market. Staff in the WIA Program assess and evaluates individuals' present skills and needs to determine if they qualify for WIA support. Benefits to those accepted into the program may include funds for college tuition, books, and supplies as required by their selected program of study (a four-semester maximum benefit). In addition, students may receive a stipend for meals, transportation, and child care allowance. Currently, WIA sponsors students in most of the degree, diploma, or certificate programs. All students receive information to help choose viable careers, classroom training, and job search assistance upon successful completion of their program. To assist in implementing the WIA Program, the DeKalb Workforce Development Department has assigned personnel to work in Georgia Piedmont Technical College's Office of Career and Assessment Services. For additional information on the guidelines for qualifying for WIA support, please contact DeKalb County's Workforce Investment Act Liaison, located at 495 North Indian Creek Drive, Clarkston, GA 30021, Building A, Room 169 or call (404) 297-9522, extension 1126.

STUDENT RIGHT TO KNOW DISCLOSURE

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

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

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

Title	Campus	Telephone No.	Extension
Vice President of Student Affairs	DeKalb	(404) 297-9522	1182
Dean of Student Affairs	DeKalb	(404) 297-9522	1192
Registrar	DeKalb	(404) 297-9522	1237
Assistant Registrar	DeKalb	(404) 297-9522	1244
Director of Admissions	DeKalb	(404) 297-9522	1229
Director of Admissions Operations	DeKalb	(404) 297-9522	1240
Disability Services Advisor	DeKalb	(404) 297-9522	1155
Director of Career & Assessment Services	DeKalb	(404) 297-9522	1192
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
Student Activities / SGA	DeKalb	(404) 297-9522	1291
Director of Admissions	Newton	(404) 297-9522	3101
Assistant Registrar	Newton	(404) 297-9522	3120
Public Safety Police / Security	Newton	(404) 297-9522	3117

• 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 graduating from a program of study. The graduation rate for full-time/first time enrolled students tracked in the latest cohort report period (Fall 2006 to Spring 2009) was 31%. The student retention rate for the latest report year (2009-2010) was 63.1%.

• Campus crime statistics –

Categories	2008	2009	2010
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	1	1	0
Burglary	1	1	6
Motor Vehicle Theft	3	0	0
Arson	0	0	0

• Arrests and Referrals for Campus Disciplinary Action –

	2008	2009	2010
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapon Possessions	0	2	0

PROGRAMS OF STUDY

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

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

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

Area I – Language Arts / Communication

Courses		Credits
ENGL 1101	Composition and Rhetoric	3
ENGL 1102	Literature and Composition	3
ENGL 2130	American Literature	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 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
PSYC 1101	Introduction to Psychology	3
SOCI 1101	Introduction to Sociology	3

Area III - Natural Sciences / Mathematics

CHEM 1211	Chemistry I	3
CHEM 1212	Chemistry II	3
MATH 1100	Quantitative Skills and Reasoning	3
MATH 1101	Mathematical Modeling	3
MATH 1111	College Algebra	3
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3
MATH 1131	Calculus	4
PHYS 1110	Conceptual Physics	3
PHYS 1111	Introductory Physics I	3
PHYS 1112	Introductory Physics II	3

Area IV – Humanities / Fine Arts

HUMN 1101	Introduction to Humanities	3

Degree Courses Not Considered Area Courses

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

ACCOUNTING

The Accounting program prepares students for a variety of careers in accounting in today's technology-driven workplaces. The program emphasizes a combination of accounting theory and practical applications including banking activities; income tax preparation; record keeping for partnerships and corporations; data interpretation in planning and controlling businesses; and accounting skills using both manual and computerized systems.

ACCOUNTING
FOUR SEMESTER DIPLOMA
(DeKalb Campus and Newton Campus)

General Studies Courses   **Credits**

ENGL 1010 Fundamentals of English I... 3
EMPL 1000 Interpersonal Relations and Professional Development **OR** 2
PSYC 1010 Basic Psychology (3)
MATH 1011 Business Mathematics   **OR**... 3
MATH 1012 Foundations of Mathematics (3)

Technical Courses   **Credits**

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 XXXX Accounting Elective** 3
BUSN 1400 Word Processing Applications 4
COMP 1000 Introduction to Computers... 3
MKTG 1130 Business Regulations and Compliance   **OR**....................................... 3
MKTG 2010 Small Business Management (3)

**Accounting Elective must be from the following courses: ACCT 1110, ACCT 2100, ACCT 2110, ACCT 2120, ACCT 2135, ACCT 2145

MINIMUM CREDIT HOURS FOR GRADUATION: 42   **MAJOR CODE: AC12**

ACCOUNTING
SIX SEMESTER ASSOCIATE IN APPLIED SCIENCE DEGREE
(DeKalb Campus and Newton Campus)

General Studies Courses   **Credits**

ECON 1101 Principles of Economics (3) OR
ECON 2105 Macroeconomics (3) OR
ECON 2106 Microeconomics 3
ENGL 1101 Composition and Rhetoric.. 3
HUMN 1101 Introduction to Humanities 3
MATH 1100 Quantitative Skills and Reasoning (3)   OR
MATH 1101 Mathematical Modeling (3) OR
MATH 1111 College Algebra.. 3
PSYC 1101 Introductory Psychology (3) OR
SOCI 1101 Introduction to Sociology.. 3
SPCH 1101 Public Speaking (3) OR
ENGL 1105 Technical Communications 3

Technical Courses   **Credits**

ACCT 1100 Financial Accounting I 4
ACCT 1105 Financial Accounting II 4

ACCT 1110   Managerial Accounting 3
ACCT 1115   Computerized Accounting 3
ACCT 1120   Spreadsheet Applications 4
ACCT 1125   Individual Tax Accounting 3
ACCT 1130   Payroll Accounting 3
ACCT XXXX Accounting Elective** 3
BUSN 1400   Word Processing Applications 4
COMP 1000   Introduction to Computers 3
MKTG 1130   Business Regulations and Compliance   **OR** 3
MKTG 2010   Small Business Management (3)
XXXX XXXX   Technical Elective*** 3

**Accounting Elective must be from the following courses: ACCT 1110, ACCT 2100, ACCT 2110, ACCT 2120, ACCT 2135, ACCT 2145
*** Technical Elective must be from the following courses: BAFN 1110, BAFN 2200, BUSN 1420, BUSN 1440, MGMT 1125

MINIMUM CREDIT HOURS FOR GRADUATION: 67   **MAJOR CODE: AC13**

AIR CONDITIONING TECHNOLOGY

The Air Conditioning Technology program prepares students for careers in residential and light commercial heating ventilation and air conditioning. The program provides a balance of theory and application on current industry technologies to maintain human health and comfort. Students learn to test, systematically troubleshoot, repair, and maintain electrical and mechanical HVAC systems and components.

AIR CONDITIONING TECHNOLOGY
THREE SEMESTER DIPLOMA
(DeKalb Campus)

General Studies Courses   **Credits**

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

Technical Courses   **Credits**

AIRC 1005   Refrigeration Fundamentals 4
AIRC 1010   Refrigeration Principles and Practices 4
AIRC 1020   Refrigeration Systems Components 4
AIRC 1030   HVACR Electrical Fundamentals 4
AIRC 1040   HVACR Electrical Motors 4
AIRC 1050   HVACR Electrical Components and Controls 4
AIRC 1060   Air Conditioning Systems Application and Installation 4
AIRC 1070   Gas Heat 4
AIRC 1080   Heat Pumps and Related Systems 4
AIRC 1090   Troubleshooting A/C Systems 4
COMP 1000   Introduction to Computers 3

MINIMUM CREDIT HOURS FOR GRADUATION: 51   **MAJOR CODE: ACT2**

AIR CONDITIONING TECHNOLOGY
FIVE SEMESTER ASSOCIATE IN APPLIED SCIENCE DEGREE
(DeKalb Campus)

General Studies Courses   **Credits**

ENGL 1101   Composition and Rhetoric 3
ENGL 1102   Literature and Composition **OR** 3
SPCH 1101   Public Speaking (3)
HUMN 1101   Introduction to Humanities 3

| MATH 1111 | College Algebra | 3 |
| XXXX XXXX | Area II Social/Behavioral Science Elective | 3 |

Technical Courses   **Credits**

AIRC 1005	Refrigeration Fundamentals	4
AIRC 1010	Refrigeration Principles and Practices	4
AIRC 1020	Refrigeration Systems Components	4
AIRC 1030	HVACR Electrical Fundamentals	4
AIRC 1040	HVACR Electrical Motors	4
AIRC 1050	HVACR Electrical Components and Controls	4
AIRC 1060	Air Conditioning Systems Application and Installation	4
AIRC 1070	Gas Heat	4
AIRC 1080	Heat Pumps and Related Systems	4
AIRC 1090	Troubleshooting Air Conditioning Systems	4
AIRC 2040	Residential Systems Designs	5
AIRC 2070	Commercial Refrigeration Design	3
COMP 1000	Introduction to Computers	3

MINIMUM CREDIT HOURS FOR GRADUATION: 66   **MAJOR CODE: ACT3**

AIR CONDITIONING TECHNOLOGY
BUILDING AUTOMATION SYSTEMS TECHNICIAN

The Building Automation Systems Technician program prepares students for a career in the building automation systems industry. This industry encompasses a broad range of current and emerging technologies to control buildings electrical and mechanical systems efficiently. The program prepares students to enter the building automation industry capable of marketing, installing, designing, servicing, and troubleshooting complex commercial control systems. Students will have demonstrated proficiency in HVAC/R commercial systems, control theory, logic and programming, installation, system design, and integration. Graduates have also completed an industry-based internship course which is coordinated through the program.

BUILDING AUTOMATION SYSTEMS TECHNICIAN
THREE SEMESTER DIPLOMA
(DeKalb Campus)

General Studies Courses   **Credits**

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

Technical Courses   **Credits**

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
COMP 1000	Introduction to Computers	3

MINIMUM CREDIT HOURS FOR GRADUATION: 51   **MAJOR CODE: BAS4**

BUILDING AUTOMATION SYSTEMS TECHNICIAN
FOUR SEMESTER ASSOCIATE IN APPLIED SCIENCE DEGREE
(DeKalb Campus)

General Studies Courses		Credits
ENGL 1101	Composition and Rhetoric	3
HUMN 1101	Introduction to Humanities	3
MATH 1111	College Algebra	3
MATH 1113	Precalculus	3
XXXX XXXX	Area II Social/Behavioral Science Elective	3

Technical Courses		Credits
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
COMP 1000	Introduction to Computers	3

MINIMUM CREDIT HOURS FOR GRADUATION: 66　　　　**MAJOR CODE: BAS3**

AIR CONDITIONING TECHNOLOGY
COMMERCIAL REFRIGERATION

The Commercial Refrigeration program prepares students for theory and hands-on training in designing, installing, operating, troubleshooting, and repairing commercial refrigeration systems and equipment. This program provides specialized training in the servicing and troubleshooting of ice making machines, display cases, walk-in coolers/freezers and supermarket refrigeration. Graduates may work in the commercial refrigeration industry in one or more of the following areas: Service and installation of food and beverage refrigeration equipment, service and installation of supermarket equipment, and service and repair of special refrigeration systems. Additionally this program prepares students to enter into a sales position, as well as be trained as an Application's Engineer. Successful candidates for this field should be in good physical condition, neat in appearance, have good mechanical and electrical aptitude, and possess good analytical skills.

COMMERCIAL REFRIGERATION
FOUR SEMESTER DIPLOMA
(DeKalb Campus)

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

Technical Courses		Credits
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	3
AIRC 2080	Commercial Refrigeration Application	5
AIRC 2090	Troubleshooting and Servicing Commercial Refrigeration	3
COMP 1000	Introduction to Computers	3
ELCR 1010	Direct Current Circuits	5

MINIMUM CREDIT HOURS FOR GRADUATION: 53   **MAJOR CODE: CR12**

COMMERCIAL REFRIGERATION
SIX SEMESTER ASSOCIATE IN APPLIED SCIENCE DEGREE
(DeKalb Campus)

General Studies Courses   **Credits**

ENGL 1101	Composition and Rhetoric	3
HUMN 1101	Introduction to Humanities	3
MATH 1111	College Algebra	3
MATH 1113	Precalculus **OR**	3
PHYS 1111	Introductory Physics I **AND**	3
PHYS 1111L	Introductory Physics Lab I	1
SPCH 1101	Public Speaking **OR**	3
ENGL 1102	Literature and Composition (3)	
XXXX XXXX	Area II Social/Behavioral Science Elective	3

Technical Courses   **Credits**

AIRC 1005	Refrigeration Fundamentals	4
AIRC 1010	Refrigeration Principles and Practices	4
AIRC 1020	Refrigeration Systems Components	4
AIRC 1030	HVACR Electrical Fundamentals	4
AIRC 1040	HVACR Electrical Motors	4
AIRC 1050	HVACR Electrical Components and Controls	4
AIRC 2004	Thermodynamics of Refrigeration	2
AIRC 2030	Commercial Refrigeration Internship / Practicum	8
AIRC 2070	Commercial Refrigeration Design	3
AIRC 2080	Commercial Refrigeration Application	5
AIRC 2090	Troubleshooting and Servicing Commercial Refrigeration	3
COMP 1000	Introduction to Computers	3
ELCR 1010	Direct Current Circuits	5

MINIMUM CREDIT HOURS FOR GRADUATION: 71   **MAJOR CODE: CR13**

AUTOMOTIVE FUNDAMENTALS
THREE SEMESTER DIPLOMA
(DeKalb Campus)

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 Automotive Fundamentals diploma that qualifies them as entry-level technicians.

General Studies Courses   Credits

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

Technical Courses   Credits

AUTT 1010   Automotive Technology Introduction.. 2
AUTT 1020   Automotive Electrical Systems.. 7
AUTT 1030   Automotive Brake Systems 4
AUTT 1040   Automotive Engine Performance 7
AUTT 1050   Automotive Suspension and Steering Systems.. 4
AUTT 1060   Automotive Climate Control Systems 5
COMP 1000   Introduction to Computers.. 3

MINIMUM CREDIT HOURS FOR GRADUATION: 40   **MAJOR CODE: AF12**

AUTOMOTIVE TECHNOLOGY

The Automotive Technology program prepares students for careers in the automotive service and repair profession. It emphasizes the development of analytical and practical skills in automotive service, repair, and test procedures; qualifies students as entry-level technicians; and offers the academic background necessary to prepare for written industry certification exams. The program also broadens the available entry-level career opportunities in the automotive field to include management trainee positions.

AUTOMOTIVE TECHNOLOGY
FIVE SEMESTER DIPLOMA
(DeKalb Campus)

General Studies Courses   Credits

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

Technical Courses   Credits

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
COMP 1000   Introduction to Computers.. 3

MINIMUM CREDIT HOURS FOR GRADUATION: 55   **MAJOR CODE: AT14**

AUTOMOTIVE TECHNOLOGY
FIVE SEMESTER ASSOCIATE IN APPLIED SCIENCE DEGREE
(DeKalb Campus)

General Studies Courses   Credits

ENGL 1101   Composition and Rhetoric... 3
HUMN 1101   Introduction to Humanities 3
MATH 1111   College Algebra.. 3

MATH 1113	Precalculus **OR**	3
PHYS 1110	Conceptual Physics (3) **AND**	
PHYS 1110L	Conceptual Physics Lab (1) **OR**	
PHYS 1111	Introductory Physics I (3) **AND**	
PHYS 1111L	Introductory Physics I Lab (1)	
XXXX XXXX	Area II Social/Behavioral Science Elective	3

Technical Courses   **Credits**

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
COMP 1000	Introduction to Computers	3

MINIMUM CREDIT HOURS FOR GRADUATION: 62-63   **MAJOR CODE: AT23**

BANKING AND FINANCE

The Banking and Finance program prepares students for employment in today's banking, insurance, mortgage, and financial services industries. The program provides information in personal and consumer finance addressing the ways in which individuals, businesses, and organizations raise, allocate, and use monetary resources over time taking into account the risks entailed in their projects.

BANKING AND FINANCE
THREE SEMESTER DIPLOMA
(DeKalb Campus and Newton Campus)

General Studies Courses   **Credits**

EMPL 1000	Interpersonal Relations and Professional Development **OR**	2
PSYC 1010	Basic Psychology (3)	
ENGL 1010	Fundamentals of English I	3
MATH 1011	Business Mathematics	3

Technical Courses   **Credits**

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 1300	BAF Internship **OR**	3
XXXX XXXX	Technical Elective**	(3)
BAFN 2200	Finance	3
BUSN 1440	Document Production	4
COMP 1000	Introduction to Computers	3
MKTG 1130	Business Regulations and Compliance	3
MKTG 1160	Professional Selling	3

**Technical Elective must be from the following courses: BAFN 2215, BUSN 2200, MGMT 1125, MGMT 2125, MGMT 2130, MGMT 2205, MKTG 1100, MKTG 1160

MINIMUM CREDIT HOURS FOR GRADUATION: 51   **MAJOR CODE: BAF2**

BANKING AND FINANCE
FOUR SEMESTER ASSOCIATE IN APPLIED SCIENCE DEGREE
(DeKalb Campus and Newton Campus)

General Studies Courses   **Credits**

ECON 1101   Principles of Economics **OR**.. 3
ECON 2105   Principles of Macroeconomics **OR**...(3)
ECON 2106   Principles of Microeconomics..(3)
ENGL 1101   Composition and Rhetoric.. 3
HUMN 1101   Introduction to Humanities 3
MATH 1100   Quantitative Skills and Reasoning **OR**... 3
MATH 1101   Mathematical Modeling **OR**..(3)
MATH 1111   College Algebra..(3)
XXXX XXXX   General Core Elective*.. 3

*General Core Elective must be from the following courses: SPCH 1101, SOCI 1101, ENGL 1102, PSYC 1101

Technical Courses   **Credits**

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 1300   BAF Internship **OR** 3
XXXX XXXX   Technical Elective** ....(3)
BAFN 2200   Finance.. 3
BAFN 2205   Real Estate Finance 3
BAFN 2210   Contemporary Bank Management 3
BAFN 2215   Investments 3
BUSN 1440   Document Production... 4
COMP 1000   Introduction to Computers.. 3
MKTG 1130   Business Regulations and Compliance 3

**Technical Elective must be from the following courses: BUSN 2200, MGMT 1125, MGMT 2125, MGMT 2130, MGMT 2205, MKTG 1100, MKTG 1160

MINIMUM CREDIT HOURS FOR GRADUATION: 64   **MAJOR CODE: BAF3**

BUSINESS ADMINISTRATION
FIVE SEMESTER ASSOCIATE IN APPLIED SCIENCE DEGREE
(DeKalb Campus and Newton Campus)

The Business Administration program provides students with an understanding of the concepts, principles, and techniques required in today's business and office environment. The program is designed to prepare students with skills for specialized employment in accounting, administration, finance, human resources, management, marketing, office administration, and public administration in both private and public agencies.

General Studies Courses   **Credits**

ECON 1101   Principles of Economics **OR**
ECON 2105   Principles of Macroeconomics 3
ENGL 1101   Composition and Rhetoric.. 3
HUMN 1101   Introduction to Humanities 3
MATH 1111   College Algebra **OR**
MATH 1100   Quantitative Skills and Reasoning 3
PSYC 1101   Introduction to Psychology 3
SPCH 1101   Public Speaking.. 3

Technical Courses   **Credits**

ACCT 1100   Financial Accounting I 4
ACCT 1105   Financial Accounting II 4
ACCT 1120   Spreadsheet Applications **OR**.. 4
BUSN 1410   Spreadsheet Concepts and Applications (4)
BAFN 1110   Money and Banking 3
BAFN 1115   Personal Financial Planning.. 3
BUSN 1400   Word Processing Applications 4
BUSN 1420   Database Applications 4
BUSN 1440   Document Production... 4
COMP 1000   Introduction to Computers... 3
MGMT 1100   Principles of Management.. 3
MGMT 1125   Business Ethics 3
MGMT 2115   Human Resource Management 3
MKTG 1100   Principles of Marketing.. 3
MKTG 1130   Business Regulations and Compliance 3
MINIMUM CREDIT HOURS FOR GRADUATION: 66   MAJOR CODE: BA13

BUSINESS ADMINISTRATIVE TECHNOLOGY

The Business Administrative Technology program is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The program emphasizes the use of word processing and document production, spreadsheet, database, and presentation applications software in which students are also introduced to accounting fundamentals, electronic communications, internet research, and electronic file management; includes instruction in effective communication skills and terminology that encompasses office management and executive assistant qualification and technology innovations for the office; and provides opportunities to upgrade present knowledge and skills or to retrain in the area of administrative technology.

BUSINESS ADMINISTRATIVE TECHNOLOGY
FOUR-SEMESTER DIPLOMA
(DeKalb Campus and Newton Campus)

General Studies Courses   **Credits**

EMPL 1000   Interpersonal Relations and Professional Development **OR** 2
PSYC 1010   Basic Psychology (3)
ENGL 1010   Fundamentals of English I.. 3
MATH 1011   Business Mathematics   **OR**... 3
MATH 1012   Foundations of Mathematics (3)

Technical Courses   **Credits**

BUSN 1190   Digital Technologies in Business 2
BUSN 1240   Office Procedures.. 3
BUSN 1400   Word Processing Applications 4
BUSN 1410   Spreadsheet Concepts and Applications 4
BUSN 1420   Database Applications (Required Technical Elective)............................... 3
BUSN 1430   Desktop Publishing and Presentation Applications 4
BUSN 1440   Document Production... 4
BUSN 2160   Electronic Mail Applications 2
BUSN 2190   Business Document Proofreading and Editing 3
BUSN 2200   Office Accounting   **OR**... 4
ACCT 1100   Financial Accounting I (4)
BUSN 2210   Applied Office Procedures 3
COMP 1000   Introduction to Computers... 3
BUSN XXXX   Technical Elective*.. 3

*Technical Elective must be from the following courses: BUSN 1100, BUSN 2240, BUSN 2250, BUSN 1230, BUSN 2220

MINIMUM CREDIT HOURS FOR GRADUATION: 50   MAJOR CODE: BA22

Georgia Piedmont Technical College

BUSINESS ADMINISTRATIVE TECHNOLOGY
FIVE SEMESTER ASSOCIATE IN APPLIED SCIENCE DEGREE
(DeKalb Campus and Newton Campus)

General Studies Courses		Credits

ENGL 1101 Composition and Rhetoric.. 3
HUMN 1101 Introduction to Humanities 3
MATH 1100 Quantitative Skills and Reasoning **OR**.. 3
MATH 1101 Mathematical Modeling **OR** (3)
MATH 1111 College Algebra (3)
SPCH 1101 Public Speaking.. 3
PSYC 1101 Introduction to Psychology **OR**... 3
ECON 1101 Principles of Economics (3)

Technical Courses		Credits

BUSN 1190 Digital Technologies in Business 2
BUSN 1240 Office Procedures... 3
BUSN 1400 Word Processing Applications 4
BUSN 1410 Spreadsheet Concepts and Applications.. 4
BUSN 1420 Database Applications 4
BUSN 1430 Desktop Publishing and Presentation Applications 4
BUSN 1440 Document Production.. 4
BUSN 2160 Electronic Mail Applications 2
BUSN 2190 Business Document Proofreading and Editing 3
BUSN 2200 Office Accounting **OR**
ACCT 1100 Financial Accounting I.. 4
BUSN 2210 Applied Office Procedures 3
COMP 1000 Introduction to Computers.. 3
MGMT 1100 Principles of Management... 3
XXXX XXXX Technical Electives*... 6

*Technical Electives must be from the following courses: BUSN 1100, BUSN 2240, BUSN 2250, BUSN 1230, BUSN 2220

MINIMUM CREDIT HOURS FOR GRADUATION: 64   **MAJOR CODE: BA23**

BUSINESS MANAGEMENT

The Business Management program prepares students for entry into management and supervisory occupations in a variety of businesses and industries. Major topics covered in the program include planning, organizing, staffing, leading, and controlling a business organization. The program also introduces concepts and models for skill enhancement in general management as well as other managerial sectors.

BUSINESS MANAGEMENT
FOUR-SEMESTER DIPLOMA
(DeKalb Campus)

General Studies Courses		Credits

EMPL 1000 Interpersonal Relations and Professional Development **OR** 2
PSYC 1010 Basic Psychology (3)
ENGL 1010 Fundamentals of English I... 3
MATH 1011 Business Mathematics 3

Technical Courses		Credits

COMP 1000 Introduction to Computers.. 3
MGMT 1100 Principles of Management... 3
MGMT 1105 Organizational Behavior 3

MGMT 1110   Employment Law **OR** 3
MKTG 1130   Business Regulations and Compliance (3)
MGMT 1115   Leadership...3
MGMT 1120   Introduction to Business..3
MGMT 1125   Business Ethics 3
MGMT 1135   Managerial Accounting and Finance..3
MGMT 2115   Human Resource Management 3
MGMT 2125   Performance Management...3
MGMT 2215   Team Project 3
MGMT XXXX Technical Electives...6

MINIMUM CREDIT HOURS FOR GRADUATION: 47   MAJOR CODE: MD12

BUSINESS MANAGEMENT
FIVE-SEMESTER ASSOCIATE IN APPLIED SCIENCE DEGREE
(DeKalb Campus)

General Studies Courses   **Credits**

ENGL 1101   Composition and Rhetoric..3
HUMN 1101 Introduction to Humanities 3
MATH 1100   Quantitative Skills and Reasoning   **OR**
MATH 1101   Mathematical Modeling   **OR**
MATH 1111   College Algebra...3
PSYC 1101   Introduction to Psychology 3
SPCH 1101   Public Speaking...3
ECON XXXX Area II Social/Behavioral Science Elective*...3

*Area II Elective must be from the following courses: ECON 1101, ECON 2105, ECON 2106

Technical Courses   **Credits**

COMP 1000   Introduction to Computers..3
MGMT 1100   Principles of Management...3
MGMT 1105   Organizational Behavior...3
MKTG 1130   Business Regulations and Compliance 3
MGMT 1115   Leadership...3
MGMT 1120   Introduction to Business...3
MGMT 1125   Business Ethics 3
MGMT 1135   Managerial Accounting and Finance..3
MGMT 2115   Human Resource Management 3
MGMT 2125   Performance Management...3
MGMT 2130   Employee Training and Development..3
MGMT 2215   Team Project 3

Students must choose from one of the following specializations:

GENERAL MANAGEMENT SPECIALIZATION

MGMT 2205   Service Sector Management..3
MGMT 2145   Business Plan Development 3
MGMT 2155   Quality Management Principles 3

HUMAN RESOURCES MANAGEMENT SPECIALIZATION

MGMT 1110   Employment Law..3
MGMT 2120   Labor Management Relations..3
MGMT 2205   Service Sector Management..3

SERVICE SECTOR MANAGEMENT SPECIALIZATION

MGMT 2140 Retail Management 3
MGMT 2205 Service Sector Management.. 3
MGMT XXXX Technical Elective 3

MINIMUM CREDIT HOURS FOR GRADUATION: 63   MAJOR CODE: MD13

CLINICAL LABORATORY TECHNOLOGY
SEVEN SEMESTER ASSOCIATE IN APPLIED SCIENCE DEGREE
(DeKalb Campus)

The Clinical Laboratory Technology Associate of Applied Science Degree program prepares graduates to perform clinical laboratory procedures under the supervision of qualified pathologist and/or clinical laboratory scientist. Procedures involve didactic and laboratory training in the disciplines of urinalysis, phlebotomy, serology, hematology, coagulation, microbiology, clinical chemistry, and blood banking. Students are then assigned to six months of training in these same disciplines under the medical direction of cooperating medical facilities.

General Studies Courses   **Credits**

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
CHEM 1211   Chemistry I 3
CHEM 1211L Chemistry Lab I 1
CHEM 1212   Chemistry II 3
CHEM 1212L Chemistry Lab II 1
ENGL 1101   Composition and Rhetoric... 3
HUMN 1101   Introduction to Humanities 3
MATH 1101   Mathematical Modeling   **OR**.. 3
MATH 1111   College Algebra..(3)
PSYC 1101   Introduction to Psychology 3
SPCH 1101   Public Speaking   **OR** 3
ENGL 1102   Literature and Composition ....(3)

Technical Courses   **Credits**

ALHS 1090   Medical Terminology 2
CLBT 1010   Introduction to Clinical Laboratory Technology....................................... 3
CLBT 1030   Urinalysis and Body Fluids... 2
CLBT 1040   Hematology and Coagulation.. 5
CLBT 1050   Serology and Immunology 3
CLBT 1060   Immunohematology... 5
CLBT 1070   Clinical Chemistry... 5
CLBT 1080   Clinical Microbiology 6
CLBT 2090   Clinical Phlebotomy, Urinalysis, and Serology 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
COMP 1000   Introduction to Computers.. 3

MINIMUM CREDIT HOURS FOR GRADUATION: 86   MAJOR CODE: CLT3

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

Clinical Laboratory Technology practicum hospital / clinical sites:

DeKalb Medical Center
2701 North Decatur Road
Decatur, GA 30033

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

Emory University Hospital
1364 Clifton Road, Room C175D
Atlanta, GA 30322

Piedmont Hospital
1968 Piedmont Road
Atlanta, GA 30306

Grady Health Systems
80 Butler Street
Atlanta, GA 30335

Quest Diagnostics
1777 Montreal Circle
Tucker, GA 30084

Georgia Cancer Specialists
1872 Montreal Road
Tucker, GA 30084

Rockdale Hospital
1412 Milstead Avenue, NE
Conyers, GA 30012

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

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

Northside Hospital
1000 Johnson Ferry Road NE
Atlanta, GA 30342

COMPUTER GRAPHICS AND DESIGN
DRAFTING TECHNOLOGY

The Computer Graphics and Design program prepares students for careers in the architectural, engineering and computer graphics industries. The program prepares students for certification in technical areas including Drafter's Assistant, CAD Operator- Architectural, CAD Operator-Mechanical, Architectural Drafting Technology or Mechanical Drafting Technology. Students learn Technical Drawing I-V, 3D Modeling (Architectural and Mechanical), Architectural Fundamentals, Residential Drawing I and II, Commercial Drawing, and Introduction to Design and Media Production, and Basic 3D Modeling and Animation.

COMPUTER GRAPHICS AND DESIGN
DRAFTING TECHNOLOGY
FOUR SEMESTER DIPLOMA
(DeKalb Campus)

General Studies Courses		Credits
MATH 1015	Geometry and Trigonometry	3
EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1010	Fundamentals of English I	3
MATH 1013	Algebraic Concepts	3

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

Students must choose from one of the following specializations:

MECHANICAL DRAFTING SPECIALIZATION

DFTG 1105   3D Mechanical Modeling 4
DFTG 1107   Technical Drawing II 3
DFTG 1109   Technical Drawing III 4
DFTG 1111   Technical Drawing IV 4
DFTG 1113   Technical Drawing V 4
DFTG XXXX Technical Electives * 9

ARCHITECTURAL DRAFTING SPECIALIZATION

DFTG 1125   Architectural Fundamentals 4
DFTG 1127   Architectural 3D Modeling 4
DFTG 1129   Residential Drawing I 4
DFTG 1131   Residential Drawing II 4
DFTG 1133   Commercial Drawing I 4
DFTG XXXX Technical Electives * 8

*Technical Electives must be from the following courses: DFTG 2030, DFTG 2040, DFTG 2110

MINIMUM CREDIT HOURS FOR GRADUATION: 50   MAJOR CODE: DT12

COMPUTER GRAPHICS AND DESIGN
DRAFTING TECHNOLOGY
FIVE SEMESTER ASSOCIATE IN APPLIED SCIENCE DEGREE
(DeKalb Campus)

General Studies Courses	Credits

ENGL 1101   Composition and Rhetoric 3
HUMN 1101 Introduction to Humanities 3
MATH 1111   College Algebra 3
MATH 1113   Precalculus 3
PHYS 1110   Conceptual Physics 3
PHYS 1110L Conceptual Physics Lab 1
XXXX XXXX Area II Social/Behavioral Science Elective 3

Technical Courses	Credits

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

Students must choose from one of the following specializations:

MECHANICAL DRAFTING SPECIALIZATION

DFTG 1105   3D Mechanical Modeling 4
DFTG 1107   Technical Drawing II 3
DFTG 1109   Technical Drawing III 4
DFTG 1111   Technical Drawing IV 4
DFTG 1113   Technical Drawing V 4
DFTG 2400   Drafting Technology Practicum / Internship 4
DFTG XXXX Technical Electives * 10

ARCHITECTURAL DRAFTING SPECIALIZATION

DFTG 1125   Architectural Fundamentals 4
DFTG 1127   Architectural 3D Modeling 4
DFTG 1129   Residential Drawing I 4
DFTG 1131   Residential Drawing II 4
DFTG 1133   Commercial Drawing I 4
DFTG 2400   Drafting Technology Practicum / Internship 4
DFTG XXXX Technical Electives * 10

*Technical Electives must be from the following courses: DFTG 2030, DFTG 2040, DFTG 2110

MINIMUM CREDIT HOURS FOR GRADUATION: 63-64   MAJOR CODE: DT13

COMPUTER INFORMATION SYSTEMS
COMPUTER PROGRAMMING SPECIALIST

The Computer Programming Specialist program is designed to provide students with an understanding of concepts, principles, and techniques required in computer information processing. The program prepares students for technical areas of SQL, XHTML, system analysis and design, database management, networking concepts, and programming languages.

COMPUTER PROGRAMMING SPECIALIST
FOUR SEMESTER DIPLOMA
(DeKalb Campus)

General Studies Courses		Credits
ENGL 1010	Fundamentals of English I	3
MATH 1013	Algebraic Concepts	3
EMPL 1000	Interpersonal Relations and Professional Development	2

Technical Courses		Credits
CIST 1001	Computer Concepts	4
CIST 1210	Introduction to Oracle® Databases **OR**	
CIST 1220	Structured Query Language (SQL)	4
CIST 1305	Program Design and Development	3
CIST 1510	Web Development I	3
CIST 1601	Information Security Fundamentals	3
CIST 2921	IT Analysis, Design, and Project Management	4
COMP 1000	Introduction to Computers	3

Programming Language Courses		Credits

Two courses each from any two languages in the sets below:

CIST 2311	Visual Basic I	4
CIST 2312	Visual Basic II	4
OR		
CIST 2341	C# Programming I	4
CIST 2342	C# Programming II	4
OR		
CIST 2361	C++ Programming I	4
CIST 2362	C++ Programming II	4
OR		
CIST 2371	Java Programming I	4
CIST 2372	Java Programming II	4

Plus one course from the following:

CIST 2313	Visual Basic III	4
CIST 2373	Java Programming III	4

MINIMUM CREDIT HOURS FOR GRADUATION: 52   **MAJOR CODE: CP24**

COMPUTER PROGRAMMING SPECIALIST
FIVE SEMESTER ASSOCIATE IN APPLIED SCIENCE DEGREE
(DeKalb Campus)

General Studies Courses		Credits
ENGL 1101	Composition and Rhetoric	3
HUMN 1101	Introduction to Humanities	3
MATH 11XX	Area III Mathematics	3
PSYC 1101	Introduction to Psychology **OR**	
SOCI 1101	Introduction to Sociology	3
SPCH 1101	Public Speaking	3

Technical Courses   **Credits**

CIST 1001   Computer Concepts 4
CIST 1210   Introduction to Oracle® Databases **OR**
CIST 1220   Structured Query Language (SQL) 4
CIST 1305   Program Design and Development... 3
CIST 1510   Web Development I... 3
CIST 1601   Information Security Fundamentals 3
CIST 2921   IT Analysis, Design, and Project Management...................................... 4
ACCT 1100   Financial Accounting I 4
COMP 1000 Introduction to Computers... 3

Programming Language Courses   **Credits**

Two courses each from any two languages in the sets below:
CIST 2311   Visual Basic I... 4
CIST 2312   Visual Basic II.. 4
   OR
CIST 2341   C# Programming I 4
CIST 2342   C# Programming II 4
   OR
CIST 2361   C++ Programming I 4
CIST 2362   C++ Programming II 4
   OR
CIST 2371   Java Programming I 4
CIST 2372   Java Programming II 4
Plus one course from the following:
CIST 2313   Visual Basic III.. 4
CIST 2373   Java Programming III 4

MINIMUM CREDIT HOURS FOR GRADUATION: 63   **MAJOR CODE: CP23**

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COMPUTER INFORMATION SYSTEMS
COMPUTER SUPPORT SPECIALIST

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The Computer Support Specialist program is designed to provide students with an understanding of concepts, principles, and techniques required in computer information processing. The program prepares students for technical areas of computer terminology and concepts, program design and development, computer networking, and competency as computer support specialists.

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COMPUTER SUPPORT SPECIALIST
FIVE SEMESTER DIPLOMA
(DeKalb Campus)

</div>

General Studies Courses   **Credits**

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

Technical Courses   **Credits**

CIST 1001   Computer Concepts 4
CIST 1122   Hardware Installation and Maintenance.. 4
CIST 1130   Operating Systems Concepts 3
CIST 1210   Introduction to Oracle® Databases **OR**
CIST 1220   Structured Query Language (SQL) 4
CIST 1305   Program Design and Development... 3
CIST 1401   Computer Networking Fundamentals 4
CIST 1601   Information Security Fundamentals 3

CIST 2122   A+ Preparation 3
CIST 2127   Comprehensive Word Processing Techniques....................................... 3
CIST 2128   Comprehensive Spreadsheet Techniques.. 3
CIST 2129   Comprehensive Database Techniques... 4
CIST 2130   Desktop Support Concepts 2
CIST 2921   IT Analysis, Design, and Project Management.................................... 4
COMP 1000   Introduction to Computers.. 3

MINIMUM CREDIT HOURS FOR GRADUATION: 55   MAJOR CODE: CS14

COMPUTER SUPPORT SPECIALIST
FIVE SEMESTER ASSOCIATE IN APPLIED SCIENCE DEGREE
(DeKalb Campus)

General Studies Courses   **Credits**

ENGL 1101   Composition and Rhetoric.. 3
HUMN 1101   Introduction to Humanities 3
MATH 11XX   Area III Mathematics 3
PSYC 1101   Introduction to Psychology **OR**
SOCI 1101   Introduction to Sociology.. 3
SPCH 1101   Public Speaking... 3

Technical Courses   **Credits**

CIST 1001   Computer Concepts 4
CIST 1122   Hardware Installation and Maintenance.. 4
CIST 1130   Operating Systems Concepts 3
CIST 1210   Introduction to Oracle® Databases   **OR**
CIST 1220   Structured Query Language (SQL).. 4
CIST 1305   Program Design and Development... 3
CIST 1401   Computer Networking Fundamentals 4
CIST 1601   Information Security Fundamentals 3
CIST 2122   A+ Preparation 3
CIST 2127   Comprehensive Word Processing Techniques....................................... 3
CIST 2128   Comprehensive Spreadsheet Techniques.. 3
CIST 2129   Comprehensive Database Techniques... 4
CIST 2130   Desktop Support Concepts 2
CIST 2921   IT Analysis, Design, and Project Management.................................... 4
COMP 1000   Introduction to Computers.. 3

MINIMUM CREDIT HOURS FOR GRADUATION: 62   MAJOR CODE: CS23

COMPUTER INFORMATION SYSTEMS
DATABASE SPECIALIST

The Database Specialist program is designed to provide students with the knowledge, skills, and attitudes necessary to control the creation, maintenance, and the use of an Oracle and/or SQL Server database.

DATABASE SPECIALIST
FOUR SEMESTER DIPLOMA
(DeKalb Campus)

General Studies Courses   **Credits**

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

Technical Courses   **Credits**

CIST 1001   Computer Concepts 4
CIST 1130   Operating Systems Concepts 3

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CIST 1200	Database Management	4
CIST 1210	Introduction to Oracle® Databases **OR**	
CIST 1220	Structured Query Language	4
CIST 1305	Program Design and Development	3
CIST 1601	Information Security Fundamentals	3
CIST 2311	Visual Basic I **OR**	
CIST 2341	C# Programming I **OR**	
CIST 2361	C++ Programming I **OR**	
CIST 2371	Java Programming I	4
CIST 2921	IT Analysis, Design and Project Management	4
COMP 1000	Introduction to Computers	3

Students must choose between one of the following specializations:

Option 1:   Oracle® Specialization

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

Option 2:   SQL Server Specialization

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

MINIMUM CREDIT HOURS FOR GRADUATION: 56   MAJOR CODE: DS14

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COMPUTER INFORMATION SYSTEMS
DATABASE SPECIALIST
FIVE SEMESTER ASSOCIATE IN APPLIED SCIENCE DEGREE
(DeKalb Campus)

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General Studies Courses   **Credits**

ENGL 1101	Composition and Rhetoric	3
HUMN 1101	Introduction to Humanities	3
MATH 11XX	Area III Mathematics	3
PSYC 1101	Introduction to Psychology **OR**	
SOCI 1101	Introduction to Sociology	3
SPCH 1101	Public Speaking	3

Technical Courses   **Credits**

CIST 1001	Computer Concepts	4
CIST 1130	Operating Systems Concepts	3
CIST 1200	Database Management	4
CIST 1210	Introduction to Oracle® Databases **OR**	
CIST 1220	Structured Query Language	4
CIST 1305	Program Design and Development	3
CIST 1601	Information Security Fundamentals	3
CIST 2311	Visual Basic I **OR**	
CIST 2341	C# Programming I **OR**	
CIST 2361	C++ Programming I **OR**	
CIST 2371	Java Programming I	4
CIST 2921	IT Analysis, Design and Project Management	4
COMP 1000	Introduction to Computers	3

Students must choose between one of the following specializations:

<u>**Option 1:**</u>   **Oracle® Specialization**

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

<u>**Option 2:**</u>   **SQL Server Specialization**

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

MINIMUM CREDIT HOURS FOR GRADUATION: 63   **MAJOR CODE: DS13**

COMPUTER INFORMATION SYSTEMS
NETWORKING SPECIALIST

The Networking Specialist program prepares students to be efficient in the concepts, principles, and techniques required in computer information processing. The program provides knowledge, skills, and attitudes necessary to successfully connect computers and computer equipment in various locations enabling individuals to interact with each other by sharing data and information. Program Specializations are: Microsoft Windows; Unix/Linux; and Cisco.

NETWORKING SPECIALIST
FIVE SEMESTER DIPLOMA
(DeKalb Campus)

General Studies Courses   **Credits**

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

Technical Courses   **Credits**

CIST 1001   Computer Concepts 4
CIST 1122   Hardware Installation and Maintenance... 4
CIST 1130   Operating Systems Concepts 3
CIST 1210   Introduction to Oracle® Databases   **OR**
CIST 1220   Structured Query Language.. 4
CIST 1305   Program Design and Development... 3
CIST 1401   Computer Networking Fundamentals 4
CIST 1601   Information Security Fundamentals 3
CIST 2122   A+ Preparation 3
COMP 1000   Introduction to Computers.. 3

Students must choose one of the following specializations:

<u>**Option 1:**</u>   **Cisco Exploration Specialization**
CIST 2451   Cisco Network Fundamentals 4
CIST 2452   Cisco Routing Protocols and Concepts 4
CIST 2453   LAN Switching and Wireless... 4
CIST 2454   Cisco Accessing the WAN 4

<u>**Option 2:**</u>   **Linux / UNIX 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

Georgia Piedmont Technical College

<u>**Option 3:**</u> **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
MINIMUM CREDIT HOURS FOR GRADUATION: 55   MAJOR CODE: NS14

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NETWORKING SPECIALIST
FIVE SEMESTER ASSOCIATE IN APPLIED SCIENCE DEGREE
(DeKalb Campus)

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General Studies Courses	**Credits**

ENGL 1101   Composition and Rhetoric...3
HUMN 1101 Introduction to Humanities 3
MATH 11XX Area III Mathematics 3
PSYC 1101   Introduction to Psychology **OR**
SOCI 1101   Introduction to Sociology...3
SPCH 1101   Public Speaking...3

Technical Courses	**Credits**

CIST 1001   Computer Concepts 4
CIST 1122   Hardware Installation and Maintenance...4
CIST 1130   Operating Systems Concepts 3
CIST 1210   Introduction to Oracle® Databases   **OR**
CIST 1220   Structured Query Language..4
CIST 1305   Program Design and Development...3
CIST 1401   Computer Networking Fundamentals 4
CIST 1601   Information Security Fundamentals 3
CIST 2122   A+ Preparation 3
CIST 2311   Visual Basic I (4)   **OR**
CIST 2341   C# Programming I (4)   **OR**
CIST 2361   C++ Programming I (4)   **OR**
CIST 2371   Java Programming I 4
COMP 1000   Introduction to Computers..3

Students must choose one of the following specializations:

<u>**Option 1:**</u> **Cisco Exploration 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
<u>**Option 2:**</u> **Linux / UNIX 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
<u>**Option 3:**</u> **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

MINIMUM CREDIT HOURS FOR GRADUATION: 66   MAJOR CODE: NS13

COSMETOLOGY
FOUR-SEMESTER DIPLOMA
(DeKalb Campus and Newton Campus)

The Cosmetology program is a sequence of courses that prepares students for careers in the field of cosmetology. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in safety, sanitation, state laws, rules, and regulations, chemistry, anatomy and physiology, skin, hair, and nail diseases and disorders, hair treatments and manipulations, hair shaping, hair styling, artificial hair, braiding/intertwining hair, chemical reformation and application, skin and nail care, hair coloring, hair lightening, reception, sales, management, math, reading, writing, interpersonal relations development, computer skills, employability skills, and work ethics. The curriculum meets state licensing requirements of the State Board of Cosmetology. Program graduates receive a Cosmetology diploma and are employable as a cosmetology salesperson, cosmetologist, salon manager, or a salon owner.

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

Technical Courses		Credits
COMP 1000	Introduction to Computers	3
COSM 1000	Introduction to Cosmetology Theory	4
COSM 1010	Chemical Texture Services	3
COSM 1020	Hair Care and Treatment	2
COSM 1030	Haircutting	3
COSM 1040	Styling	3
COSM 1050	Hair Color	3
COSM 1060	Fundamentals of Skin Care	3
COSM 1070	Nail Care and Advanced Techniques	3
COSM 1080	Cosmetology Practicum I	4
COSM 1090	Cosmetology Practicum II	4
COSM 1100	Cosmetology Practicum III	4
COSM 1110	Cosmetology Practicum IV	4
COSM 1120	Salon Management	3

MINIMUM CREDIT HOURS FOR GRADUATION: 54   MAJOR CODE: CO12

CRIMINAL JUSTICE TECHNOLOGY

The Criminal Justice Technology program prepares the students for Criminal Justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for obtaining a position, and advancing within, a number of criminal justice fields. The program emphasizes knowledge of constitutional law, criminal law, and procedural law, the court system (both adult and juvenile) and probation and parole systems. It also offers students knowledge of skills such as legal document preparation, writing reports, interviewing and interrogating, providing courtroom testimony and crime scene preparation. Entry-level persons will be prepared to pursue diverse opportunities in the corrections, security, investigative, and police administration fields.

CRIMINAL JUSTICE TECHNOLOGY
FOUR-SEMESTER DIPLOMA
(DeKalb Campus and Newton Campus)

General Studies Courses		Credits
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
PSYC 1010	Basic Psychology	3

Technical Courses   **Credits**

COMP 1000	Introduction to Computers	3
CRJU 1010	Introduction to Criminal Justice	3
CRJU 1030	Corrections	3
CRJU 1040	Principles of Law Enforcement	3
CRJU 1068	Criminal Law for Criminal Justice	3
CRJU 1400	Ethics and Cultural Perspectives for Criminal Justice	3
CRJU 2020	Constitutional Law for Criminal Justice	3
CRJU 2050	Introduction to Criminal Procedure	3
CRJU 2070	Juvenile Justice	3
CRJU 2090	Criminal Justice Practicum **OR**	
CRJU 2100	Criminal Justice Externship	3

Students must choose electives (9 hours minimum) from the following areas:

CRIMINAL JUSTICE ADMINISTRATION

CRJU 1075	Report Writing	3
CRJU 2201	Criminal Courts	3
BUSN 1230	Legal Terminology	3

CRIME SCENE

FOSC 1206	Introduction to Forensic Science	3
FOSC 2010	Crime Scene Investigation I	4
FOSC 2011	Crime Scene Investigation II	4

PUBLIC SAFETY

CRJU 1054	Police Officer Survival	3
CRJU 1062	Methods of Criminal Investigation	3
CRJU 1075	Report Writing	3

MINIMUM CREDIT HOURS FOR GRADUATION: 48   **MAJOR CODE: CJT2**

CRIMINAL JUSTICE TECHNOLOGY
FIVE-SEMESTER ASSOCIATE IN APPLIED SCIENCE DEGREE
(DeKalb Campus and Newton Campus)

General Studies Courses   **Credits**

ENGL 1101	Composition and Rhetoric	3
HUMN 1101	Introduction to Humanities	3
MATH 1100	Quantitative Skills and Reasoning **OR**	
MATH 1101	Mathematical Modeling **OR**	
MATH 1111	College Algebra	3
PSYC 1101	Introduction to Psychology **OR**	
SOCI 1101	Introduction to Sociology	3
XXXX XXXX	General Core Elective*	3

*General Core Elective must be from the following courses: ECON 2105, HIST 2111, POLS 1101, SPCH 1101

Technical Courses   **Credits**

COMP 1000	Introduction to Computers	3
CRJU 1010	Introduction to Criminal Justice	3
CRJU 1030	Corrections	3
CRJU 1040	Principles of Law Enforcement	3
CRJU 1068	Criminal Law for Criminal Justice	3

CRJU 1400	Ethics and Cultural Perspectives for Criminal Justice	3
CRJU 2020	Constitutional Law for Criminal Justice	3
CRJU 2050	Introduction to Criminal Procedure	3
CRJU 2070	Juvenile Justice	3
CRJU 2090	Criminal Justice Practicum **OR**	
CRJU 2100	Criminal Justice Externship	3

Students must choose electives (15 hours minimum) from the following areas:

CRIMINAL JUSTICE ADMINISTRATION

CRJU 1043	Probation and Parole	3
CRJU 1052	Criminal Justice Administration	3
CRJU 1075	Report Writing	3
CRJU 2201	Criminal Courts	3
BUSN 1230	Legal Terminology	3

CRIME SCENE

CRJU 1063	Crime Scene Processing	3
FOSC 1206	Introduction to Forensic Science	3
FOSC 2010	Crime Scene Investigation I	4
FOSC 2011	Crime Scene Investigation II	4
FOSC 2150	Case Preparation and Court Testimony	4

PUBLIC SAFETY

CRJU 1054	Police Officer Survival	3
CRJU 1062	Methods of Criminal Investigation	3
CRJU 1075	Report Writing	3
CRJU 2110	Homeland Security	3
FOSC 2150	Case Preparation and Courtroom Testimony	3

MINIMUM CREDIT HOURS FOR GRADUATION: 60   **MAJOR CODE: CJT3**

EARLY CHILDHOOD CARE AND EDUCATION

The Early Childhood Care and Education program prepares 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 will have qualifications to be employed in early childhood care and education settings including child care centers, youth care, Head Start programs, Georgia Pre-K programs, elementary school paraprofessional positions as well as program administration.

EARLY CHILDHOOD CARE AND EDUCATION
FIVE SEMESTER DIPLOMA
(DeKalb Campus and Newton Campus)

General Studies Courses		Credits
EMPL 1000	Interpersonal Relations and Professional Development **OR**	2
PSYC 1010	Basic Psychology (3)	
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3

Technical Courses		Credits
ECCE 1101	Introduction to Early Childhood Care and Education	3
ECCE 1103	Child Growth and Development	3
ECCE 1105	Health, Safety, and Nutrition	3
ECCE 1112	Curriculum and Assessment	3
ECCE 1113	Creative Activities for Children	3

Georgia Piedmont Technical College

ECCE 1121	Early Childhood Care and Education Practicum	3
ECCE 2115	Language Arts and Literacy	3
ECCE 2116	Math and Science	3
ECCE 2202	Social Issues and Family Involvement	3
ECCE 2203	Guidance and Classroom Management	3
ECCE 2240	Early Childhood Care and Education Internship	12
COMP 1000	Introduction to Computers	3

MINIMUM CREDIT HOURS FOR GRADUATION: 53   MAJOR CODE: ECC2

EARLY CHILDHOOD CARE AND EDUCATION
SIX-SEMESTER ASSOCIATE IN APPLIED SCIENCE DEGREE
(DeKalb Campus and Newton Campus)

General Studies Courses   **Credits**

ENGL 1101	Composition and Rhetoric	3
ENGL 1102	Literature and Composition	3
HUMN 1101	Introduction to Humanities	3
MATH 1101	Mathematical Modeling **OR**	
MATH 1111	College Algebra	3
PSYC 1101	Introduction to Psychology	3
SPCH 1101	Public Speaking	3

Technical Courses   **Credits**

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	3
ECCE 2116	Math and Science	3
ECCE 2201	Exceptionalities	3
ECCE 2202	Social Issues and Family Involvement	3
ECCE 2203	Guidance and Classroom Management	3
ECCE 2240	Early Childhood Care and Education Internship	12

Students must choose one of the following specializations:

Option 1:   Paraprofessional Specialization

| ECCE 2310 | Paraprofessional Methods and Materials | 3 |
| ECCE 2312 | Paraprofessional Roles and Practices | 3 |

Option 2:   Program Administration Specialization

| ECCE 2320 | Program Administration and Facility Management | 3 |
| ECCE 2322 | Personnel Management | 3 |

Option 3:   Infant / Toddler Development Specialization

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

Option 4:   School Age Youth Care Specialization

| ECCE 2350 | Early Adolescent Development | 3 |
| ECCE 2352 | Designing Programs and Environments for School Age Children and Youth | 3 |

MINIMUM CREDIT HOURS FOR GRADUATION: 72   MAJOR CODE: EC13

ELECTRICAL AND COMPUTER ENGINEERING TECHNOLOGY
FIVE-SEMESTER ASSOCIATE IN APPLIED SCIENCE DEGREE
(DeKalb Campus)

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

This program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (TAC/ABET).

General Studies Courses   **Credits**

ENGL 1101   Composition and Rhetoric.. 3
HUMN 1101 Introduction to Humanities 3
MATH 1111   College Algebra.. 3
MATH 1113   Precalculus... 3
MATH 1131   Calculus I.. 4
PHYS 1111   Introductory Physics I 3
PHYS 1111L Introductory Physics I Lab.. 1
XXXX XXXX Area II Social/Behavioral Science Elective 3
Plus choose one course and lab combination:
PHYS 1112   Introductory Physics II.. 3
PHYS 1112L Introductory Physics II Lab... 1
   OR
CHEM 1211   Chemistry I (3)
CHEM 1211L Chemistry I Lab (1)

Technical Courses   **Credits**

DFTG 2010   Engineering Graphics.. 4
ECET 1101   Circuit Analysis I... 4
ECET 1110   Digital Systems I... 4
ECET 1191   Computer Programming Fundamentals.. 3
ECET 2101   Circuit Analysis II... 4
ENGT 1000   Introduction to Engineering Technology 3

Students must choose from one of the following specializations:

COMPUTER ENGINEERING TECHNOLOGY SPECIALIZATION

ECET 1210   Networking Systems I 3
ECET 2110   Digital Systems II.. 4
ECET 2120   Electronic Circuits I.. 4
ECET 2210   Networking Systems II 4
ENGT 2300   Capstone Project I.. 1

ELECTRONICS ENGINEERING TECHNOLOGY SPECIALIZATION

ECET 1210   Networking Systems I 3
ECET 2110   Digital Systems II.. 4
ECET 2120   Electronic Circuits I.. 4
ECET 2220   Electronic Circuits II... 4
ENGT 2300   Capstone Project I.. 1

MINIMUM CREDIT HOURS FOR GRADUATION: 65   **MAJOR CODE: EE13**

ELECTRONICS FUNDAMENTALS
THREE-SEMESTER DIPLOMA
(DeKalb Campus)

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.

General Studies Courses   **Credits**

EMPL 1000   Interpersonal Relations and Professional Development.. 2
ENGL 1010   Fundamentals of English I... 3
MATH 1013   Algebraic Concepts 3
MATH 1015   Geometry and Trigonometry   **OR**
MATH 1017   Trigonometry 3

Technical Courses   **Credits**

COMP 1000   Introduction to Computers.. 3
ELCR 1005   Soldering Technology 1
ELCR 1010   Direct Current Circuits 5
ELCR 1020   Alternating Current Circuits 7
ELCR 1030   Solid State Devices 5
ELCR 1040   Digital and Microprocessor Fundamentals.. 5
ELCR 1060   Linear Integrated Circuits 3

MINIMUM CREDIT HOURS FOR GRADUATION: 40   **MAJOR CODE: EF12**

ELECTRONICS TECHNOLOGY

The Electronics Technology program prepares students for careers in electronics professions. The program emphasizes a combination of electronics technology theory and practical application using both manual and computerized electronics systems. The program prepares students in the area of electronics with a specialization in: communication electronics; home technology integration electronics; or telecommunication electronics.

ELECTRONICS TECHNOLOGY
FOUR-SEMESTER DIPLOMA
(DeKalb Campus)

General Studies Courses   **Credits**

EMPL 1000   Interpersonal Relations and Professional Development.. 2
ENGL 1010   Fundamentals of English I... 3
MATH 1013   Algebraic Concepts 3
MATH 1015   Geometry and Trigonometry   **OR**
MATH 1017   Trigonometry 3

Technical Courses   **Credits**

COMP 1000   Introduction to Computers.. 3
ELCR 1005   Soldering Technology 1
ELCR 1010   Direct Current Circuits 5
ELCR 1020   Alternating Current Circuits 7
ELCR 1030   Solid State Devices 5
ELCR 1040   Digital and Microprocessor Fundamentals.. 5
ELCR 1060   Linear Integrated Circuits 3

Students must choose from one of the following specializations:

COMMUNICATIONS ELECTRONICS TECHNOLOGY SPECIALIZATION

ELCR 2210   Advanced Circuit Analysis.. 5
ELCR 2220   Advanced Modulation Techniques... 3
ELCR 2230   Antennas and Transmission Lines.. 3
ELCR 2240   Microwave Communications and Radar 3
ELCR 2250   Optical Communications Techniques 3

FIELD OCCUPATION ELECTRONICS TECHNOLOGY SPECIALIZATION

The Electronics Field Occupation Specialization allows the students to customize their upper level courses to fulfill requirements of industry. Students can improve their likelihood of employment by taking courses directly linked to desired career fields. **Technical Electives in this specialization must be approved by an advisor.**

XXXX XXXX   Technical Electives... 16

TELECOMMUNICATIONS ELECTRONICS TECHNOLOGY SPECIALIZATION

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, & Data Transmission . 4

MINIMUM CREDIT HOURS FOR GRADUATION: 56-58   **MAJOR CODE: ET14**

ELECTRONICS TECHNOLOGY
FIVE-SEMESTER ASSOCIATE IN APPLIED SCIENCE DEGREE
(DeKalb Campus)

General Studies Courses   **Credits**

ENGL 1101   Composition and Rhetoric.. 3
HUMN 1101   Introduction to Humanities 3
MATH 1111   College Algebra.. 3
MATH 1113   Precalculus... 3
PSYC 1101   Introduction to Psychology 3

Technical Courses   **Credits**

COMP 1000   Introduction to Computers... 3
ELCR 1005   Soldering Technology 1
ELCR 1010   Direct Current Circuits 5
ELCR 1020   Alternating Current Circuits 7
ELCR 1030   Solid State Devices 5
ELCR 1040   Digital and Microprocessor Fundamentals.. 5
ELCR 1060   Linear Integrated Circuits 3

Students must choose from one of the following specializations:

COMMUNICATIONS ELECTRONICS TECHNOLOGY SPECIALIST

ELCR 2210   Advanced Circuit Analysis.. 5
ELCR 2220   Advanced Modulation Techniques... 3
ELCR 2230   Antennas and Transmission Lines.. 3
ELCR 2240   Microwave Communications and Radar 3
ELCR 2250   Optical Communications Techniques 3

FIELD OCCUPATION ELECTRONICS TECHNOLOGY SPECIALIST

The Electronics Field Occupation Specialization allows the students to customize their upper level courses to fulfill requirements of industry. Students can improve their likelihood of employment by taking courses directly linked to desired career fields. **Technical Electives in this specialization must be approved by an advisor.**

XXXX XXXX Technical Electives... 16

TELECOMMUNICATIONS ELECTRONICS TECHNOLOGY SPECIALIST

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, & Data Transmission . 4
MINIMUM CREDIT HOURS FOR GRADUATION: 60-62   **MAJOR CODE: ET13**

HUMAN RESOURCE MANAGEMENT

The Human Resource Management program emphasizes specific professional knowledge, theory, and skills required for job acquisition and advancement in the Human Resources area. The program addresses staffing, employee compensation, defining/designing projects, and various methods employed to maximize the productivity of an organization by optimizing the effectiveness of its employees.

HUMAN RESOURCE MANAGEMENT
FOUR-SEMESTER DIPLOMA
(DeKalb Campus)

General Studies Courses   **Credits**

ENGL 1010   Fundamentals of English I.. 3
ENGL 1012   Fundamentals of English II... 3
EMPL 1000   Interpersonal Relations and Professional Development... 2
MATH 1011   Business Mathematics 3

Technical Courses   **Credits**

ACCT 1100   Financial Accounting I 4
COMP 1000   Introduction to Computers.. 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
MKTG 1130   Business Regulations and Compliance 3
MGMT 2115   Human Resource Management 3
MGMT 2120   Labor Management Relations... 3
MGMT 2125   Performance Management.. 3
MGMT 2130   Employee Training and Development.. 3
MGMT 2135   Management Communication Techniques 3
MGMT 2210   Project Management 3
MGMT 2215   Team Project 3

MINIMUM CREDIT HOURS FOR GRADUATION: 57   **MAJOR CODE: HR12**

HUMAN RESOURCE MANAGEMENT
FIVE-SEMESTER ASSOCIATE IN APPLIED SCIENCE DEGREE
(DeKalb Campus)

General Studies Courses   **Credits**

ENGL 1101   Composition and Rhetoric... 3
ECON 1101   Principles of Economics (3) **OR**
ECON 2105   Macroeconomics 3
MATH 1100   Quantitative Skills and Reasoning **OR**.............................. 3
MATH 1111   College Algebra (3)
HUMN 1101   Introduction to Humanities 3
PSYC 1101   Introductory Psychology... 3

Technical Courses   **Credits**

ACCT 1100   Financial Accounting I 4
COMP 1000   Introduction to Computers.. 3
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 1135   Managerial Accounting and Finance.. 3
MGMT 2115   Human Resource Management 3
MGMT 2120   Labor Management Relations... 3
MGMT 2125   Performance Management.. 3
MGMT 2130   Employee Training and Development.. 3
MGMT 2135   Management Communication Techniques 3
MGMT 2210   Project Management 3
MKTG 1130   Business Regulations and Compliance 3

MINIMUM CREDIT HOURS FOR GRADUATION: 64   **MAJOR CODE: HR13**

MARKETING MANAGEMENT

The Marketing Management program prepares students for careers in marketing and entrepreneurship. The program emphasized the development of skills in selling, advertising, retailing, market research, consumer behavior, strategic planning, and small business management.

MARKETING MANAGEMENT
FOUR-SEMESTER DIPLOMA
(DeKalb Campus)

General Studies Courses   **Credits**

EMPL 1000   Interpersonal Relations and Professional Development **OR** 2
PSYC 1010   Basic Psychology (3)
ENGL 1010   Fundamentals of English I.. 3
MATH 1011   Business Mathematics 3

Technical Courses   **Credits**

ACCT 1100   Financial Accounting I 4
BUSN 1190   Digital Technologies in Business 2
COMP 1000   Introduction to Computers.. 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

Georgia Piedmont Technical College

MKTG 2070   Buying and Merchandising.. 3
MKTG 2090   Marketing Research 3
MKTG 2290   Marketing Internship / Practicum... 3
MKTG 2300   Marketing Management 3
MGMT 1100   Principles of Management.. 3
MGMT 1115   Leadership **OR** 3
MGMT 2115   Human Resource Management (3)

Students must choose from one of the following specializations:

MARKETING MANAGEMENT

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

ENTREPRENEURSHIP

MKTG 2010   Small Business Management.. 3
MKTG 2210   Entrepreneurship... 6

RETAIL MANAGEMENT

MKTG 1270   Visual Merchandising 3
MKTG 1370   Consumer Behavior 3
MKTG 2270   Retail Operations Management   **OR**... 3
MGMT 2140   Retail Management (3)

MINIMUM CREDIT HOURS FOR GRADUATION: 55   **MAJOR CODE: MM12**

MARKETING MANAGEMENT
FOUR-SEMESTER ASSOCIATE IN APPLIED SCIENCE DEGREE
(DeKalb Campus)

General Studies Courses   **Credits**

ENGL 1101   Composition and Rhetoric... 3
HUMN 1101   Introduction to Humanities 3
MATH 1100   Quantitative Skills and Reasoning   **OR**
MATH 1101   Mathematical Modeling   **OR**
MATH 1111   College Algebra.. 3
SPCH 1101   Public Speaking.. 3
XXXX XXXX   Area II Social/Behavioral Science Elective 3

Technical Courses   **Credits**

ACCT 1100   Financial Accounting I 4
BUSN 1190   Digital Technologies in Business 2
COMP 1000   Introduction to Computers.. 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 2070   Buying and Merchandising.. 3
MKTG 2090   Marketing Research 3
MKTG 2290   Marketing Internship / Practicum.. 3
MKTG 2300   Marketing Management 3
MGMT 1100   Principles of Management.. 3
MGMT 1115   Leadership **OR** 3
MGMT 2115   Human Resource Management (3)

Students must choose from one of the following specializations:

MARKETING MANAGEMENT

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

ENTREPRENEURSHIP

MKTG 2010   Small Business Management... 3
MKTG 2210   Entrepreneurship... 6

RETAIL MANAGEMENT

MKTG 1270   Visual Merchandising 3
MKTG 1370   Consumer Behavior 3
MKTG 2270   Retail Operations Management   **OR**.. 3
MGMT 2140   Retail Management (3)

MINIMUM CREDIT HOURS FOR GRADUATION: 63   **MAJOR CODE: MM13**

MOTORCYCLE SERVICE TECHNOLOGY
THREE-SEMESTER DIPLOMA
(DeKalb Campus)

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.

General Studies Courses   **Credits**

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

Technical Courses   **Credits**

COMP 1000   Introduction to Computers.. 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 1050   Customer Service and Product Awareness   **OR**..................................... 3
MCST 2000   Motorcycle Repair Internship (4)
MCST 1110   Motorcycle Maintenance 5
MCST 1120   Troubleshooting and Diagnostics.. 5

MINIMUM CREDIT HOURS FOR GRADUATION: 48-49   **MAJOR CODE: MST2**

PARALEGAL STUDIES
SIX-SEMESTER ASSOCIATE IN APPLIED SCIENCE DEGREE
(DeKalb Campus and Newton Campus)

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

General Studies Courses   Credits

ENGL 1101   Composition and Rhetoric.. 3
HUMN 1101   Introduction to Humanities 3
MATH 1100   Quantitative Skills and Reasoning   **OR**
MATH 1111   College Algebra.. 3
SPCH 1101   Public Speaking.. 3
ECON 1101   Principles of Economics (3)   **OR**
SOCI 1101   Introduction to Sociology... 3
PSYC 1101   Introduction to Psychology 3

Technical Courses   Credits

COMP 1000   Introduction to Computers.. 3
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 Procedures.. 3
PARA 1130   Civil Litigation 3
PARA 1135   Wills, Trusts, Probate and Administration 3
PARA 1140   Tort Law 3
PARA 1145   Law Office Management 3
PARA 1150   Contracts, Commercial Law, and Business Organizations.................... 3
PARA 2210   Paralegal Internship I 6
XXXX XXXX   Technical Electives * 9

*Technical Electives must be from the following courses: ACCT 1100, MKTG 1130, MGMT 1100, POLS 1101, PARA 1200, PARA 1205, PARA 1210, PARA 2215

MINIMUM CREDIT HOURS FOR GRADUATION: 69   MAJOR CODE: PS13

PARAMEDICINE (PARAMEDIC) TECHNOLOGY

The Paramedicine (Paramedic) Technology program prepares students for employment in paramedic positions in today's health services field. The program prepares students to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. The program curriculum contains the complex knowledge and skills necessary to provide students with knowledge of 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 program provides opportunities to upgrade present knowledge and skills from the EMT/EMT-I 1985/AEMT levels to a paramedic level.

PARAMEDICINE (PARAMEDIC) TECHNOLOGY
FOUR-SEMESTER DIPLOMA
(Newton Campus)

General Studies Courses   Credits

ENGL 1010   Fundamentals of English I... 3
MATH 1012   Foundations of Mathematics 3

Technical Courses   Credits

ALHS 1011   Anatomy and Physiology... 5
ALHS 1090   Medical Terminology for Allied Health Sciences.................................. 2
COMP 1000   Introduction to Computers.. 3
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	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

MINIMUM CREDIT HOURS FOR GRADUATION: 60   **MAJOR CODE: PT12**

PARAMEDICINE (PARAMEDIC) TECHNOLOGY
SIX-SEMESTER ASSOCIATE IN APPLIED SCIENCE DEGREE
(Newton Campus)

General Studies Courses   **Credits**

ENGL 1101	Composition and Rhetoric	3
HUMN 1101	Introduction to Humanities	3
MATH 1111	College Algebra	3
XXXX XXXX	Area II Social/Behavioral Science Elective**	3
XXXX XXXX	General Core Elective***	3

**Area II Elective must be from the following courses: ECON 1101, PSYC 1101, SOCI 1101, POLS 1101
***General Core Elective must be from the following courses: ENGL 1102, ECON 2105, ECON 2106, HIST 2111, SPCH 1101, or courses not chosen from the Area II list above

Technical Courses   **Credits**

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
COMP 1000	Introduction to Computers	3
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	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

MINIMUM CREDIT HOURS FOR GRADUATION: 70   **MAJOR CODE: PT13**

PRACTICAL NURSING
FOUR-SEMESTER DIPLOMA
(Newton Campus)

The Practical Nursing program is designed to prepare students to write the NCLEX-PN for licensure as practical nurses. The program prepares graduates to give competent nursing care. This is done through a selected number of academic and occupational courses providing a variety of techniques and materials necessary to assist the student in acquiring the needed knowledge and skills to give competent care. A variety of clinical experiences is planned so that theory and practice are integrated under the guidance of the clinical instructor. Program graduates receive a practical nursing diploma and have the qualifications of an entry-level practical nurse.

General Studies Courses   **Credits**

ENGL 1101	Composition and Rhetoric	3
MATH 1013	Algebraic Concepts	3
PSYC 1010	Basic Psychology	3

Technical Courses   **Credits**

ALHS 1011	Anatomy and Physiology	5
ALHS 1060	Diet and Nutrition for Allied Health Sciences	2
COMP 1000	Introduction to Computers	3
PNSG 2010	Introduction to Pharmacology and Clinical Calculations	2
PNSG 2030	Nursing Fundamentals	6
PNSG 2035	Nursing Fundamentals Clinical	2
PNSG 2210	Medical Surgical Nursing I	4
PNSG 2310	Medical Surgical Nursing I Clinical	2
PNSG 2220	Medical Surgical Nursing II	4
PNSG 2320	Medical Surgical Nursing II Clinical	2
PNSG 2230	Medical Surgical Nursing III	4
PNSG 2330	Medical Surgical Nursing III Clinical	2
PNSG 2240	Medical Surgical Nursing IV	4
PNSG 2340	Medical Surgical Nursing IV Clinical	2
PNSG 2250	Maternity Nursing	3
PNSG 2255	Maternity Nursing Clinical	1
PNSG 2410	Nursing Leadership	1
PNSG 2415	Nursing Leadership Clinical	2

MINIMUM CREDIT HOURS FOR GRADUATION: 60   **MAJOR CODE: PN12**

WELDING AND JOINING TECHNOLOGY
THREE-SEMESTER DIPLOMA
(DeKalb Campus)

The Welding and Joining Technology diploma program is designed to prepare students for careers in the welding industry. Program learning opportunities develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. 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.

General Studies Courses   **Credits**

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

Technical Courses   **Credits**

COMP 1000   Introduction to Computers.. 3
WELD 1000   Introduction to Welding Technology.. 3
WELD 1010   Oxyfuel Cutting... 3
WELD 1030   Blueprint Reading for Welding Technology... 3
WELD 1040   Flat Shielded Metal Arc Welding... 4
WELD 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.. 3
WELD XXXX Technical Elective *... 3

*Technical Elective must be from the following courses: WELD 1150, WELD 1151, WELD 1154, WELD 1156

MINIMUM CREDIT HOURS FOR GRADUATION: 50   **MAJOR CODE: WAJ2**

Georgia Piedmont Technical College

TECHNICAL CERTIFICATES OF CREDIT

Technical Certificate of Credit programs are specifically designed for students who wish to prepare for a career through an intensive program of specialized study. It will be necessary for students to meet program admission requirements.

ACCOUNTING
COMPUTERIZED ACCOUNTING SPECIALIST
TWO-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus and Newton Campus)

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.

ACCT 1100 Financial Accounting I 4
ACCT 1105 Financial Accounting II 4
ACCT 1115 Computerized Accounting 3
ACCT 1120 Spreadsheet Applications 4
COMP 1000 Introduction to Computers 3
XXXX XXXX Technical Elective* 3

* Technical Elective must be from the following courses: BAFN 1110, BAFN 2200, BUSN 1420, BUSN 1440, MKTG 2010, MKTG 1130, MGMT 1125

MINIMUM CREDIT HOURS FOR GRADUATION: 21   **MAJOR CODE: CAY1**

ACCOUNTING
OFFICE ACCOUNTING SPECIALIST
TWO-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus and Newton Campus)

The Office Accounting Specialist TCC provides entry level office accounting skills. Topics include: principles of accounting, computerized accounting, and basic computer skills.

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

MINIMUM CREDIT HOURS FOR GRADUATION: 14   **MAJOR CODE: OA31**

ACCOUNTING
PAYROLL ACCOUNTING SPECIALIST
TWO-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus and Newton Campus)

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

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

MINIMUM CREDIT HOURS FOR GRADUATION: 17   **MAJOR CODE: PA61**

AIR CONDITIONING TECHNOLOGY
AIR CONDITIONING TECHNICIAN'S ASSISTANT
ONE-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus)

The Air Conditioning Technician's Assistant certificate program is designed to train students to help a technician perform duties more efficiently by being knowledgeable of air conditioning theory and practical applications. Primary emphasis is to provide the student with basic skills and knowledge of tools, assembly, disassembly, and installation. Specific courses from this certificate may be applied for credit toward a diploma program.

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

MINIMUM CREDIT HOURS FOR GRADUATION: 12   MAJOR CODE: AZ31

AIR CONDITIONING TECHNOLOGY
SUSTAINABLE TECHNOLOGIES
TWO-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus)

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

ENGL 1101   Composition and Rhetoric... 3
ENGL 1105   Technical Communications   OR
SPCH 1101   Public Speaking... 3
COMP 1000   Introduction to Computers 3
GRBT 1010   Sustainable Concepts 4
GRBT 1020   Sustainable Energy 4
GRBT 1030   Sustainable Buildings.. 3
GRBT 2000   Sustainable Communications... 3

MINIMUM CREDIT HOURS FOR GRADUATION: 23   MAJOR CODE: ST31

AUTOMOTIVE CHASSIS TECHNICIAN SPECIALIST
TWO-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus)

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.

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

MINIMUM CREDIT HOURS FOR GRADUATION: 17   MAJOR CODE: ASG1

Georgia Piedmont Technical College

AUTOMOTIVE CLIMATE CONTROL TECHNICIAN
TWO-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus)

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.

AUTT 1010   Automotive Technology Introduction.. 2
AUTT 1020   Automotive Electrical Systems... 7
AUTT 1060   Automotive Climate Control Systems 5

MINIMUM CREDIT HOURS FOR GRADUATION: 14   **MAJOR CODE: AH21**

AUTOMOTIVE ELECTRICAL / ELECTRONIC SYSTEMS TECHNICIAN
ONE-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus)

The Electrical / Electronic Systems Technician 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.

AUTT 1010   Automotive Technology Introduction.. 2
AUTT 1020   Automotive Electrical Systems... 7

MINIMUM CREDIT HOURS FOR GRADUATION: 9   **MAJOR CODE: AE41**

AUTOMOTIVE ENGINE PERFORMANCE TECHNICIAN
TWO-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus)

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.

AUTT 1010   Automotive Technology Introduction.. 2
AUTT 1020   Automotive Electrical Systems... 7
AUTT 1040   Automotive Engine Performance 7

MINIMUM CREDIT HOURS FOR GRADUATION: 16   **MAJOR CODE: AE51**

AUTOMOTIVE ENGINE REPAIR TECHNICIAN
TWO-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus)

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.

AUTT 1010   Automotive Technology Introduction.. 2
AUTT 1020   Automotive Electrical Systems... 7
AUTT 2010   Automotive Engine Repair 6

MINIMUM CREDIT HOURS FOR GRADUATION: 15   **MAJOR CODE: AE61**

AUTOMATIC TRANSMISSION / TRANSAXLE TECHNICIAN SPECIALIST
TWO-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus)

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.

AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems	7
AUTT 2020	Manual Transmissions	4
AUTT 2030	Automotive Automatic Transmissions and Transaxles	5

MINIMUM CREDIT HOURS FOR GRADUATION: 18   **MAJOR CODE: AA71**

BANKING AND FINANCE
FINANCIAL AND INVESTMENT SERVICES
TWO-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus and Newton Campus)

The Financial and Investment Services TCC 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 program allows students to broaden their knowledge without having to make an extensive time commitment.

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

MINIMUM CREDIT HOURS FOR GRADUATION: 16   **MAJOR CODE: FAI1**

BUSINESS MANAGEMENT
APARTMENT INDUSTRY MANAGEMENT
THREE-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus)

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

AIPM 1101	Apartment Industry Foundations	3
AIPM 1115	Apartment Industry Internship	4
MGMT 1100	Principles of Management	3
MGMT 2120	Labor Management Relations	3
MKTG 1130	Business Regulations and Compliance	3

MINIMUM CREDIT HOURS FOR GRADUATION: 16   **MAJOR CODE: AI21**

BUSINESS MANAGEMENT
HUMAN RESOURCE MANAGEMENT SPECIALIST
TWO-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus)

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.

The Human Resource Management Specialist TCC is embedded in the Human Resource Management diploma/degree program and may be awarded upon satisfactory completion of the courses listed. Students seeking to complete the TCC may be required to pass pre/corequisite courses prior to enrollment in the required TCC courses. Pre/corequisite courses may result in additional time required for completion of this TCC.

MGMT 1100	Principles of Management	3
MGMT 1105	Organizational Behavior	3
MGMT 2115	Human Resource Management	3
MGMT 2125	Performance Management	3
MGMT 2130	Employee Training and Development	3
MGMT 1110	Employment Law	3

MINIMUM CREDIT HOURS FOR GRADUATION: 18   **MAJOR CODE: HRM1**

BUSINESS MANAGEMENT
MANAGEMENT / LEADERSHIP SPECIALIST
TWO-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus)

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.

The Management/Leadership Specialist TCC is embedded in the Business Management diploma / degree program and may be awarded upon satisfactory completion of the courses listed. Students seeking to complete the TCC may be required to pass pre/corequisite courses prior to enrollment in the required TCC courses. Pre/corequisite courses may result in additional time required for completion of this TCC.

MGMT 1100	Principles of Management	3
COMP 1000	Introduction to Computers	3
MGMT 1115	Leadership	3
MGMT 2125	Performance Management	3
MGMT 2130	Employee Training and Development	3
MKTG 1130	Business Regulations and Compliance	3

MINIMUM CREDIT HOURS FOR GRADUATION: 18   **MAJOR CODE: MAL1**

BUSINESS MANAGEMENT
SERVICE SECTOR MANAGEMENT SPECIALIST
TWO-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus)

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.

The Service Sector Management Specialist TCC is embedded in the Business Management diploma / degree program and may be awarded upon satisfactory completion of the courses listed. Students seeking to complete the TCC may be required to pass pre/corequisite courses prior to enrollment in the required TCC courses. Pre/corequisite courses may result in additional time required for completion of this TCC.

COMP 1000   Introduction to Computers... 3
MGMT 1100   Principles of Management... 3
MGMT 2205   Service Sector Management.. 3
MGMT 2125   Performance Management.. 3
MGMT 2130   Employee Training and Development.. 3
MGMT 2210   Project Management 3

MINIMUM CREDIT HOURS FOR GRADUATION: 18   MAJOR CODE: SSM1

BUSINESS MANAGEMENT
SUPERVISOR / MANAGEMENT SPECIALIST
ONE-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus)

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.

The Supervisor/ Management Specialist TCC is embedded in the Business Management diploma / degree program and may be awarded upon satisfactory completion of the courses listed. Students seeking to complete the TCC may be required to pass pre/corequisite courses prior to enrollment in the required TCC courses. Pre/corequisite courses may result in additional time required for completion of this TCC.

MGMT 1100   Principles of Management... 3
MGMT 1110   Employment Law   OR 3
MKTG 1130   Business Regulations and Compliance (3)   OR
MGMT 2120   Labor Management Relations (3)
MGMT 1115   Leadership.. 3
MGMT 2115   Human Resource Management 3

MINIMUM CREDIT HOURS FOR GRADUATION: 12   MAJOR CODE: SS31

BUSINESS OFFICE TECHNOLOGY
LEGAL ADMINISTRATIVE ASSISTANT
THREE-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus and Newton Campus)

The Legal Administrative Assistant certificate program is intended to prepare the student for immediate employment as entry-level office assistants in law offices and government and corporate legal departments. The program provides 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.

BUSN 1230   Legal Terminology.. 3
BUSN 1240   Office Procedures... 3
BUSN 1400   Word Processing Applications 4
BUSN 1440   Document Production... 4
BUSN 2200   Office Accounting   **OR**.. 4
ACCT 1100   Financial Accounting I (4)
BUSN 2220   Legal Administrative Procedures 3
BUSN XXXX Technical Elective*... 3
COMP 1000   Introduction to Computers... 3
ENGL 1010   Fundamentals of English I.. 3

*Must be another BUSN course

MINIMUM CREDIT HOURS FOR GRADUATION: 30   MAJOR CODE: LA11

Georgia Piedmont Technical College

BUSINESS OFFICE TECHNOLOGY
MICROSOFT® OFFICE APPLICATIONS PROFESSIONAL
TWO-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus and Newton Campus)

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.

BUSN 1400   Word Processing Applications 4
BUSN 1410   Spreadsheet Concepts and Applications 4
BUSN 1420   Database Applications 4
BUSN 1430   Desktop Publishing and Presentation Applications 4
BUSN XXXX   Technical Elective* 3
COMP 1000   Introduction to Computers 3
*Must be another BUSN course

MINIMUM CREDIT HOURS FOR GRADUATION: 22   MAJOR CODE: MF41

COMMERCIAL TRUCK DRIVING [Class A]
ONE-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(Regional Transportation Training Center)

The Commercial Truck Driving certificate program provides basic training in the principles and skills of commercial truck operations. The program is based on the definition of a truck driver as one who operates a commercial motor vehicle of all different sizes and descriptions on all types of roads. At the completion of the program, the student is administered the Georgia CDL Skills Exam.

COLL 1500   Strategies for Student Success 1
CTDL 1010   Fundamentals of Commercial Driving 3
CTDL 1020   Combination Vehicle Basic Operation and Range Work 2
CTDL 1030   Combination Vehicle Advanced Operations 4

MINIMUM CREDIT HOURS FOR GRADUATION: 10   MAJOR CODE: CT61

COMMERCIAL STRAIGHT TRUCK AND PASSENGER DRIVING [Class B]
ONE-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(Regional Transportation Training Center)

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

COLL 1500   Strategies for Student Success 1
CTDL 1010   Fundamentals of Commercial Driving 3
CTDL 1050   Straight Truck / Passenger Vehicle Basic Operation 3
CTDL 1060   Straight Truck & Passenger Vehicle Advanced Operation 4

MINIMUM CREDIT HOURS FOR GRADUATION: 11   MAJOR CODE: CSQ1

COMPUTER GRAPHICS AND DESIGN
DESIGN AND MEDIA PRODUCTION SPECIALIST
TWO-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus)

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 and be able to begin a career as a Media Production Assistant, Production Specialist, 3D Animator, Visual Arts Assistant, and a Computer Graphics Specialist.

DMPT 1000   Introduction to Design and Media Production 6
DMPT 1005   Vector Graphics.. 5
DMPT 1010   Raster Imaging 5
MINIMUM CREDIT HOURS FOR GRADUATION: 16   MAJOR CODE: DAM1

COMPUTER GRAPHICS AND DESIGN
DRAFTER'S ASSISTANT
ONE-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus)

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.

COMP 1000   Introduction to Computers 3
DFTG 1101   CAD Fundamentals 4
DFTG 1103   Technical Drawing I... 4
MINIMUM CREDIT HOURS FOR GRADUATION: 11   MAJOR CODE: DA31

COMPUTER GRAPHICS AND DESIGN
3D MODELING AND RENDERING
THREE-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus)

With the 3D Modeling and Rendering TCC in the 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.

COMP 1000   Introduction to Computers 3
DMPT 1000   Introduction to Design and Media Production 6
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
MINIMUM CREDIT HOURS FOR GRADUATION: 25   MAJOR CODE: 3M11

COMPUTER INFORMATION SYSTEMS
CISCO NETWORK SPECIALIST
FOUR-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus)

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.

The Cisco Network Specialist TCC is embedded in the Networking Specialist diploma / degree program and may be awarded upon satisfactory completion of the courses listed. Students seeking to complete the TCC may be required to pass pre/corequisite courses prior to enrollment in the required TCC courses. Pre/corequisite courses may result in additional time required for completion of this TCC.

CIST 1001   Computer Concepts 4
CIST 1401   Computer Networking Fundamentals 4
CIST 2451   Cisco Network Fundamentals 4
CIST 2452   Cisco Routing Protocols and Concepts 4
CIST 2453   Cisco LAN Switching and Wireless.. 4
CIST 2454   Cisco Accessing the WAN 4
COMP 1000 Introduction to Computers.. 3

MINIMUM CREDIT HOURS FOR GRADUATION: 27   MAJOR CODE: CN71

COMPUTER INFORMATION SYSTEMS
COMP TIA A+ CERTIFIED PREPARATION
THREE-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus)

The Comp TIA A+ Certified Preparation technical certificate of credit program is designed to provide computer users with the skills and knowledge necessary to pass the A+ certification exam. Earning Comp TIA A+ certifications shows that an individual possesses the knowledge, technical skills, and customer relation skills essential for working as a successful entry-level network technician.

The Comp TIA A+ Certified Preparation TCC is embedded in the Computer Support Specialist diploma / degree program and may be awarded upon satisfactory completion of the courses listed. Students seeking to complete the TCC may be required to pass pre/corequisite courses prior to enrollment in the required TCC courses. Pre/corequisite courses may result in additional time required for completion of this TCC.

CIST 1001   Computer Concepts 4
CIST 1122   Hardware Installation and Maintenance... 4
CIST 1130   Operating Systems Concepts 3
CIST 2122   A+ Preparation 3
COMP 1000 Introduction to Computers.. 3

MINIMUM CREDIT HOURS FOR GRADUATION: 17   MAJOR CODE: CA71

COMPUTER INFORMATION SYSTEMS
C++ PROGRAMMER
THREE-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus)

The C++ Programmer certificate provides the opportunity for students and IT professional to add C++ program language skill and object oriented programming skills. Completers of this certificate are C++ programmers.

The C++ Programmer TCC is embedded in the Computer Programming Specialist diploma / degree program and may be awarded upon satisfactory completion of the courses listed. Students seeking to complete the TCC may be required to pass pre/corequisite courses prior to enrollment in the required TCC courses. Pre/corequisite courses may result in additional time required for completion of this TCC.

CIST 1210   Introduction to Oracle® Databases **OR**
CIST 1220   Structured Query Language.. 4
CIST 1305   Program Design and Development.. 3

CIST 2361	C++ Programming I	4
CIST 2362	C++ Programming II	4
COMP 1000	Introduction to Computers	3

MINIMUM CREDIT HOURS FOR GRADUATION: 18   **MAJOR CODE: CP21**

COMPUTER INFORMATION SYSTEMS
HELP DESK SPECIALIST
THREE-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus)

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

The Help Desk Specialist TCC is embedded in the Computer Support Specialist diploma / degree program and may be awarded upon satisfactory completion of the courses listed. Students seeking to complete the TCC may be required to pass pre/corequisite courses prior to enrollment in the required TCC courses. Pre/corequisite courses may result in additional time required for completion of this TCC.

CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1130	Operating Systems Concepts	3
CIST 1401	Computer Network Fundamentals	4
CIST 2127	Comprehensive Word Processing Techniques	3
CIST 2128	Comprehensive Spreadsheet Techniques	3
CIST 2130	Desktop Support Concepts	2
COMP 1000	Introduction to Computers	3

MINIMUM CREDIT HOURS FOR GRADUATION: 26   **MAJOR CODE: HD41**

COMPUTER INFORMATION SYSTEMS
JAVA PROGRAMMER
FOUR-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus)

The Java Programmer certificate provides the opportunity for students and IT professional to add Java program language skill and object oriented programming skills. Completers of this certificate are Java programmers.

The JAVA Programmer TCC is embedded in the Computer Programming Specialist diploma / degree program and may be awarded upon satisfactory completion of the courses listed. Students seeking to complete the TCC may be required to pass pre/corequisite courses prior to enrollment in the required TCC courses. Pre/corequisite courses may result in additional time required for completion of this TCC.

CIST 1210	Introduction to Oracle® Databases **OR**	
CIST 1220	Structured Query Language	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
CIST 2373	Java Programming III	4
COMP 1000	Introduction to Computers	3

MINIMUM CREDIT HOURS FOR GRADUATION: 25   **MAJOR CODE: JP11**

COMPUTER INFORMATION SYSTEMS
LINUX / UNIX SYSTEM ADMINISTRATOR
FOUR-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus)

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

The Linux/Unix System Administrator TCC is embedded in the Networking Specialist diploma / degree program and may be awarded upon satisfactory completion of the courses listed. Students seeking to complete the TCC may be required to pass pre/corequisite courses prior to enrollment in the required TCC courses. Pre/corequisite courses may result in additional time required for completion of this TCC.

CIST 1001   Computer Concepts 4
CIST 1130   Operating Systems Concepts 3
CIST 1401   Computer Networking Fundamentals 4
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
COMP 1000 Introduction to Computers.. 3

MINIMUM CREDIT HOURS FOR GRADUATION: 30   **MAJOR CODE: LA31**

COMPUTER INFORMATION SYSTEMS
MICROSOFT® NETWORK ADMINISTRATOR
FOUR-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus)

The Microsoft® Network Administrator certificate provides training in Microsoft® networking. The certificate will prepare the student for an entry-level computer networking position. Topics include: implementation of Microsoft® operating systems, implementation of Microsoft® servers, and networking infrastructure. The certificate prepares the student to sit for the Microsoft® Certified networking exam. Hands-on labs provide students with real world simulations.

The Microsoft Network Administrator TCC is embedded in the Networking Specialist diploma / degree program and may be awarded upon satisfactory completion of the courses listed. Students seeking to complete the TCC may be required to pass pre/corequisite courses prior to enrollment in the required TCC courses. Pre/corequisite courses may result in additional time required for completion of this TCC.

CIST 1001   Computer Concepts 4
CIST 1130   Operating Systems Concepts 3
CIST 1401   Computer Networking Fundamentals 4
CIST 2411   Microsoft® Client.. 4
CIST 2412   Microsoft® Server Directory Services 4
CIST 2413   Microsoft® Server Infrastructure 4
CIST 2414   Microsoft® Server Administrator 4
COMP 1000 Introduction to Computers.. 3

MINIMUM CREDIT HOURS FOR GRADUATION: 30   **MAJOR CODE: MS11**

COMPUTER INFORMATION SYSTEMS
ORACLE® DATABASE ADMINISTRATOR
FIVE-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus)

The Oracle® Database Administrator (DBA) certificate program provides an opportunity for IT professionals to obtain the knowledge required to become a database administrator.

The Oracle Database Administrator TCC is embedded in the Database Specialist diploma / degree program and may be awarded upon satisfactory completion of the courses listed. Students seeking to complete the TCC may be required to pass pre/corequisite courses prior to enrollment in the required TCC courses. Pre/corequisite courses may result in additional time required for completion of this TCC.

CIST 1001   Computer Concepts 4
CIST 1200   Database Management.. 4
CIST 1210   Introduction to Oracle® Databases   **OR**
CIST 1220   Structured Query Language... 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
COMP 1000   Introduction to Computers... 3
MINIMUM CREDIT HOURS FOR GRADUATION: 30   MAJOR CODE: OD11

COMPUTER INFORMATION SYSTEMS
PC REPAIR AND NETWORK TECHNICIAN
TWO-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus)

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

The PC Repair & Network Technician TCC is embedded in the Computer Support Specialist and Networking Specialist diploma / degree program and may be awarded upon satisfactory completion of the courses listed. Students seeking to complete the TCC may be required to pass pre/corequisite courses prior to enrollment in the required TCC courses. Pre/corequisite courses may result in additional time required for completion of this TCC.

CIST 1001   Computer Concepts 4
CIST 1122   Hardware installation and Maintenance... 4
CIST 1130   Operating Systems Concepts 3
CIST 1401   Computer Network Fundamentals 4
COMP 1000   Introduction to Computers... 3
MINIMUM CREDIT HOURS FOR GRADUATION: 18   MAJOR CODE: PR21

COMPUTER INFORMATION SYSTEMS
SQL SERVER DATABASE ADMINISTRATOR
FOUR-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus)

The SQL Server Database Administrator (DBA) certificate program provides an opportunity for IT professionals to obtain the knowledge required to become a database administrator.

The SQL Server Database Administrator TCC is embedded in the Database Specialist diploma / degree program and may be awarded upon satisfactory completion of the courses listed. Students seeking to complete the TCC may be required to pass pre/corequisite courses prior to enrollment in the required TCC courses. Pre/corequisite courses may result in additional time required for completion of this TCC.

CIST 1001	Computer Concepts	4
CIST 1210	Introduction to Oracle® Databases **OR**	
CIST 1220	Structured Query Language	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
COMP 1000	Introduction to Computers	3

MINIMUM CREDIT HOURS FOR GRADUATION: 30   **MAJOR CODE: SSD1**

COMPUTER INFORMATION SYSTEMS
VISUAL BASIC PROGRAMMER
FOUR-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus)

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.

The Visual Basic Programmer TCC is embedded in the Computer Programming Specialist diploma / degree program and may be awarded upon satisfactory completion of the courses listed. Students seeking to complete the TCC may be required to pass pre/corequisite courses prior to enrollment in the required TCC courses. Pre/corequisite courses may result in additional time required for completion of this TCC.

CIST 1210	Introduction to Oracle® Databases **OR**	
CIST 1220	Structured Query Language	4
CIST 1305	Program Design and Development	3
CIST 1510	Web Development I	3
CIST 2311	Visual Basic I	4
CIST 2312	Visual Basic II	4
CIST 2313	Visual Basic III	4
COMP 1000	Introduction to Computers	3

MINIMUM CREDIT HOURS FOR GRADUATION: 25   **MAJOR CODE: VB11**

COSMETOLOGY
COSMETOLOGY INSTRUCTOR TRAINING
THREE-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus and Newton Campus)

The Cosmetology Instructor Training TCC program provides theory and practice of teaching skills in cosmetology as required by the Technical College System of Georgia. Coursework 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 and business in Georgia or various other states. Students must be a licensed cosmetologist with two years in-field experience to qualify for this program.

COSM 2000	Instructional Theory and Documentation	4
COSM 2010	Salon Management	3
COSM 2020	Principles of Teaching	3
COSM 2030	Lesson Plans	3
COSM 2040	Classroom Management	3
COSM 2050	Instruction and Evaluation	2
COSM 2060	Practicum I	3
COSM 2070	Practicum II	3

MINIMUM CREDIT HOURS FOR GRADUATION: 24   **MAJOR CODE: CI21**

CRIMINAL JUSTICE TECHNOLOGIES
BASIC LAW ENFORCEMENT
ONE-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(Newton Campus)

The Basic Law Enforcement (BLE) certificate program provides students with the necessary skills, standards, and knowledge in order to become qualified, proficiently 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. Students who successfully complete the program are eligible for entry level positions in State and local governments as well as specialty jurisdictions as Georgia POST certified peace officers with duties including, but not limited to, crime prevention, patrol, and investigation, search, seizure and arrest. Courses must be completed in the sequence listed below. These courses will run over a period of 17 weeks; three times per year. This program has an extensive and special admissions process. For further information including dates for the next session, contact the Director of Georgia Piedmont Tech's POST Law Enforcement Academy at (404) 297-9522, ext. 5046.

LETA 1010	Health and Life Safety for BLE	2
LETA 1012	Ethics and Liability for BLE	2
LETA 1014	Firearms Training for BLE	4
LETA 1016	Emergency Vehicle Operations for BLE	4
LETA 1018	Defensive Tactics for BLE	2
LETA 1020	Police Patrol Operations for BLE	4
LETA 1022	Methods of Criminal Investigation for BLE	4
LETA 1024	Criminal Law for Criminal Justice for BLE	4
LETA 1026	Criminal Procedure for BLE	4
LETA 1028	Police Traffic Control and Investigation for BLE	3
LETA 1030	Principles of Law Enforcement for BLE	3
LETA 1032	Introduction to Criminal Justice for BLE	3
LETA 1034	Constitutional Law for Criminal Justice for BLE	3

MINIMUM CREDIT HOURS FOR GRADUATION: 42   **MAJOR CODE: BL11**

CRIMINAL JUSTICE TECHNOLOGIES
CRIME SCENE TECHNICIAN
FOUR-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus and Newton Campus)

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

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

MINIMUM CREDIT HOURS FOR GRADUATION: 21   **MAJOR CODE: CZ51**

CRIMINAL JUSTICE TECHNOLOGIES
CRIMINAL JUSTICE FUNDAMENTALS
TWO-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus and Newton Campus)

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.

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

MINIMUM CREDIT HOURS FOR GRADUATION: 12   MAJOR CODE: CJ71

EARLY CHILDHOOD CARE AND EDUCATION
CHILD DEVELOPMENT ASSOCIATE I (CDA PREPARATION)
TWO-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus and Newton Campus)

The Child Development Associate I Certificate Program (CDA) is designed to meet the training needs of persons already working in the field of early care and education. Persons enrolling in this program must have completed a minimum of 480 hours of work in the field with young children. This program is designed to provide the minimum formal training in early care and education competencies, knowledge, skills and techniques required to apply for a CDA credential from the Council for Early Childhood Recognition in Washington, D.C. The CDA credential is not issued by the technical college and must be applied for and paid for separately from this program. However, this program is approved to provide the needed training to attain this credential. Once achieved, this credential is recognized nationally by Head Start and in Georgia for working with State Pre-K programs and in other public and private early care and education settings.

ECCE 1101	Introduction to Early Childhood Care and Education	3
ECCE 1103	Child Growth and Development	3
ECCE 1105	Health, Safety, and Nutrition	3
ECCE 1125	Professionalism through CDA Certification Preparation	2

MINIMUM CREDIT HOURS FOR GRADUATION: 11   MAJOR CODE: CE71

EARLY CHILDHOOD CARE AND EDUCATION
CHILD DEVELOPMENT SPECIALIST
TWO-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus and Newton Campus)

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 will 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.

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 Child Care/Education Practicum... 3

MINIMUM CREDIT HOURS FOR GRADUATION: 15   **MAJOR CODE: CD61**

EARLY CHILDHOOD CARE AND EDUCATION
EARLY CHILDHOOD PROGRAM ADMINISTRATION
ONE-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus and Newton Campus)

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.

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

MINIMUM CREDIT HOURS FOR GRADUATION: 9   **MAJOR CODE: ECP1**

EARLY CHILDHOOD CARE AND EDUCATION
INFANT / TODDLER CHILD CARE SPECIALIST
TWO-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus and Newton Campus)

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.

ECCE 1101 Introduction to Early Childhood Care and Education... 3
ECCE 1103 Child Growth and Development 3
ECCE 1105 Health, Safety, and Nutrition 3
ECCE 2330 Infant/Toddler Development 3
ECCE 2332 Infant/Toddler Group Care and Curriculum... 3

MINIMUM CREDIT HOURS FOR GRADUATION: 15   **MAJOR CODE: IC31**

EARLY CHILDHOOD CARE AND EDUCATION
SCHOOL-AGE AND YOUTH CARE
TWO-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus)

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.

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 / Environments for School Age Children/Youth	3

MINIMUM CREDIT HOURS FOR GRADUATION: 18   MAJOR CODE: SA21

ELECTRICAL LINEWORKER APPRENTICE
ONE-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(Regional Transportation Training Center)

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.

COLL 1500	Strategies for Student Success	1
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

MINIMUM CREDIT HOURS FOR GRADUATION: 13   MAJOR CODE: EL11

ELECTRICAL AND COMPUTER ENGINEERING TECHNOLOGY
COMPUTER ENGINEERING TECHNOLOGY
THREE-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus)

The Computer Engineering Technology Technical Certificate of Credit (TCC) provides students with an opportunity to exit the Electrical 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 Electrical 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 Electrical 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 electrical and computer engineering technology. The programs emphasize the application of scientific, mathematic, and engineering knowledge and methods combined with technical skills in support of engineering activities.

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

MINIMUM CREDIT HOURS FOR GRADUATION: 14   MAJOR CODE: CET1

ELECTRICAL AND COMPUTER ENGINEERING TECHNOLOGY
NETWORK SPECIALIST
TWO-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus)

The Network Specialist certificate program is designed to provide students the opportunity to learn the skills and knowledge to become a network specialist through a short term certificate program. In addition, this program will provide students with an introduction to the field of Electrical and Computer Engineering Technology.

ECET 1210	Networking Systems I	3
ECET 1220	Computer System Maintenance	3
ECET 2210	Networking Systems II	4
ECET 2230	Network System Design	4

MINIMUM CREDIT HOURS FOR GRADUATION: 14   **MAJOR CODE: NS21**

ELECTRICAL AND COMPUTER ENGINEERING TECHNOLOGY
COMPUTER SYSTEM DESIGN SPECIALIST
THREE-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus)

The Computer System Design Specialist certificate program will prepare students with the knowledge and skills necessary to design and maintain computer controlled systems.

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

MINIMUM CREDIT HOURS FOR GRADUATION: 32   **MAJOR CODE: CZ11**

ELECTRICAL AND COMPUTER ENGINEERING TECHNOLOGY
NETWORK DESIGN TECHNOLOGY SPECIALIST
TWO-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus)

The Network Design Technology Specialist certificate program will provide students with the knowledge and skills necessary to design and maintain peer-to-peer and client/server local area networks.

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

MINIMUM CREDIT HOURS FOR GRADUATION: 25   **MAJOR CODE: NDT1**

ELECTRONICS TECHNOLOGY
BASIC ELECTRONIC ASSEMBLER
ONE-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus)

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 algebraic fundamentals, direct current circuits, and soldering techniques.

ELCR 1005	Soldering Technology	1
ELCR 1010	Direct Current Circuits	5
MATH 1013	Algebraic Concepts	3

MINIMUM CREDIT HOURS FOR GRADUATION: 9   **MAJOR CODE: BE41**

ELECTRONICS TECHNOLOGY
HOME TECHNOLOGY INTEGRATION SPECIALIST
TWO-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus)

The Home Technology Integration Specialist certificate program is a sequence of courses designed to meet the needs of students who are interested in attaining entry-level employment in the growing field of home technology integration installation, maintenance, and repair. The program emphasizes a combination of electrical theory and practical application necessary for successful employment. Students will also be qualified to sit for the COMP TIA HTI+ certification exam.

ELCR 2290	Security Systems	3
ELCR 2600	Telecommunications and Data Cabling	3
ELCR 2620	Telecommunications Systems Installation, Programming, & Data Transmission	4
ELCR 2650	Home Automation Systems	5
ELCR 2700	HTI+ Certification Preparation	3
IDFC 1011	Direct Current I	3
IDFC 1012	Alternating Current I	3

MINIMUM CREDIT HOURS FOR GRADUATION: 24   MAJOR CODE: HT21

ELECTRONICS TECHNOLOGY
MOBILE ELECTRONICS TECHNICIAN
ONE-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus)

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.

ELCR 1005	Soldering Technology	1
ELCR 1300	Mobile Audio and Video Systems	3
IDFC 1011	Direct Current I	3
IDFC 1012	Alternating Current I	3

MINIMUM CREDIT HOURS FOR GRADUATION: 10   MAJOR CODE: ME61

ELECTRONICS TECHNOLOGY
TELECOMMUNICATIONS SERVICE / OPERATIONS TECHNICIAN
ONE-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus)

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

COMP 1000	Introduction to Computers	3
ELCR 1010	Direct Current Circuits	5
ELCR 1020	Alternating Current Circuits	7
MATH 1012	Foundations of Mathematics	3

MINIMUM CREDIT HOURS FOR GRADUATION: 18   MAJOR CODE: TS41

EMERGENCY MEDICAL TECHNICIAN (EMT)
THREE-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(Newton Campus)

The Emergency Medical Technician certificate program prepares students to provide basic emergency medical care and transportation for critical and emergent patients who access the

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

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

MINIMUM CREDIT HOURS FOR GRADUATION: 16   **MAJOR CODE: EMJ1**

ADVANCED EMERGENCY MEDICAL TECHNICIAN (AEMT)
ONE-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(Newton Campus)

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

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

MINIMUM CREDIT HOURS FOR GRADUATION: 10   **MAJOR CODE: EMH1**

FIRE FIGHTER I
TWO-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(Newton Campus)

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

FRSC 1020   Basic Firefighter - Emergency Services Fundamentals... 3
FRSC 1030   Basic Firefighter Module I 5
FRSC 1040   Basic Firefighter Module II 3
FRSC 1141   Hazardous Materials Operations 4

MINIMUM CREDIT HOURS FOR GRADUATION: 15   **MAJOR CODE: FF11**

Georgia Piedmont Technical College

MARKETING MANAGEMENT
MARKETING SPECIALIST
ONE-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus)

The Marketing Specialist certificate program provides students with the opportunity to learn or enhance marketing skills. Students learn selling and promotional techniques in both the consumer and business markets. The Marketing Specialist program prepares individuals to execute a company's marketing plans. Technical courses apply to the degree or diploma program in marketing management.

MKTG 1100	Principles of Marketing	3
MKTG 1160	Professional Selling	3
MKTG 1190	Integrated Marketing Communications	3
MKTG XXXX	Technical Elective	3

MINIMUM CREDIT HOURS FOR GRADUATION: 12   **MAJOR CODE: MS21**

MARKETING MANAGEMENT
RETAIL MERCHANDISE MANAGER
TWO-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus)

The Retail Merchandise Manager certificate program emphasizes the planning, staffing, leading, organizing, and controlling management functions in a retail operation.

MGMT 1100	Principles of Management **OR**	3
MKTG 2010	Small Business Management (3)	
MKTG 1270	Visual Merchandising	3
MKTG 1370	Consumer Behavior	3
MKTG 2070	Buying and Merchandising	3
MKTG 2270	Retail Operations Management **OR**	3
MGMT 2140	Retail Management (3)	

MINIMUM CREDIT HOURS FOR GRADUATION: 15   **MAJOR CODE: RMM1**

MARKETING MANAGEMENT
SMALL BUSINESS MARKETING MANAGER
TWO-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus)

The Small Business Management certificate program prepares individuals to develop and manage independent small businesses. Included are courses in marketing, management, selling, promotion, and business regulations. Technical courses apply to the degree or diploma program in marketing management.

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

MINIMUM CREDIT HOURS FOR GRADUATION: 15   **MAJOR CODE: SB51**

NURSE AIDE
ONE-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus and Newton Campus)

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.

ALHS 1011   Anatomy and Physiology... 5
ALHS 1090   Medical Terminology for Allied Health Sciences..................................... 2
NAST 1150   Patient Care Fundamentals 7

MINIMUM CREDIT HOURS FOR GRADUATION: 14   MAJOR CODE: CN31

PHLEBOTOMY TECHNICIAN TRAINING
TWO-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus)

The Phlebotomy Technician program trains students to become proficient in various blood collecting techniques, effective patient interaction, and language used in the medical field. The student attains an understanding of normal body structure and function, which serves as a basis for understanding conditions of illness and also the basic principles of law as it relates to the health profession. The clinical practicum is in a hospital clinical laboratory. Graduates have the qualifications of a phlebotomy technician and are eligible for certification. Entrance into the Phlebotomy program is based on competitive admission criteria. Contact the program advisor for details.

ALHS 1011   Anatomy and Physiology... 5
ALHS 1040   Introduction to Health Care 3
ALHS 1090   Medical Terminology for Allied Health Sciences..................................... 2
COMP 1000   Introduction to Computers.. 3
ENGL 1010   Fundamentals of English I.. 3
PHLT 1030   Introduction to Venipuncture 3
PHLT 1050   Clinical Practice... 5

MINIMUM CREDIT HOURS FOR GRADUATION: 24   MAJOR CODE: PT21

TECHNICAL SPECIALIST
FOUR-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus and Newton Campus)

The purpose of the Technical Specialist certificate program is to prepare students for positions in business that require technical proficiency to translate technical information to various audiences and in various formats using written and oral communication skills.

The Technical Specialist TCC is embedded in all CIST diploma / degree programs and may be awarded upon satisfactory completion of the courses listed. Students seeking to complete the TCC may be required to pass pre/corequisite courses prior to enrollment in the required TCC courses. Pre/corequisite courses may result in additional time required for completion of this TCC.

COMP 1000   Introduction to Computers.. 3
ENGL 1101   Composition and Rhetoric... 3
HUMN 1101   Introduction to Humanities **OR**... 3
ENGL 2130   American Literature (3)
XXXX XXXX   Technical Electives (Must be approved by program advisor)................................ 9
XXXX XXXX   Area II ~ Social / Behavioral Science Electives*...................................... 6
XXXX XXXX   Area III ~ Natural Sciences / Mathematics Elective (Any Area III course)............. 3
XXXX XXXX   General Core Electives** 6

* Area II Electives must be from the following courses: PSYC 1101, ECON 1101, ECON 2105, SOCI 1101
** General Core Electives may be selected from any Area I, II, III, or IV courses

MINIMUM CREDIT HOURS FOR GRADUATION: 36   MAJOR CODE: TC31

Georgia Piedmont Technical College

WELDING AND JOINING TECHNOLOGY
BASIC SHIELDED METAL ARC WELDER
ONE-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus)

The Basic Shielded Metal Arc Welder Technical Certificate of Credit prepares students for careers in the welding and joining industry. This certificate emphasizes arc welding in the flat position and is pre-requisite to the advanced certificate.

WELD 1000   Introduction to Welding Technology...3
WELD 1010   Oxyfuel Cutting...3
WELD 1040   Flat Shielded Metal Arc Welding 4

MINIMUM CREDIT HOURS FOR GRADUATION: 10   MAJOR CODE: FS31

WELDING AND JOINING TECHNOLOGY
GAS METAL ARC WELDER
ONE-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus)

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.

WELD 1000   Introduction to Welding Technology...3
WELD 1010   Oxyfuel Cutting...3
WELD 1090   Gas Metal Arc Welding 4
WELD XXXX Technical Elective 3

*Technical Elective must be from the following courses: WELD 1150, WELD 1151, WELD 1154, WELD 1156

MINIMUM CREDIT HOURS FOR GRADUATION: 13   MAJOR CODE: GM31

WELDING AND JOINING TECHNOLOGY
GAS TUNGSTEN ARC WELDER
ONE-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus)

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.

WELD 1000   Introduction to Welding Technology...3
WELD 1010   Oxyfuel Cutting...3
WELD 1110   Gas Tungsten Arc Welding 4
WELD XXXX Technical Elective 3

*Technical Elective must be from the following courses: WELD 1150, WELD 1151, WELD 1154, WELD 1156

MINIMUM CREDIT HOURS FOR GRADUATION: 13   MAJOR CODE: GTA1

WELDING AND JOINING TECHNOLOGY
ORNAMENTAL IRON FABRICATOR
ONE-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus)

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.

WELD 1000   Introduction to Welding Technology.. 3
WELD 1010   Oxyfuel Cutting... 3
WELD 1154   Plasma Cutting 3
WELD 1156   Ornamental Iron Works 3
MINIMUM CREDIT HOURS FOR GRADUATION: 12   MAJOR CODE: OI21

WELDING AND JOINING TECHNOLOGY
OXYFUEL TECHNICIAN
ONE-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus)

The Oxyfuel Technician Technical Certificate of Credit introduces students to gas cutting, welding, and plasma cutting.

WELD 1000   Introduction to Welding Technology.. 3
WELD 1010   Oxyfuel Cutting... 3
WELD 1020   Oxyacetylene Welding 2
WELD 1154   Plasma Cutting 3
MINIMUM CREDIT HOURS FOR GRADUATION: 11   MAJOR CODE: OT11

WELDING AND JOINING TECHNOLOGY
PIPE WELDER
ONE-SEMESTER TECHNICAL CERTIFICATE OF CREDIT
(DeKalb Campus)

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.

WELD 1150   Advanced Gas Tungsten Arc Welding 3
WELD 1151   Fabrication Processes... 3
WELD 1152   Pipe Welding 3
MINIMUM CREDIT HOURS FOR GRADUATION: 9   MAJOR CODE: PW11

COURSE ABBREVIATIONS

Accounting .... ACCT
Air Conditioning Technology .... AIRC
Allied Health Science .... ALHS
Apartment Industry Management .... AIPM
Automotive Technology .... AUTT
Banking and Finance .... BAFN
Building Automation Systems .... BUAS
Biology .... BIOL
Business Administrative Technology .... BUSN
Chemistry .... CHEM
Computer Information Systems .... CIST
Clinical Laboratory Technology .... CLBT
Computer Technology .... COMP
Cosmetology .... COSM
Criminal Justice .... CRJU
Commercial Truck Driving .... CTDL
Design and Media Production .... DMPT
Drafting .... DFTG / DRFT
Early Childhood Care and Education .... ECCE
Economics .... ECON
Electronics and Computer Engineering Technology .... ECET
Electronics Technology .... ELCR
Employment Skills .... EMPL
Emergency Medical / Paramedicine Technology .... EMSP
English .... ENGL
Fire Science .... FRSC
Forensics .... FOSC
History .... HIST
Humanities .... HUMN
Instrumentation and Process Measurement .... ICET
Industrial Fundamental Core .... IDFC
Law Enforcement Training Academy .... LETA
Mathematics .... MATH
Motorcycle Service Technology .... MCST
Marketing Management .... MKTG
Business Management .... MGMT
Nursing Assistant .... NAST
Paralegal Studies .... PARA
Phlebotomy Technician .... PHLT
Physics .... PHYS
Practical Nursing .... PNSG
Political Science .... POLS
Psychology .... PSYC
Reading .... READ
Sociology .... SOCI
Speech .... SPCH
Sustainable Technology .... GRBT
Welding .... WELD

COURSE DESCRIPTIONS

Georgia Piedmont Technical College offers courses designed specifically for students pursuing a career. Although credit in some of the courses may be transferable to other colleges, they are not designed for this specific purpose nor is this primarily the basis for developing course objectives. Some courses are not offered every semester. For semester offerings, refer to the class schedules published prior to each registration period.

ACCT 1100   FINANCIAL ACCOUNTING I   (4)
Prerequisite: Program Admission or Advisor Approval
Introduces the basic financial accounting concepts of the complete accounting cycle and provides the student with the necessary skills to maintain a set of books for a sole proprietorship. Topics include: accounting vocabulary and concepts, the accounting cycle for a personal service business, the accounting cycle for a merchandising business, inventory, cash control and receivables. Laboratory work demonstrates theory presented in class.

ACCT 1105   FINANCIAL ACCOUNTING II   (4)
Prerequisite: ACCT 1100 with a minimum grade of "C"
Introduces the intermediate financial accounting concepts that provide the student with the necessary skills to maintain a set of books for a partnership and corporation. Topics include: Fixed and Intangible Assets, Current and Long-Term Liabilities (Notes Payable), Payroll, Accounting for a Partnership, Accounting for a Corporation, Statement of Cash Flows, and Financial Statement Analysis, Laboratory work demonstrates theory presented in class.

ACCT 1110   MANAGERIAL ACCOUNTING   (3)
Prerequisite: ACCT 1105 with a minimum of grade "C"
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 Analysis, Budgeting and Standard Cost Accounting, Flexible Budgets, Standard Costs and Variances, and Capital Investment Analysis and Budgeting. Laboratory work demonstrates theory presented in class.

ACCT 1115   COMPUTERIZED ACCOUNTING   (3)
Prerequisites: ACCT 1100 and COMP 1000 with a minimum grade of "C"
Emphasizes operation of computerized accounting systems from manual input forms. Topics include: company creation (service and merchandising), chart of accounts, customers transactions, vendors transactions, banking activities, merchandise inventory, employees and payroll, and financial reports. Laboratory work includes theoretical and technical application.

ACCT 1120   SPREADSHEET APPLICATIONS   (4)
Prerequisite: COMP 1000 with a minimum grade of "C"
This course covers the knowledge and skills to use spreadsheet software through course demonstrations, laboratory exercises and projects. Topics and assignments will include: spreadsheet concepts, creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually and collaborating and securing data.

ACCT 1125   INDIVIDUAL TAX ACCOUNTING   (3)
Corequisite: ACCT 1105
Provides instruction for the preparation of individual federal income tax returns. Topics include: taxable income, income adjustments, schedules, standard deductions, itemized deductions, exemptions, tax credits, and tax calculations.

ACCT 1130   PAYROLL ACCOUNTING (3)
Prerequisite: ACCT 1100 with a minimum grade of "C"
Provides an understanding of the laws that affect a company's payroll structure and practical application skills in maintaining payroll records. Topics include: payroll tax laws, payroll tax forms, payroll and personnel records, computing wages and salaries, taxes affecting employees and employers, and analyzing and journalizing payroll transactions.

ACCT 2100   ACCOUNTING INTERNSHIP (4)
Prerequisites: All non-elective courses required for program completion and Advisor Approval
Introduces the application and reinforcement of accounting and employability principles in an actual job setting. Acquaints the student with realistic work situations and provides insights into accounting applications on the job. Topics include appropriate work habits, acceptable job performance, application of accounting knowledge and skills, interpersonal relations, and development of productivity. The half-time accounting internship is implemented through the use of written individualized training plans, written performance evaluation, and weekly documentation or seminars and/or other projects as required by the instructor.

ACCT 2110   ACCOUNTING SIMULATION (3)
Prerequisites: ACCT 1105, ACCT 1115, ACCT 1120 with a minimum grade of "C"
Students assume the role of a business owner where he/she can directly experience the impact and importance of accounting in a business. At the end of the simulation course, the student will have completed the entire accounting cycle for a service business, merchandising business and a corporation using an Accounting Information System software (different from software used in ACCT 1115-Computerized Accounting). Emphasis placed on providing students with real-world opportunities for the application and demonstration of accounting skills by using Simulation Projects will enable them to build a foundation for understanding and interpreting financial statements. Topics include company creation, chart of accounts, customers transactions, vendors transactions, banking activities, merchandise inventory, employees and payroll, financial statements, preparation of payroll tax forms and preparation of income tax forms. Laboratory work includes theoretical and technical application.

ACCT 2120   BUSINESS TAX ACCOUNTING (3)
Corequisite: ACCT 1125
Provides instruction for preparation of both state and federal partnership, corporation and other business tax returns. Topics include: organization form, overview of taxation of partnership, special partnership issues, corporate tax elections, adjustments to income and expenses, tax elections, forms and schedules, tax credits, reconciliation of book and tax income, tax depreciation methods, and tax calculations.

ACCT 2135   INTRODUCTION TO GOVERNMENTAL AND NONPROFIT ACCOUNTING (3)
Prerequisite: ACCT 1105 with a minimum grade of "C"
Provides an introduction to financial reporting and accounting principles for state/local governments and nonprofit entities.

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.

AIPM 1101   APARTMENT INDUSTRY FOUNDATIONS (3)
Prerequisite: Program Admission
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.

AIPM 1115   APARTMENT INDUSTRY INTERNSHIP   (4)
Prerequisites: AIPM 1101; MKTG 1130, MGMT 1100, MGMT 2120
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.

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.

AIRC 1010   REFRIGERATION PRINCIPLES AND PRACTICES   (4)
Prerequisite/Corequisite: AIRC 1005
This course introduces the student to basic refrigeration system principles and practices, and the major component parts of the refrigeration system. Topics include refrigeration tools, piping practices, service valves, leak testing, refrigerant recovery, recycling, and reclamation, evacuation, charging, and safety.

AIRC 1020   REFRIGERATION SYSTEMS COMPONENTS   (4)
Prerequisite/Corequisite: AIRC 1010
This course provides the student with the skills and knowledge and skills to install, test, and service major components of a refrigeration system. Topics include compressors, condensers, evaporators, metering devices, service procedures, refrigeration systems and safety.

AIRC 1030   HVACR ELECTRICAL FUNDAMENTALS   (4)
Prerequisite/Corequisite: AIRC 1020
This course provides an introduction to fundamental electrical concepts and theories as applied to the air conditioning industry. Topics include AC and DC theory, electric meters, electrical diagrams, distribution systems, electrical panels, voltage circuits, code requirements, and safety.

AIRC 1040   HVACR ELECTRICAL MOTORS   (4)
Prerequisite/Corequisite: AIRC 1030
This course provides the student with the skills and knowledge necessary for application and service of electric motors commonly used by the refrigeration and air conditioning industry. Topics include diagnostic techniques, capacitors, installation procedures, types of electric motors, electric motor service, and safety.

AIRC 1050   HVACR ELECTRICAL COMPONENTS AND CONTROLS   (4)
Prerequisite/Corequisite: AIRC 1040
Provides instruction in identifying, installing, and testing commonly used electrical components in an air conditioning system. Topics include: pressure switches, transformers, other commonly used controls, diagnostic techniques, installation procedures, solid state controls, and safety.

AIRC 1060   AIR CONDITIONING SYSTEMS APPLICATION AND INSTALLATION   (4)
Prerequisites/Corequisites: AIRC 1030, AIRC 1070
Provides instruction on the installation and service of residential air conditioning systems. Topics include: installation procedures, split-systems, add-on systems, packaged systems, system wiring, control circuits, and safety.

AIRC 1070   GAS HEAT   (4)
Prerequisite/Corequisite: AIRC 1060
This course introduces principles of combustion and service requirements for gas heating systems. Topics include servicing procedures, electrical controls, piping, gas valves, venting, code requirements, principles of combustion, and safety.

AIRC 1080   HEAT PUMPS AND RELATED SYSTEMS   (4)
Prerequisite/Corequisite: AIRC 1090
This course provides instruction on the principles, applications, and operation of a residential heat pump system. Topics include installation and servicing procedures, electrical components, geothermal ground source energy supplies, dual fuel, valves, and troubleshooting techniques.

AIRC 1090   TROUBLESHOOTING AIR CONDITIONING SYSTEMS   (4)
Prerequisites/Corequisites: AIRC 1070, ENGL 1010, MATH 1012
This course provides instruction on the troubleshooting and repair of major components of a residential air conditioning system. Topics include troubleshooting techniques, electrical controls, air flow, the refrigeration cycle, electrical servicing procedures, and safety.

AIRC 2004   THERMODYNAMICS OF REFRIGERATION   (2)
Prerequisites/Corequisites: AIRC 1050, ELCR 1010
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.

AIRC 2030   LIGHT COMMERCIAL AIR CONDITIONING INTERNSHIP/PRACTICUM   (8)
Prerequisites: AIRC 2090, MATH 1111
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.

AIRC 2040   RESIDENTIAL SYSTEMS DESIGNS   (5)
Prerequisites: AIRC 1080, AIRC 1090, MATH 1111
Prerequisite/Corequisite: ENGL 1101
Presents advanced refrigeration and electrical skills and theories. Topics include: heat gain and heat loss, duct design, zone control, equipment selection, and safety.

AIRC 2070   COMMERCIAL REFRIGERATION DESIGN   (3)
Prerequisite/Corequisite: AIRC 1090 **OR** AIRC 2004 **AND** ELCR 1010
Provides an increased level of concepts and theory beyond ACT 102. Students are introduced to more design theory in commercial refrigeration. Topics include: refrigeration heat calculation, equipment selection, refrigeration piping, codes, and safety.

AIRC 2080   COMMERCIAL REFRIGERATION APPLICATION   (5)
Prerequisite/Corequisite: AIRC 2070
Introduces the application of fundamental theories and concepts of refrigeration. Emphasis will be placed on equipment application and installation procedures. Topics include: equipment application, installation procedures, cycle controls, energy management, and safety.

AIRC 2090   TROUBLESHOOTING AND SERVICING COMMERCIAL REFRIGERATION (3)
Prerequisite/Corequisite: AIRC 2080
Continues to provide experience in maintenance techniques in servicing light commercial refrigeration systems. Topics include: system clearing, troubleshooting procedures, replacement of components, and safety.

ALHS 1011   ANATOMY AND PHYSIOLOGY   (5)
Prerequisite: Program Admission (Completion of all learning support courses.)
Focuses on basic normal structure and function of the human body. Topics include general plan and function of the human body, integumentary system, skeletal system, muscular system, nervous and sensory systems, endocrine system, cardiovascular system, lymphatic system, respiratory system, digestive system, urinary system, and reproductive system.

ALHS 1040   INTRODUCTION TO HEALTH CARE   (3)
Prerequisite: Program Admission (Completion of all learning support courses.)
Introduces a grouping of fundamental principles, practices, and issues common in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Topics include: basic life support/CPR, basic emergency care/first aid and triage, vital signs, infection control/blood and air-borne pathogens.

ALHS 1060   DIET AND NUTRITION FOR ALLIED HEALTH SCIENCES   (2)
Prerequisite: Program Admission (Completion of all learning support courses.)
A study of the nutritional needs of the individual. Topics include: nutrients, standard and modified diets, nutrition throughout the lifespan, and client education.

ALHS 1090   MEDICAL TERMINOLOGY FOR ALLIED HEALTH SCIENCES   (2)
Prerequisite: Program Admission (Completion of all learning support courses.)
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.

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.

AUTT 1020   AUTOMOTIVE ELECTRICAL SYSTEMS   (7)
Prerequisite/Corequisite: AUTT 1010
Introduces automotive electricity, emphasizes the basic principles, diagnosis, and service/repair of batteries, starting systems, starting system components, alternators and regulators, lighting system, gauges, horn, wiper/washer, and accessories.

AUTT 1030   AUTOMOTIVE BRAKE SYSTEMS   (4)
Prerequisite: AUTT 1020
Introduces brake systems theory and its application to automotive systems and anti-lock brake system (ABS) to include ABS components and ABS operation, testing, and diagnosis. Topics include: hydraulic system diagnosis and repair; drum brake diagnosis and repair; disc brake diagnosis and repair; power assist units diagnosis and repair; miscellaneous brake components (wheel bearings, parking brakes, electrical, etc.) diagnosis and repair; test, diagnose, and service electronic brake control system.

AUTT 1040   AUTOMOTIVE ENGINE PERFORMANCE   (7)
Prerequisite: AUTT 1020
Introduces basic engine performance systems which support and control four stroke gasoline engine operations and reduce emissions. Topics include: general engine diagnosis, computerized engine controls and diagnosis, ignition system diagnosis and repair, fuel and air induction, exhaust systems, emission control systems diagnosis and repair, and other related engine service.

AUTT 1050   AUTOMOTIVE SUSPENSION AND STEERING SYSTEMS   (4)
Prerequisite: AUTT 1020
Introduces students to principles of steering, suspension, wheel alignment, electronic steering, and electronic active suspension. Topics include: general suspension and steering systems diagnosis; steering systems diagnosis and repair; suspension systems diagnosis and repair; related suspension and steering service; wheel alignment diagnosis, adjustment and repair, wheel and tire diagnosis and repair.

AUTT 1060   AUTOMOTIVE CLIMATE CONTROL SYSTEMS   (5)
Prerequisite: AUTT 1020
Introduces the theory and operation of automotive heating and air conditioning systems. Students attain proficiency in inspection, testing, service, and repair of heating and air conditioning systems and related components. Topics include: a/c system diagnosis and repair; refrigeration system component diagnosis and repair; heating, ventilation, and engine cooling systems diagnosis and repair; operating systems and related controls diagnosis and repair; refrigerant recovery, recycling, and handling.

AUTT 2010   AUTOMOTIVE ENGINE REPAIR   (6)
Prerequisite/Corequisite: AUTT 1010
This course introduces the student to automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques for both 2 cycle and 4 cycle internal combustion engines. Topics include general engine diagnosis; removal and reinstallation; cylinder heads and valve trains diagnosis and repair; engine blocks assembly diagnosis and repair; lubrication and cooling systems diagnosis and repair.

AUTT 2020   AUTOMOTIVE MANUAL DRIVE TRAIN AND AXLES   (4)
Prerequisite: AUTT 1020
This course introduces basics of rear-wheel drive, front-wheel drive, and four-wheel drive drive-line related operation, diagnosis, service and related electronic controls. Topics include: drive shaft and half shaft, universal and constant-velocity (CV) joint diagnosis and repair; ring and pinion gears and differential case assembly; limited slip differential; drive axle shaft; four-wheel drive/all-wheel drive component diagnosis and repair. Introduces basics of front and rear-wheel drive. Clutch operation, diagnosis and service are included. Electronic controls related to transmission/transaxles operation are discussed. Topics include: clutch diagnosis and repair; transmission/transaxles diagnosis and repair.

AUTT 2030   AUTOMOTIVE AUTOMATIC TRANSMISSIONS AND TRANSAXLES   (5)
Prerequisite: AUTT 1020
Introduces students to basic automatic transmission/transaxle theory, operation, inspection, service, and repair procedures as well as electronic diagnosis and repair. Topics include: general automatic transmission and transaxle diagnosis; in vehicle and off vehicle transmission and transaxle maintenance, adjustment and repair.

AUTT 2100   AUTOMOTIVE ALTERNATIVE FUEL VEHICLES   (4)
Prerequisite: AUTT 1020
This course will give students the basic knowledge to understand Electric Drive Vehicles, Hybrid Electric Vehicles, and Alternative Fuel Vehicles. The course will cover components, operation, precautions, and diagnostics of BEV, HEV, Fuel Cell Vehicles, and other fuel vehicles. The student will become familiar with the unique hybrid systems and repair procedures on various hybrid vehicles. This course is a program elective which can be used as a substitute for AUTT 1070 (Internship).

BAFN 1100   INTRODUCTION TO BANKING AND FINANCE   (3)
Introduces the student to the history, documents, and operational functions of the banking industry.

BAFN 1105   BANK BUSINESS AND INFORMATION SYSTEMS   (3)
Prerequisite: MATH 1011 (Diploma) or MATH 1100 (Degree)
The course emphasizes basic calculator functions with problem solving, types of banking equipment, teller skills and duties and procedures for bank reconciliations.

BAFN 1110   MONEY AND BANKING   (3)
Prerequisite: Program Admission
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.

BAFN 1115   PERSONAL FINANCIAL PLANNING   (3)
Prerequisite: Program Admission
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.

BAFN 1300   INTERNSHIP   (3)
Prerequisites: BAFN 1100, MATH 1011 (Diploma) or MATH 1100 (Degree)
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.

BAFN 2200   FINANCE   (3)
Prerequisite: ACCT 1100, MATH 1011 (Diploma) or MATH 1100 (Degree)
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.

BAFN 2205   REAL ESTATE FINANCE   (3)
Prerequisite: Program Admission
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.

BAFN 2210   CONTEMPORARY BANK MANAGEMENT   (3)
Prerequisites: BAFN 1100, BAFN 1110, BAFN 1115
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.

BAFN 2215   INVESTMENTS   **(3)**
Prerequisite: BAFN 1115
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.

BIOL 2113   ANATOMY AND PHYSIOLOGY I   **(3)**
Corequisites: ENGL 1101 and BIOL 2113L
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.

BIOL 2113L   ANATOMY AND PHYSIOLOGY LAB I   **(1)**
Corequisites: ENGL 1101 and BIOL 2113
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.

BIOL 2114   ANATOMY AND PHYSIOLOGY II   **(3)**
Prerequisites: BIOL 2113, BIOL 2113L
Corequisite: BIOL 2114L
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.

BIOL 2114L   ANATOMY AND PHYSIOLOGY LAB II   **(1)**
Prerequisites: BIOL 2113, BIOL 2113L
Corequisite: BIOL 2114
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.

BUAS 1010   BAS FUNDAMENTALS   **(2)**
Prerequisite: Program Admission
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.

BUAS 1020   BAS ELECTRICAL CONCEPTS I   **(3)**
Prerequisite/Corequisite: AIRC 1010
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.

BUAS 1030   BAS ELECTRICAL CONCEPTS II   **(3)**
Prerequisite: BUAS 1020
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.

BUAS 1040   BAS DEVICES   **(3)**
Prerequisite: BUAS 1020
Prerequisite/Corequisite: BUAS 1030
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.

BUAS 1050   BAS NETWORK ARCHITECTURE   **(3)**
Prerequisite/Corequisite: BUAS 1040
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.

BUAS 1060   BAS ADVANCED ELECTRICAL CONCEPTS   **(3)**
Prerequisite: BUAS 1030
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.

BUAS 2010   BAS COMMERCIAL HVAC / R AND CONTROLS   **(3)**
Prerequisite/Corequisite: BUAS 1030
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.

BUAS 2020   BUILDING AUTOMATION SYSTEMS LOGIC AND PROGRAMMING   **(4)**
Prerequisite: BUAS 1030
Prerequisite/Corequisite: BUAS 2010
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.

BUAS 2030   BUILDING AUTOMATION SYSTEMS DESIGN AND INSTALLATION   **(4)**
Prerequisite: BUAS 1030
Prerequisite/Corequisite: BUAS 2010
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.

BUAS 2040   BUILDING AUTOMATION SYSTEMS INTEGRATION   **(5)**
Prerequisite: BUAS 1050, BUAS 1060, BUAS 2020
This course investigates several BAS integration platforms present in the industry. Topics TCP/IP fundamentals, Modbus, Lonworks, BACnet, and Niagara AX.

BUAS 2050   BUILDING AUTOMATION SYSTEMS INTERNSHIP   **(3)**
Prerequisite: BUAS 1060, BUAS 2020
Prerequisite/Corequisite: BUAS 2040
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.

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.

BUSN 1190   DIGITAL TECHNOLOGIES IN BUSINESS   **(2)**
Prerequisite: COMP 1000 with a minimum grade of "C"
Provides an overview of digital technology used for conducting business. Students will learn the application of business activities using various digital platforms.

BUSN 1230   LEGAL TERMINOLOGY   **(3)**
Prerequisite: Program Admission
This course introduces the spelling, pronunciation, definition, and usage of basic legal terms. The course broadly covers general law terms as well as specialized legal terminology. Topics include: word origins, word building, abbreviations and symbols, correct spelling, pronunciation, and meanings of terminology related to the court system, contracts, family law, real estate, litigation, wills/probate, bankruptcy, and other areas of the law.

BUSN 1240   OFFICE PROCEDURES   **(3)**
Prerequisite: COMP 1000 with minimum grade of "C"
Emphasizes essential skills required for the business office. Topics include: office protocol, time management, telecommunications and telephone techniques, office equipment, workplace mail, records management, travel / meeting arrangements, electronic mail, and workplace documents.

BUSN 1400   WORD PROCESSING APPLICATIONS   **(4)**
Prerequisite: COMP 1000 with minimum grade of "C"
This course covers the knowledge and skills required to use word processing software through course demonstrations, laboratory exercises and projects. Minimal document keying will be necessary as students will work with existing documents to learn the functions and features of the word processing application. Topics and assignments will include: word processing concepts, customizing documents, formatting content, working with visual content, organizing content, reviewing documents, sharing and securing content.

BUSN 1410   SPREADSHEET CONCEPTS AND APPLICATIONS   **(4)**
Prerequisite: COMP 1000 with minimum grade of "C"
This course covers the knowledge and skills required to use spreadsheet software through course demonstrations, laboratory exercises and projects. Topics and assignments will include: spreadsheet concepts, creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually and, collaborating and securing data.

BUSN 1420   DATABASE APPLICATIONS   **(4)**
Prerequisite: COMP 1000 with a minimum grade of "C"
This course covers the knowledge and skills required to use database management software through course demonstrations, laboratory exercises and projects. Topics and assignments will include: database concepts, structuring databases, creating and formatting database elements, entering and modifying data, creating and modifying queries, presenting and sharing data and, managing and maintaining databases.

BUSN 1430   DESKTOP PUBLISHING AND PRESENTATION APPLICATIONS   (4)
Prerequisite: COMP 1000 with minimum grade of "C"
This course covers the knowledge and skills required to use desktop publishing (DTP) software and presentation software to create business publications and presentations. Course work will include course demonstrations, laboratory exercises and projects. Topics include: desktop publishing concepts, basic graphic design, publication layout, presentation design, and practical applications.

BUSN 1440   DOCUMENT PRODUCTION   (4)
Prerequisite: The ability to key at least 25 wpm or BUSN 1100
Prerequisite/Corequisite: COMP 1000
Reinforces the touch system of keyboarding placing emphasis on correct techniques with adequate speed and accuracy and producing properly formatted business documents. Topics include: reinforcing correct keyboarding technique, building speed and accuracy, formatting business documents, language arts, proofreading, and work area management.

BUSN 2160   ELECTRONIC MAIL APPLICATIONS   (2)
Prerequisite: Program Admission, COMP 1000 with minimum grade of "C"
This course provides instruction in the fundamentals of communicating with others inside and outside the organization via a personal information management program. Emphasizes the concepts necessary for individuals and workgroups to organize, find, view, and share information via electronic communication channels. Topics include: Internal and External Communication, Message Management, Calendar Management, Navigation, Contact and Task Management, and Security and Privacy.

BUSN 2190   BUSINESS DOCUMENT PROOFREADING AND EDITING   (3)
Prerequisites: BUSN 1440, ENGL 1010 or ENGL 1101 with minimum grade of "C"
Emphasizes proper proofreading and editing for business documents. Topics include: applying proofreading techniques and proofreaders marks with business documents; proper content, clarity, and conciseness in business documents; and business document formatting.

BUSN 2200   OFFICE ACCOUNTING   (4)
Prerequisite: Program Admission
Introduces fundamental concepts of the accounting cycle for a sole proprietor service business. Topics include: accounting equation, analyzing business transactions, journalizing and posting transactions, accounts receivable and accounts payable subsidiary ledgers, financial statements, cash control, and payroll concepts.

BUSN 2210   APPLIED OFFICE PROCEDURES   (3)
Prerequisites: BUSN 1240, BUSN 1400, BUSN 1410, BUSN 1420, BUSN 1430, BUSN 1440 with minimum grade of "C"
Corequisites: ACCT 1100 or BUSN 2200, BUSN 2190
This course focuses on applying knowledge and skills learned in prior courses taken in the program. Topics include: communications skills, telecommunications skills, records management skills, office equipment/supplies, and integrated programs/applications. Serves as a capstone course.

BUSN 2220   LEGAL ADMINISTRATIVE PROCEDURES   (3)
Prerequisite: BUSN 1230
Corequisite: BUSN 1440
Emphasizes essential skills required for the legal office. Topics include: legal terminology, preparation of legal documents and correspondence, ethics, and legal office tasks.

BUSN 2240 BUSINESS ADMINISTRATIVE ASSISTANT INTERNSHIP I   (4)
Prerequisites: Must be in last semester of program; advisor approval; may take concurrently with last semester courses.
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.

BUSN 2250 BUSINESS ADMINISTRATIVE ASSISTANT INTERNSHIP II   (6)
Prerequisites: Must be in last semester of program; advisor approval; may take concurrently with last semester courses.
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.

CHEM 1211 CHEMISTRY I   (3)
Prerequisite: MATH 1100 or MATH 1101 or MATH 1111
Corequisite: CHEM 1211L
Provides an introduction to basic chemical principles and concepts which explain the behavior of matter. Topics include measurement, physical and chemical properties of matter, atomic structure, chemical bonding, nomenclature, chemical reactions, and stoichiometry and gas laws.

CHEM 1211L CHEMISTRY LAB I   (1)
Prerequisite: MATH 1100 or MATH 1101 or MATH 1111
Corequisite: CHEM 1211
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.

CHEM 1212 CHEMISTRY II   (3)
Prerequisites: CHEM 1211, CHEM 1211L
Corequisite: CHEM 1212L
Continues the exploration of basic chemical principles and concepts. Topics include equilibrium theory, kinetics, thermodynamics, solution chemistry, acid-base theory, and nuclear chemistry.

CHEM 1212L CHEMISTRY LAB II   (1)
Prerequisites: CHEM 1211, CHEM 1211L
Corequisite: CHEM 1212
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.

CIST 1001 COMPUTER CONCEPTS   (4)
Prerequisite: Program admission level English, reading, and math scores
This course provides an overview of information systems, computers and technology. Topics include: Information Systems and Technology Terminology, Computer History, Data Representation, Data Storage Concepts, Fundamentals of Information Processing, Fundamentals of Information Security, Information Technology Ethics, Fundamentals of Hardware Operation, Fundamentals of Networking, Fundamentals of the Internet, Fundamentals of Software Design Concepts, Fundamentals of Software, (System and Application), System Development Methodology, Computer Number Systems conversion (Binary and Hexadecimal), Mobile computing.

CIST 1122   HARDWARE INSTALLATION AND MAINTENANCE   (4)
Prerequisites: COMP 1000, CIST 1001, CIST 1130 with a minimum grade of "C" in each course
This course serves to provide students with the knowledge of the fundamentals of computer technology, networking, and security along with the skills required to identify hardware, peripheral, networking, and security components with an introduction to the fundamentals of installing and maintaining computers. Students will develop the skills to identify the basic functionality of the operating system, perform basic troubleshooting techniques, utilize proper safety procedures, and effectively interact with customers and peers. This course is designed to help prepare students for the CompTIA A+ certification examination.

CIST 1130   OPERATING SYSTEMS CONCEPTS   (3)
Prerequisite: Program admission level English, reading, and math scores
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). This will include: operating system fundamentals; installing, configuring, and upgrading operating systems; managing storage, file systems, hardware and system resources; troubleshooting, diagnostic, and maintenance of operating systems; and networking.

CIST 1200   DATABASE MANAGEMENT   (4)
Prerequisites: COMP 1000, CIST 1001 with a minimum grade of "C" in each course
This course provides an overview of the skills and knowledge of database application systems which are used in business government and industry. Topics include: history, database terminology and concepts, database system logical organization, data manipulation, database design concepts, models, normalization, Entity Relationship diagramming, physical database, networking and databases, and database security.

CIST 1210   INTRODUCTION TO ORACLE® DATABASES   (4)
Prerequisites: COMP 1000, CIST 1001 with a minimum grade of "C" in each course
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.

CIST 1220   STRUCTURED QUERY LANGUAGE (SQL)   (4)
Prerequisites: COMP 1000, CIST 1001 with a minimum grade of "C" in each course
This course includes basic database design concepts and solving database retrieval and modification problems using the SQL language. Topics include: Database Vocabulary, Relational Database Design, Date retrieval using SQL, Data Modification using SQL, Developing and Using SQL Procedures.

CIST 1305   PROGRAM DESIGN AND DEVELOPMENT   (3)
Prerequisite: Program admission level English, reading, and math scores
This is an introductory course that provides problem solving and programming concepts for those that develop user applications. An emphasis is placed on developing logic, troubleshooting, and using tools to develop solutions. Topics include: problem solving and programming concepts, structured programming, the four logic structures, file processing concepts, and arrays.

CIST 1401   COMPUTER NETWORKING FUNDAMENTALS   (4)
Prerequisite: Program admission level English, reading, and math scores
This course 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. The course focuses on operating network management systems, and implementing network installation. It reviews cabling, connection schemes, the fundamentals of the LAN and WAN technologies, TCP/IP configuration and troubleshooting, remote connectivity, and network maintenance and troubleshooting. Topics include: basic knowledge of networking technology, network media and topologies, network devices, network management, network tools and network security.

CIST 1510   WEB DEVELOPMENT (XHTML) I   (3)

Prerequisites: COMP 1000, CIST 1001 with a minimum grade of "C" in each course
This course explores the concepts of Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), XML, and XHTML following the current standards set by the World Wide Web Consortium (W3C) for developing inter-linking web pages that include graphical elements, hyperlinks, tables, forms, and image maps.

CIST 1601   INFORMATION SECURITY FUNDAMENTALS   (3)

Prerequisite: Program admission level English, reading, and math scores
This course provides a broad overview of information security. It covers terminology, history, security systems development and implementation. Student will also cover the legal, ethical, and professional issues in information security.

CIST 2122   A+ PREPARATION   (3)

Prerequisites: CIST 1122 with a minimum grade of "C"
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.

CIST 2127   COMPREHENSIVE WORD PROCESSING TECHNIQUES   (3)

Prerequisites: COMP 1000, CIST 1001 with a minimum grade of "C" in each course
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.

CIST 2128   COMPREHENSIVE SPREADSHEET TECHNIQUES   (3)

Prerequisites: COMP 1000, CIST 1001 with a minimum grade of "C" in each course
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.

CIST 2129   COMPREHENSIVE DATABASE TECHNIQUES   (4)

Prerequisites: COMP 1000, CIST 1001 with a minimum grade of "C" in each course
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.

CIST 2130   DESKTOP SUPPORT CONCEPTS   (2)

Prerequisites: CIST 1122, CIST 2127, CIST 2128 with a minimum grade of "C" in each course
This course is designed to give an overview of Desktop Support Management.

CIST 2212   ORACLE® DATABASE ADMINISTRATION I   (4)

Prerequisite: CIST 1210 or CIST 1220 with a minimum grade of "C"
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.

CIST 2214   ORACLE® DATABASE ADMINISTRATION II   (4)

Prerequisite: CIST 2212 with a minimum grade of "C"
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.

CIST 2216   ORACLE® ADVANCED TOPICS   (4)
Prerequisite: CIST 1210 or CIST 1220 with a minimum grade of "C"
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.

CIST 2222   ADMINISTERING MICROSOFT® SQL SERVER   (4)
Prerequisites: CIST2414 and either CIST 1210 or CIST 1220 with a minimum grade of "C"
This course provides instruction on how to administer a Microsoft® SQL server. Topics include: planning, installation and configuration, configuring and managing security, managing and maintaining data, monitoring and optimization, and troubleshooting.

CIST 2224   DESIGNING & IMPLEMENTING DATABASES WITH MICROSOFT® SQL SERVER™(4)
Prerequisite: CIST 1210 or CIST 1220 with a minimum grade of "C"
This course shows how to design and implement a database solution using Microsoft® SQL Server. Topics include: developing logical data model and physical design, creating data services, creating physical database, and maintaining a database.

CIST 2311   VISUAL BASIC I   (4)
Prerequisites: COMP 1000, CIST 1001, CIST 1305 with a minimum grade of "C" in each course
This course introduces event-driven programming. Common elements of Windows applications will be discussed created and manipulated using Microsoft's® Visual Studio development environment. Topics include numeric data types and variables, decision making structures, arrays, validating input with strings and functions, repetition and multiple forms, test files, lists and common dialog controls.

CIST 2312   VISUAL BASIC II   (4)
Prerequisite: CIST 2311 with a minimum grade of "C"
This course teaches client-server systems, n-tier development environments, relational databases, use of SQL to access data, the use of ADO.NET objects, methods and properties to access and update relational and XML databases. Advanced features of Visual Basic are explored.

CIST 2313   VISUAL BASIC III   (4)
Prerequisite: CIST 2312 with a minimum grade of "C"
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.

CIST 2341   C# PROGRAMMING I   (4)
Prerequisites: COMP 1000, CIST 1001, CIST 1305 with a minimum grade of "C" in each course
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.

CIST 2342   C# PROGRAMMING II   (4)
Prerequisite: CIST 2341 with a minimum grade of "C"
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.

CIST 2361   C++ PROGRAMMING I   (4)
Prerequisites: COMP 1000, CIST 1001, CIST 1305 with a minimum grade of "C" in each course
This course provides opportunity to gain a working knowledge of "C++" programming. The course includes creating, editing, executing, and debugging "C++" programs of moderate difficulty. Topics include: basic "C++" concepts, simple I/O and expressions, I/O and control statements, arrays, pointers, structures, managing data and developing programs.

CIST 2362   C++ PROGRAMMING II   (4)
Prerequisite: CIST 2361 with a minimum grade of "C"
This course develops skills for the programmer to write programs using the language of C++. Emphasis is placed on utilizing the added features of C++, which will be added to the skills mastered in Introduction to C++ Programming. Topics include: objects, classes, inheritance, overloading, polymorphism, streams, containers, and exceptions.

CIST 2371   JAVA PROGRAMMING I   (4)
Prerequisites: COMP 1000, CIST 1001, CIST 1305 with a minimum grade of "C" in each course
This course is designed to teach the basic concepts and methods of objected-oriented design and Java programming. Use practical problems to illustrate Java application building techniques and concepts. Develop an understanding of Java vocabulary. Create an understanding of where Java fits in the application development landscape. Create an understanding of the Java Development Kit and how to develop, debug, and run Java applications using the JDK. Continue to develop student's programming logic skills. Topics include: JAVA Language History, JAVA Variable Definitions, JAVA Control Structures, JAVA Methods, JAVA Classes, JAVA Objects, and JAVA Graphics.

CIST 2372   JAVA PROGRAMMING II   (4)
Prerequisite: CIST 2371 with a minimum grade of "C"
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.

CIST 2373   JAVA PROGRAMMING III   (4)
Prerequisite: CIST 2372 with a minimum grade of "C"
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.

CIST 2411   MICROSOFT® CLIENT   (4)
Prerequisites: COMP 1000, CIST 1001, CIST 1130 with a minimum grade of "C" in each course
This course provides the ability to implement, administrator, and troubleshoot Windows Professional Client as a desktop operating system in any network environment.

CIST 2412   MICROSOFT® SERVER DIRECTORY SERVICES   (4)
Prerequisites: COMP 1000, CIST 1001, CIST 1130 with a minimum grade of "C" in each course
This course provides students with knowledge and skills necessary to install, configure, manage, support and administer Windows Server. Topics include server deployment, server management, monitoring and maintaining servers, application and data provisioning, and business continuity and high availability.

CIST 2413   MICROSOFT® SERVER INFRASTRUCTURE   (4)
Prerequisites: COMP 1000, CIST 1001, CIST 1130, CIST 1401 with a minimum grade of "C" in each course
This course provides students with knowledge and skills necessary to install, configure, manage, support and administer Microsoft® Directory Services.

CIST 2414   MICROSOFT® SERVER ADMINISTRATOR   (4)
Prerequisites: COMP 1000, CIST 1001, CIST 1130 with a minimum grade of "C" in each course
This course provides students with knowledge and skills necessary to install, configure, manage, support and administer a Microsoft® network infrastructure.

CIST 2431   LINUX / UNIX INTRODUCTION   (4)
Prerequisites: COMP 1000, CIST 1001, CIST 1130 with a minimum grade of "C" in each course
This course introduces the UNIX/Linux operating system skills necessary to perform entry-level user functions. Topics include: history of UNIX/Linux, login and logout, the user environment, user password change, the file system, hierarchy tree, editors, file system commands as they relate to navigating the file system tree, UNIX/Linux manual help pages, using the UNIX/Linux graphical desktop, and command options. In addition, the student must be able to perform directory and file displaying, creation, deletion, redirection, copying, moving, linking files, wildcards, determining present working directory and changing directory locations.

CIST 2432   LINUX / UNIX SERVER   (4)
Prerequisite: CIST 2431 with a minimum grade of "C"
This course covers UNIX/Linux operating system administration skills necessary to perform administrative functions. Topics include: installing UNIX/Linux, configuring and building a custom kernel, adding and removing software packages, managing run levels, managing users and groups, implementing security permissions, introduction to shell programming, managing and fixing the file system, managing memory and swap space, managing and scheduling jobs, managing system logs, understanding the boot process, system configuration files, file backup and restore, file compression, fault tolerance, and printing.

CIST 2433   LINUX / UNIX ADVANCED SERVER   (4)
Prerequisites: CIST 1401, CIST 2432 with a minimum grade of "C" in each course
This course covers UNIX/Linux operating system advanced administration skills necessary to perform advanced administrative functions. Topics include: understanding UNIX/Linux networking, managing network printing, configuring and troubleshooting TCP/IP on UNIX/Linux, configuring DHCP, DNS, a Web server, an FTP server, an E-mail server, and understanding NIS (yp) and NFS. Also, includes the following: understanding advanced security issues such as firewalls and NAT, using network commands, use of graphical system such as X Windows, sharing files and printers, and advanced shell programming.

CIST 2434   LINUX / UNIX SCRIPTING   (4)
Prerequisite: CIST 2431 with a minimum grade of "C"
This course covers UNIX/Linux shell programming techniques necessary for UNIX/Linux System Administrators to understand and create shell script programs in a UNIX/Linux environment. Topics include: shell variables, running shell script program, conditional processing, looping structures, arithmetic operators, logical operators such as AND, OR, and NOT, positional parameters and process variables, redirection, piping and standard error, use of backslash, quotes and back quotes.

CIST 2451   CISCO NETWORK FUNDAMENTALS   (4)
Prerequisite: COMP 1000, CIST 1001, CIST 1401 with a minimum grade of "C" in each course
This course provides students with classroom and laboratory experience in current and emerging network technology. Topics include basics of communication, converged networks, OSI and TCP/IP network models, Application layer protocols, services, and applications, Transport layer protocols and services, Network layer addressing and routing concepts, IPv4

and IPv6, calculating IPv4 subnets, Data Link layer and the encapsulation process, Physical layer components and data encoding, Ethernet and network protocol analysis, network cabling, and basic network configuration.

CIST 2452   CISCO ROUTING PROTOCOLS AND CONCEPTS   (4)
Prerequisite: CIST 2451 with a minimum grade of "C"
The goal of this course is to develop an understanding of how a router learns about remote networks and determines the best path to those networks. Topics include basics of routing, static routing, dynamic routing, distance vector routing, distance vector routing protocols, VLSM and CIDR, routing table in-depth, link state routing, and link state routing protocols.

CIST 2453   CISCO LAN SWITCHING AND WIRELESS   (4)
Prerequisite: CIST 2452 with a minimum grade of "C"
The goal of this course is to develop an understanding of how switches are interconnected and configured to provide network access to LAN users. This course also teaches how to integrate wireless devices into a LAN. Topics include LAN design, basic switch concepts and configuration, VLAN concepts and configuration, VTP concepts and configuration, STP concepts and configuration, Inter-VLAN routing, and basic wireless concepts and configuration.

CIST 2454   CISCO ACCESSING THE WAN   (4)
Prerequisite: CIST 2453 with a minimum grade of "C"
This course provides students with classroom and laboratory experience in current and emerging network technology. Topics include: introduction to WANs, WAN protocols, basic network security and ACLs, remote access, IP addressing services, and network troubleshooting

CIST 2921   IT ANALYSIS, DESIGN, AND PROJECT MANAGEMENT   (4)
Prerequisite: CIST 1210, or CIST 1220, or CIST 2129, or CIST 2311, or CIST 2341, or CIST 2361, or CIST 2371 with a minimum grade of "C"
This course 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.

CLBT 1010   INTRODUCTION TO CLINICAL LABORATORY TECHNOLOGY   (3)
Prerequisite: Program Admission level English, reading and math scores
Introduces students to the terms, concepts, procedures, and equipment used in a professional clinical laboratory. Topics include: professional ethics and regulatory agencies; infection control and blood borne pathogens; 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.

CLBT 1030   URINALYSIS / BODY FLUIDS   (2)
Prerequisites/Corequisites: BIOL 2113 **and** BIOL 2113L, CLBT 1010 with minimum grade of "C" in each course
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.

CLBT 1040   HEMATOLOGY / COAGULATION   (5)
Prerequisite: CLBT 1010 with minimum grade of "C"
Corequisites: BIOL 2113 **and** BIOL 2113L,
Introduces the fundamental formation, function, and degradation of blood cells. Topics include: reticuloendothelial system and blood cell formation, complete blood count and differential, other

related blood test, related lab math, correlation of test results to disease states, coagulation and fibrinolysis, instrumentation for hematology and coagulation, critical values and blood cell dycrasias, safety and quality control, and process improvement.

CLBT 1050   SEROLOGY / IMMUNOLOGY   (3)
Prerequisite/Corequisite: CLBT 1010 with minimum grade of "C"
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.

CLBT 1060   IMMUNOHEMATOLOGY   (5)
Prerequisite: CLBT 1050 with minimum grade of "C"
Provides an in-depth study of immunohematology principles and practices as applicable to medical laboratory technology. Topics include: genetic theory and clinical applications, immunology, donor unit collection, related lab math, pre-transfusion testing, management of disease states and transfusion reactions, safety and quality control, and process improvement.

CLBT 1070   CLINICAL CHEMISTRY   (5)
Prerequisites: BIOL 2114 and BIOL 2114L, with minimum grade of "C" in each course
Prerequisites/Corequisites: CHEM 1212 and CHEM 1212L, CLBT 1010 with minimum grade of "C" in each course
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.

CLBT 1080   CLINICAL MICROBIOLOGY   (6)
Prerequisite: CLBT 1010 with minimum grade of "C"
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.

CLBT 2090   CLINICAL PHLEBOTOMY, URINALYSIS, SEROLOGY PRACTICUM   (3)
Prerequisites: CLBT 1010, CLBT 1030, CLBT 1050 with minimum grade of "C" in each course
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.

CLBT 2100   CLINICAL IMMUNOHEMATOLOGY PRACTICUM   (4)
Prerequisite: CLBT 1060 with minimum grade of "C"
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.

CLBT 2110   CLINICAL HEMATOLOGY/COAGULATION PRACTICUM   (4)
Prerequisite: CLBT 1040 with minimum grade of "C"
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.

CLBT 2120   CLINICAL MICROBIOLOGY PRACTICUM   (4)
Prerequisite: CLBT 1080 with minimum grade of "C"
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.

CLBT 2130   CLINICAL CHEMISTRY PRACTICUM   (4)
Prerequisite: CLBT 1070 with minimum grade of "C"
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.

CLBT 2200   CLT CERTIFICATION REVIEW   (2)
Prerequisites: CLBT 1030, CLBT 1040, CLBT1050, CLBT 1060, CLBT1070, CLBT 1080 with minimum grade of "C" in each course
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; and immunology and serology; immunohematology; clinical chemistry in solutions; microbiology; parasitology, mycology, mycobacteriology, and virology; and test taking skills.

COLL 1500   STRATEGIES FOR STUDENT SUCCESS   (1)
The purpose of this course is to assist students in navigating the complexities of college life, to improve their academic performance, to help them determine their strengths and weaknesses, to assist students with setting goals and to encourage them to implement strategies to enhance personal, academic and career success. This course also fulfills the responsibility of the college to teach essential workplace ethics.

COMP 1000 INTRODUCTION TO COMPUTERS **(3)**

Prerequisite: READ 0097 or equivalent test score

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 an introduction to computer terminology, the Windows environment, Internet and email, word processing software, spreadsheet software, database software, and presentation software.

COSM 1000 INTRODUCTION TO COSMETOLOGY THEORY **(4)**

Prerequisite: Program Admission level English, reading and math scores

Introduces fundamental both theory and practices of the cosmetology profession. Emphasis will be placed on professional practices and safety. Topics include: state rules, and regulations; state regulatory agency, image; bacteriology; decontamination and infection control, chemistry fundamentals, safety, Hazardous Duty Standards Act compliance, and anatomy and physiology.

COSM 1010 CHEMICAL TEXTURE SERVICES **(3)**

Prerequisite/Corequisite: COSM 1000

Provides instruction in the chemistry and chemical reactions of permanent wave solutions and relaxers, application of permanent waves and relaxers. Precautions and special problems involved in applying permanent waves and relaxers will be emphasized. Topics include: permanent wave techniques, chemical relaxer techniques, chemistry, physical and chemical change, safety procedures, permanent wave and chemical relaxer application procedures, hair analysis, scalp analysis, permanent wave procedures (in an acceptable time frame), relaxer application (in an acceptable time frame), and Hazardous Duty Standards Act Compliance

COSM 1020 HAIR CARE AND TREATMENT **(2)**

Prerequisite/Corequisite: COSM 1000

Introduces the theory, procedures and products used in the care and treatment of the scalp and hair, disease and disorders and their treatments and the fundamental theory and skills required to shampoo, condition, and recondition the hair and scalp.

COSM 1030 HAIRCUTTING **(3)**

Prerequisite/Corequisite: COSM 1000

Introduces the theory and skills necessary to apply haircutting techniques, advanced haircutting techniques, proper safety and decontamination precautions, hair design elements, cutting implements, head, hair and body analysis, and client consultation.

COSM 1040 STYLING **(3)**

Prerequisite/Corequisite: COSM 1000

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.

COSM 1050 HAIR COLOR **(6)**

Prerequisite/Corequisite: COSM 1000

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.

COSM 1060   FUNDAMENTALS OF SKIN CARE   (3)
Prerequisite/Corequisite: COSM 1000
This course provides a comprehensive study in care of the skin for theory and practical application. Emphasis will be placed on client consultation, safety precautions, skin conditions, product knowledge, basic facials, facial massage, corrective facial treatments, hair removal, and make-up application. Other topics in this course include advanced skin treatments in electrotherapy, light therapy, galvanic current, high frequency, and microdermabrasion.

COSM 1070   MANICURING AND PEDICURING   (3)
Prerequisite/Corequisite: COSM 1000
Provides training in manicuring, pedicuring and advanced nail techniques. Topics include: implements, products and supplies, hand and foot anatomy and Physiology, diseases and disorders, manicure techniques, pedicure techniques, nail product chemistry, safety precautions and practices, and advanced nail techniques (wraps/tips/acrylics).

COSM 1080   COSMETOLOGY PRACTICUM I   (4)
Prerequisites: COSM 1000, COSM 1010, COSM 1020, COSM 1030, COSM 1040, COSM 1050, COSM 1060, COSM 1070
Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is required by the Georgia State Board of Cosmetology. This course includes a portion of the required hours for licensure. Topics include: permanent waving and relaxers; various hair color techniques, foiling and lightening; skin, scalp, and hair treatments; haircutting; styling; manicure/pedicure/advanced nail techniques; dispensary; reception; safety precautions/ decontamination; and Hazardous Duty Standards Act compliance.

COSM 1090   COSMETOLOGY PRACTICUM II   (4)
Prerequisite/Corequisite: COSM 1080
Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is prescribed by the Georgia State Board of Cosmetology. This course includes a portion of the hours required for licensure. Topics include: permanent waving and relaxers; hair color, foiling, lightening, skin, scalp, and hair treatments; haircutting; clipper design, precision cutting, styling; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/ decontamination; Hazardous Duty Standards Act compliance; product knowledge, customer service skills, client retention, State Board Rules and Regulations guidelines, and State Board foundation prep.

COSM 1100   COSMETOLOGY PRACTICUM III   (4)
Prerequisite: COSM 1090
Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications for completion of state board service credit requirements for this course may be met in a laboratory setting. Topics include: texture services; permanent waving and relaxers; haircolor and lightening; skin, scalp, and hair treatment; haircutting; styling; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

COSM 1110   COSMETOLOGY PRACTICUM IV   (4)
Prerequisite/Corequisite: COSM 1100
Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting. Topics include: permanent waving and relaxers; hair color and bleaching; skin, scalp, and hair treatments; haircutting; dispensary; styling; manicure / pedicure / advanced nail techniques; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; and state licensure preparation.

COSM 1120   SALON MANAGEMENT (3)
Prerequisite/Corequisite: COSM 1000
Emphasizes the steps involved in opening and operating a privately owned salon. Topics include: law requirements regarding employment, tax payer education / federal and state responsibilities, law requirements for owning and operating a salon business, business management practices, and public relations and career development.

COSM 1180   NAIL CARE I (5)
Prerequisites: COSM 1000, COSM 1070
Provides additional experience in Manicuring and Pedicuring techniques required of applicants for state licensure. Emphasis is placed on performance, using live models in an actual or simulated occupational setting. Topics include: manicure, nail repair, artificial nails, pedicure, nail art, reception, dispensary, advanced/new techniques, documentation, customer service skills, safety precautions, federal/state agency compliance, and state board foundation prep.

COSM 1190   NAIL CARE II (5)
Corequisite: COSM 1080
Provides nail care experience on live models. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications required by the state board of cosmetology in theory and service credit requirements for this course. Emphasis is placed on performance, using live models in an actual or simulated occupational setting. Topics include: manicure, nail repair, artificial nails, pedicure, nail art, electric drill, reception, dispensary, advanced/new techniques, documentation, customer service skills, safety precautions, federal/state agency compliance, and state board comprehension.

COSM 2000   INSTRUCTIONAL THEORY AND DOCUMENTATION (4)
Prerequisite: Program Admission
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.

COSM 2010   SALON MANAGEMENT (3)
Corequisite: COSM 2000
Emphasizes the steps involved in the operation of a cosmetology program. Topics include: entry-level skills, communication skills, inventory, networking, and portfolio design.

COSM 2020   PRINCIPLES OF TEACHING (3)
Corequisite: COSM 2000
Provides knowledge and application on the principles of teaching. Topics include: educator to learner relationships, communication skills, emotional influences, needs of today's learner, destructive verses constructive tactics, learner motivation, and cultivating positive relationships.

COSM 2030   LESSON PLANS (3)
Corequisite: COSM 2000
Emphasizes the steps in involved in the development of a lesson plan. Topics include: development of curriculum, instructional outcomes, components of a lesson plan, using visual aids, print materials and audio visuals in a lesson plan.

COSM 2040   CLASSROOM MANAGEMENT (3)
Corequisite: COSM 2000
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.

COSM 2050   INSTRUCTION AND EVALUATION   (2)
Corequisite: COSM 2000
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.

COSM 2060   PRACTICUM I   (3)
Prerequisites: COSM 2000, COSM 2010, COSM 2020, COSM 2030, COSM 2040, COSM 2050
Provides experience necessary for professional development and completion of requirements for Instructor training state licensure. Emphasis will be placed on the trainees display of professional conduct, positive attitude, and evaluation of learners in a classroom / lab setting. The requirements for this course may be met in a classroom/laboratory setting. Topics include monitoring and evaluating in the following areas: theory / online testing; permanent waving and relaxers; hair color and bleaching; skin, scalp, and hair treatments; haircutting; dispensary; styling; manicure / pedicure / advanced nail techniques; dispensary; reception; safety precautions / decontamination; Hazardous Duty Standards Act compliance

COSM 2070   PRACTICUM II   (3)
Corequisite: COSM 2060
Provides experience necessary for professional development and completion of requirements for instructor training state licensure requirements. Emphasis will be placed on the trainees display of professional conduct, positive attitude, and evaluation of learners in a lab setting. The requirements for this course may be met in a classroom/laboratory setting. Topics include monitoring and evaluating in the following areas: permanent waving and relaxers; hair color and lightening; skin, scalp, and hair treatments; haircutting; dispensary; styling; manicure / pedicure / advanced nail techniques; dispensary; reception; safety precautions / decontamination; Hazardous Duty Standards Act compliance.

CRJU 1010   INTRODUCTION TO CRIMINAL JUSTICE   (3)
Prerequisite: Program Admission
Introduces the development and organization of the criminal justice system in the United States. Topics include: the American criminal justice system; constitutional limitations; organization of enforcement, adjudication, and corrections; and career opportunities and requirements.

CRJU 1030   CORRECTIONS   (3)
Prerequisites: Program Admission; CRJU 1010 with a minimum grade of "C"
Provides an analysis of all phases of the American correctional system and practices, including its history, procedures, and objectives. Topics include: history and evolution of correctional facilities; legal and administrative problems; institutional facilities and procedures; probation, parole, and prerelease programs; alternative sentencing; rehabilitation; community involvement; and staffing.

CRJU 1040   PRINCIPLES OF LAW ENFORCEMENT   (3)
Prerequisites: Program Admission; CRJU 1010 with a minimum grade of "C"
This course examines the principles of the organization, administration, and duties of federal, state and local law enforcement agencies. Topics include: history and philosophy of law enforcement, evaluation of administrative practices, problems in American law enforcement agencies, emerging concepts, professionalism, and community crime prevention programs.

CRJU 1043   PROBATION AND PAROLE   (3)
Prerequisites: Program Admission; CRJU 1010 with a minimum grade of "C"
Corequisite: CRJU 1030
This course will cover the history of both juvenile and adult probation as well as the history of parole. The probation and parole systems will be covered generally with a special emphasis on

the Georgia systems and related laws. Topics include: history and philosophy of probation and parole; function of the probation and parole systems; Georgia law related to probation and parole; characteristics and roles of probation and parole officers; and special issues and programs of probation and parole.

CRJU 1052   CRIMINAL JUSTICE ADMINISTRATION   (3)
Prerequisites: Program Admission, CRJU 1010 with a minimum grade of "C"
Corequisite: CRJU 1040
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.

CRJU 1054   POLICE OFFICER SURVIVAL   (3)
Prerequisites: Program Admission, CRJU 1010 and CRJU 1040 with a minimum grade of "C" in each course
This course examines the critical issues involved in the survival of a police officer in all aspects including their physical, mental, and psychological wellbeing. Emphasis is placed on personal protection skills, defensive tactics, handcuffing techniques, patrol tactics, vehicle stops, building searches and use of force.

CRJU 1062   METHODS OF CRIMINAL INVESTIGATION   (3)
Prerequisites: Program Admission; CRJU 1010 with a minimum grade of "C"
This course presents the fundamentals of criminal investigation. The duties and responsibilities of the investigator both in field and in the courtroom are highlighted. Emphasis is placed on techniques commonly utilized by investigative personnel as well as the procedures used for investigating various crimes.

CRJU 1063   CRIME SCENE PROCESSING   (3)
Prerequisites: Program Admission; CRJU 1010 with a minimum grade of "C"
This course presents students with practical exercises dealing with investigating crime scenes and gathering various forms of physical evidence. Emphasis is placed on crime scene assessment, search, fingerprinting, and evidence collection. Topics include: crime scene management, evidence characteristics, identification, documentation and collection as well as techniques for developing and lifting latent fingerprints.

CRJU 1068   CRIMINAL LAW FOR CRIMINAL JUSTICE   (3)
Prerequisites: Program Admission; CRJU 1010 and CRJU 1040 with a minimum grade of "C" in each course
This course introduces criminal law in the United States, but emphasizes the current specific status of Georgia criminal law. The course will focus on the most current statutory contents of the Official Code of Georgia Annotated (O.C.G.A.) with primary emphasis on the criminal and traffic codes. Topics include: historic development of criminal law in the United States; statutory law, Georgia Code (O.C.G.A.) Title 16 - Crimes and Offenses; statutory law, Georgia Code (O.C.G.A.) Title 40 - Motor Vehicle and Traffic Offenses; and Supreme Court rulings that apply to criminal law.

CRJU 1075   REPORT WRITING   (3)
Prerequisites: Program Admission; CRJU 1010 with a minimum grade of "C"
Explains and demonstrates the effectiveness of the entire criminal investigation process by the quality of notes reports, and accurate documentation. An examination of what goes into the preparation, content, elements, mechanics, and format of documenting the criminal investigation process. Topics include: Field notes, initial information, observations, evidence, victims, witnesses, property, neighborhood canvass, crime scene, laboratory analysis and results, investigative follow-up, suspect statements, and the characteristics essential to quality report writing.

CRJU 1400   ETHICS AND CULTURAL PERSPECTIVES FOR CRIMINAL JUSTICE   (3)
Prerequisites: Program Admission; CRJU 1010 with a minimum grade of "C"
This course provides an exploration ethics and cultural perspectives in criminal justice. In presenting ethics, both the individual perspective and the organizational standpoint will be examined. Four areas of ethical decision making opportunities are studied including: law enforcement ethics; correctional ethics; legal profession ethics; and policymaking ethics. The presentation of cultural perspectives is designed to aid law enforcement officers to better understand and communicate with members of other cultures with whom they come in contact in the line of duty. Topics include: defining and applying terms related to intercultural attitudes, role-play activities related to intercultural understanding, developing interpersonal/intercultural communication competence, and development of personal intercultural growth plan.

CRJU 2020   CONSTITUTIONAL LAW FOR CRIMINAL JUSTICE   (3)
Prerequisites: Program Admission; CRJU 1010 and CRJU 1068 with a minimum grade of "C" in each course
This course emphasizes those provisions of the Bill of Rights which pertain to criminal justice. Topics include: characteristics and powers of the three branches of government; principles governing the operation of the U.S. Constitution, the Bill of Rights and the Fourteenth Amendment.

CRJU 2050   INTRODUCTION TO CRIMINAL PROCEDURE   (3)
Prerequisites: Program Admission; CRJU 1010 and CRJU 1068 with a minimum grade of "C" in each course
Introduces the procedural law of the criminal justice system which governs the series of proceedings through which government enforces substantive criminal law. The course offers an emphasis on the laws of arrest and search and seizure; the rules of evidence, right to counsel, and the rights and duties of both citizens and officers. The course covers in depth appropriate Case Law and court rulings that dictate criminal procedure on the State and Federal Level.

CRJU 2070   JUVENILE JUSTICE   (3)
Prerequisites: Program Admission; CRJU 1010 with a minimum grade of "C"
Analyzes the nature, extent, and causes of juvenile delinquency, and examines processes in the field of juvenile justice. Topics include: survey of juvenile law, comparative analysis of adult and juvenile justice systems, and prevention and treatment of juvenile delinquency.

CRJU 2090   CRIMINAL JUSTICE PRACTICUM   (3)
Prerequisites: Program Admission; CRJU 1010, CRJU 1030, CRJU 1040, CRJU 1068, CRJU 1400, CRJU 1075, CRJU 2201, CRJU 2020, CRJU 2050, CRJU 2070
Provides experiences necessary for further professional development and exposure to related agencies in the criminal justice field. The student will pursue a professional research project supervised by the instructor. Topics include: criminal justice theory applications.

CRJU 2100   CRIMINAL JUSTICE EXTERNSHIP   (3)
Prerequisites: Program Admission; CRJU 1010, CRJU 1030, CRJU 1040, CRJU 1068, CRJU 1400, CRJU 1075, CRJU 2201,CRJU 2020, CRJU 2050, CRJU 2070
Provides experiences necessary for further professional development and exposure to related agencies in the criminal justice field. The student will pursue an externship in a related agency supervised by the instructor. Topics include: criminal justice theory applications.

CRJU 2110   PRINCIPLES OF HOMELAND SECURITY   (3)
Prerequisites: Program Admission; CRJU 1010 and CRJU 1068 with a minimum grade of "C" in each course
The course provides an introduction to the principles of homeland security, roles and responsibilities of constituencies and implications for criminal justice fields. Topics include: intelligence and warning, border and transportation security, domestic counterterrorism, protecting critical infrastructure, defending against catastrophic threats, and emergency preparedness and response.

CRJU 2201   CRIMINAL COURTS   (3)
Prerequisites: Program Admission, CRJU 1010 and CRJU 2020 with a minimum grade of "C" in each course
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.

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.

CTDL 1020   COMBINATION VEHICLE BASIC OPERATION AND RANGE WORK   (2)
Prerequisite/Corequisite: CTDL 1010
This course familiarizes students with truck instruments and controls and performing basic maneuvers required to drive safely in a controlled environment and on the Driving Range. Each student must receive 12 hours behind the wheel (BTW) instructional time in range operations such as operating a tractor trailer through clearance maneuvers, backing, turning, parallel parking and coupling/uncoupling.

CTDL 1030   COMBINATION VEHICLE ADVANCED OPERATIONS   (4)
Prerequisite/Corequisite: CTDL 1020
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

CTDL 1050   STRAIGHT TRUCK / PASSENGER VEHICLE BASIC OPERATION   (2)
Prerequisite/Corequisite: CTDL 1010
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.

CTDL 1060   STRAIGHT TRUCK / PASSENGER VEHICLE ADVANCED OPERATION   (4)
Corequisite: CTDL 1050
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.

DFTG 1101   CAD FUNDAMENTALS   (4)
Prerequisite/Corequisite: COMP 1000
Establishes safety practices as they relate to a drafting environment. Introduces basic CAD functions while presenting essential principles and practices for line relationships, scale, and geometric construction.

DFTG 1103   TECHNICAL DRAWING I   **(4)**
Prerequisite/Corequisite: DFTG 1101
Technical Drawing I provides multiview and pictorial sketching, orthographic drawing and fundamental dimensioning methods necessary to develop 2D and 3D views that completely describe machine parts for manufacture using intermediate CAD software techniques.

DFTG 1105   3D MECHANICAL MODELING   **(4)**
Prerequisite: DFTG 1103
In the 3D Mechanical Modeling course, the student becomes acquainted with concepts of the software related to Parametric modeling for mechanical drafting. The student will develop the skills necessary to create 3D models and presentation/working drawings.

DFTG 1107   TECHNICAL DRAWING II   **(4)**
Prerequisite/Corequisite: DFTG 1105
Technical Drawing II continues dimensioning skill development and introduces tools for precision measurement and sectional views.

DFTG 1109   TECHNICAL DRAWING III   **(4)**
Prerequisite: DFTG 1107
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.

DFTG 1111   TECHNICAL DRAWING IV   **(4)**
Prerequisite: DFTG 1109
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.

DFTG 1113   TECHNICAL DRAWING V   **(4)**
Prerequisite/Corequisite: DFTG 1111
Technical Drawing V provides knowledge and skills necessary to create working drawings for the manufacture of machine parts. Topics include: detail drawings, orthographic assembly drawings, pictorial assembly drawings, and utilization of technical reference source.

DFTG 1125   ARCHITECTURAL FUNDAMENTALS   **(4)**
Prerequisite: DFTG 1103
Introduces architectural fundamental principles and practices associated with architectural styles and drawing. Fundamentals residential and commercial practices will be covered. Topics include: specifications and materials; architectural styles, construction drawing practices and procedures, dimensioning and scales.

DFTG 1127   ARCHITECTURAL 3D MODELING   **(4)**
Prerequisite/Corequisite: DFTG 1125
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.

DFTG 1129   RESIDENTIAL DRAWING I   **(4)**
Prerequisite: DFTG 1127
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.

DFTG 1131   RESIDENTIAL DRAWING II   (4)
Prerequisite: Program Admission, DFTG 1129
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.

DFTG 1133   COMMERCIAL DRAWING I   (4)
Prerequisite/Corequisite: DFTG 1131
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.

DFTG 2010   ENGINEERING GRAPHICS   (4)
Prerequisite: MATH 1013 or MATH 1111
Covers the basics of computer terminology, input and output devices, file formatting, file management, for CAD software. Introduces students to the fundamentals of geometric construction, scale reading line relationship and basic history of the drafting concepts. Student will also be introduced to basic and intermediate CAD commands and procedures, and drafting concepts and principals.

DFTG 2020   VISUALIZATION AND GRAPHICS   (3)
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.

DFTG 2030   ADVANCED 3D MODELING ARCHITECTURAL   (4)
Prerequisite: DFTG 1127
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.

DFTG 2040   ADVANCED 3D MODELING MECHANICAL   (4)
Prerequisite: DFTG 1105
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.

DFTG 2110   BLUEPRINT READING FOR TECHNICAL DRAWING I   (2)
Introduces the fundamental principles and practices associated with interpreting technical drawings. Topics include: interpretation of blueprints and sketching.

DFTG 2120   PRINT READING FOR ARCHITECTURE   (3)
This course emphasizes skills in reading, producing and interpreting construction drawings. Topics include reading and measuring plans, identifying and understanding lines, symbols, dimensions, materials, schedules, and specifications.

DFTG 2130   MANUAL DRAFTING FUNDAMENTALS   (2)
Prerequisite: DFTG 1103
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.

DFTG 2400   DRAFTING TECHNOLOGY 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.

DMPT 1000   INTRODUCTION TO DESIGN AND MEDIA PRODUCTION   (6)
Covers the basics of computer terminology, operating systems, and input and output devices,
file formatting, file management, and overview of software. Introduces students to the
fundamentals of design concepts, including design, composition and layout, color theory and
typography.

DMPT 1005   VECTOR GRAPHICS   (5)
Prerequisite: DMPT 1000
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.

DMPT 1010   RASTER IMAGING   (5)
Prerequisite: DMPT 1000
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.

DMPT 2400   BASIC 3D MODELING AND ANIMATION   (4)
Prerequisite: DMPT 1000
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.

DMPT 2405   INTERMEDIATE 3D MODELING   (4)
Prerequisite: DMPT 2400
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 of modeling
aid, rendering and output of models.

DMPT 2410   DIGITAL, TEXTURE, AND LIGHTING   (4)
Prerequisite/Corequisite: DMPT 2405
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.

DMPT 2415   CHARACTER RIGGING   (4)
Prerequisite: DMPT 2410
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.

ECCE 1101   INTRODUCTION TO EARLY CHILDHOOD CARE AND EDUCATION   (3)
Prerequisite: ECCE diploma program admission level English, reading, and math competency
required; Hepatitis B vaccinations (or signed declination statement), TB test, satisfactory
criminal background check
Introduces concepts relating to the responsibilities and procedures involved in a variety of early
childhood care situations. Topics include historical perspectives; professionalism; guidance;
developmentally appropriate practices; learning environment (including all children); cultural
diversity; and licensing, accreditation, and credentialing.

ECCE 1103   CHILD GROWTH AND DEVELOPMENT (3)

Prerequisites: ECCE diploma program admission level English, reading, and math competency required; Hepatitis B vaccinations (or signed declination statement), TB test, satisfactory criminal background check

Introduces the student to the physical, social, emotional, and cognitive development of the young child (prenatal through 12 years of age). The course provides for competency development in observing, recording, and interpreting growth and development stages in the young child; advancing physical and intellectual competence; supporting social and emotional development; and examining relationships between child development and positive guidance. Topics include developmental characteristics, prenatal through age 12, developmental guidance applications, observing and recording techniques, ages and stages of development, and introduction to children with special needs.

ECCE 1105   HEALTH, SAFETY, AND NUTRITION (3)

Prerequisites: ECCE diploma program admission level English, reading, and math competency required; Hepatitis B vaccinations (or signed declination statement); TB test; satisfactory criminal background check

Introduces the theory, practices, and requirements for establishing and maintaining a safe, healthy learning environment. Topics include CPR and first aid, health issues, safety issues, child abuse and neglect, and nutritional needs of children.

ECCE 1112   CURRICULUM AND ASSESSMENT (3)

Prerequisites: ECCE diploma program admission level English, reading, and math competency required, ECCE 1101, ECCE 1103, ECCE 1113, Hepatitis B vaccinations (or signed declination statement), TB test, satisfactory criminal background check
Prerequisite / Corequisite: ECCE 2115

Provides student with an understanding of developmentally effective approaches to teaching, learning, observing, documenting and assessment strategies that promote positive development for young children. The course will enable the student to establish a learning environment appropriate for young children and to identify the goals, benefits, and uses of assessment in the development of curriculum for young children. Topics include observing, documenting, and assessing; learning environments; development of curriculum plans and materials; curriculum approaches; and instructional media.

ECCE 1113   CREATIVE ACTIVITIES FOR CHILDREN (3)

Prerequisites: ECCE diploma program admission level English, reading, and math competency required; Hepatitis B vaccinations (or signed declination statement); TB test; satisfactory criminal background check

Introduces the concepts related to creativity in art, music, movement and creative drama, and facilitating children's creative expression across the curriculum. Topics include concepts of creativity and expression; theories of young children's creative development; facilitation of children's creative expression, media, methods and materials across the curriculum; appreciation of children's art processes and products; appreciation of children's creativity in music, movement and dance; appreciation of children's creative expression in play and creative drama; and art and music appreciation.

ECCE 1121   EARLY CHILDHOOD CARE AND EDUCATION PRACTICUM (3)

Prerequisites: ECCE 1113; ECCE diploma program admission level English, reading, and math competency required; Hepatitis B vaccinations (or signed declination statement), TB test, liability insurance coverage, satisfactory criminal background check
Prerequisites / Corequisites: ECCE1105, ECCE 1112, ECCE 2115

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.

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ECCE 1125   PROFESSIONALISM THROUGH CDA CERTIFICATION PREPARATION   (3)
Prerequisites: ECCE diploma program admission level English, reading, and math competency required; Hepatitis B vaccinations (or signed declination statement), TB test, liability insurance coverage, satisfactory criminal background check
Corequisites: ECCE 1101, ECCE 1103, ECCE 1105
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.

ECCE 2115   LANGUAGE AND LITERACY   (3)
Prerequisites: ECCE1103; ECCE diploma program admission level English, reading, and math competency required; Hepatitis B vaccinations (or signed declination statement); TB test; satisfactory criminal background check
Develops knowledge, skills, and abilities in supporting young children's literacy acquisition and development, birth through age twelve. Topics include developmental continuum of reading and writing, literacy acquisition birth to five years of age, literacy acquisition in kindergarten, literacy acquisition in early grades, and literacy acquisition in children who are culturally and linguistically diverse.

ECCE 2116   MATH AND SCIENCE   (3)
Prerequisites: ECCE 1103; ECCE diploma program admission level English, reading, and math competency required; Hepatitis B vaccinations (or signed declination statement); TB test; satisfactory criminal background check
Presents the process of introducing math and science concepts to young children. Includes planning and implementation of developmentally appropriate activities and development of math and science materials, media and methods. Topics include inquiry approach to learning; cognitive stages and developmental processes in developing math and science concepts with children birth to five; cognitive stages and developmental processes in developing math and science concepts with children in kindergarten and primary grades; planning math and science activities; and development of math and science materials, media and methods.

ECCE 2201   EXCEPTIONALITIES   (3)
Prerequisites: ECCE associate degree program admission level English and reading competency required; ECCE 1101, ECCE 1103; Hepatitis B vaccinations (or signed declination statement), TB test, liability insurance coverage, satisfactory criminal background check
Provides for the development of knowledge and skills that will enable the student to understand individuals with special needs and appropriately guide their development. Special emphasis is placed on acquainting the student with programs and community resources that serve families with children with special needs. Topics include inclusion/least restrictive environment (LRE), physical and motor impairments, gifted/talented, intellectual and cognitive disabilities, emotional and behavioral disorders, communication disorders in speech and language, autism spectrum disorders, visual impairments, deaf and hard of hearing, health impairments, multiple disabilities, and community resources.

ECCE 2202   SOCIAL ISSUES AND FAMILY INVOLVEMENT   (3)
Prerequisites: ECCE diploma program admission level English and reading competency required; ECCE 1121, Hepatitis B vaccinations (or signed declination statement), TB test, liability insurance coverage, satisfactory criminal background check
Enables the student to value the complex characteristics of children's families and communities and to develop culturally responsive practices which will support family partnerships. Students use their understanding to build reciprocal relationships which promote children's development and learning. Students are introduced to local programs and agencies that offer services to children and families within the community. Topics include professional responsibilities, family/social issues, community resources, family education and support, teacher-family communication, community partnerships, social diversity and anti-bias concerns, successful transitions, and school-family activities.

ECCE 2203   GUIDANCE AND CLASSROOM MANAGEMENT   (3)

Prerequisites: ECCE 1103; ECCE diploma program admission level English and reading competency required; Hepatitis B vaccinations (or signed declination statement), TB test, liability insurance coverage, satisfactory criminal background check

Examines effective guidance practices in group settings based upon the application of theoretical models of child development and of developmentally appropriate practices. Focus will be given to individual, family, and cultural diversity. Topics will include developmentally appropriate child guidance (birth through 12); effective classroom management, including preventive and interventive techniques; understanding challenging behaviors; and implementing guidance plans.

ECCE 2240   EARLY CHILDHOOD CARE AND EDUCATION INTERNSHIP   (12)

Prerequisites: ECCE 1121; ECCE diploma program admission level English, reading, and math competency required; Hepatitis B vaccinations (or signed declination statement), TB test, liability insurance coverage, satisfactory criminal background check

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.

ECCE 2310   PARAPROFESSIONAL METHODS AND MATERIALS   (3)

Prerequisites: ECCE associate degree program admission level English and reading competency required; Hepatitis B vaccinations (or signed declination statement), TB test, liability insurance coverage, satisfactory criminal background check

Prerequisite/Corequisite: ECCE 1121

Develops the instructional skills to enable the student to work as a paraprofessional in a program for kindergarten through elementary age children. Topics include assessment and curriculum, instructional techniques, and methods for instruction in a learning environment.

ECCE 2312   PARAPROFESSIONAL ROLES AND PRACTICES   (3)

Prerequisites: ECCE associate degree program admission level English and reading competency required; Hepatitis B vaccinations (or signed declination statement), TB test, liability insurance coverage, satisfactory criminal background check

Prerequisite / Corequisite: ECCE 1121

Develops skills to enable the student to work as a paraprofessional in a program for kindergarten through elementary aged children. Topics include professional qualifications, professional and ethical conduct, professionalism and employment, and paraprofessional roles and responsibilities.

ECCE 2320   PROGRAM ADMINISTRATION AND FACILITY MANAGEMENT   (3)

Prerequisites: ECCE diploma program admission level English, reading, and math competency required; Hepatitis B vaccinations (or signed declination statement), TB test, satisfactory criminal background check. Additional requirements: minimum age of 21, high school diploma or GED.

Prerequisite / Corequisite: ECCE 1103

Provides training in planning, implementation, and maintenance of an effective early childhood program and facility. Topics include organization, mission, philosophy, goals of a program; types of programs; laws, rules, regulations, accreditation, and program evaluation; needs assessment; administrative roles and board of directors; anti-bias program development; child development and developmentally appropriate practices; marketing, public and community relations, grouping, enrollment and retention; working with families; professionalism and work ethics; space management; money management; and program, equipment, and supplies management.

ECCE 2322   PERSONNEL MANAGEMENT   (3)

Prerequisites: ECCE diploma program admission level English, reading, and math competency required; or a CDA credential; Hepatitis B vaccinations (or signed declination statement), TB test, satisfactory criminal background check. Additional requirements: minimum age of 21, high school diploma or GED.
Prerequisite / Corequisite: ECCE 1103
Provides training in early childhood personnel management. Topics include staff records; communication; personnel policies; managing payroll; recruitment, interviewing, selection, hiring, motivating, and firing; staff retention; staff scheduling; staff development; staff supervision; conflict resolution; staff evaluations; ethical responsibilities to employees; and time and stress management.

ECCE 2330   INFANT/TODDLER DEVELOPMENT   (3)

Prerequisites: ECCE diploma program admission level English, reading, and math competency required; Hepatitis B vaccinations (or signed declination statement); TB test; satisfactory criminal background check
Introduces the three developmentally meaningful age periods during infancy. Provides knowledge, grounded in brain and attachment research, about how children learn and the skills and attitudes necessary to support optimum social/emotional, cognitive, and physical development for children from birth to three. Principles of brain development and language and communication will be explored in depth. Special emphasis is placed on experiential learning to show caregivers practical ways of meeting the fundamental needs of all infants in group care settings and of helping them learn the lessons that every infant comes into the world eager to learn. The needs of infants and toddlers with established disabilities as well as those at risk for developmental problems will be examined from the perspective of early intervention and inclusion.

ECCE 2332   INFANT/TODDLER GROUP CARE AND CURRICULUM   (3)

Prerequisites: ECCE diploma program admission level English, reading, and math competency required; Hepatitis B vaccinations (or signed declination statement); TB test; satisfactory criminal background check
Provides the knowledge, skills and attitudes necessary to meet the fundamental needs of children from birth to three in group care settings. Establishes a foundation for a responsive, relationship-based curriculum for children birth to three who are in group care settings. Introduces the philosophy behind primary care, continuity of care, and respectful care. Explores ways of creating environments for infant/toddler group care which foster optimum social/emotional, physical and cognitive development, promote cultural sensitivity and encourage positive parent caregiver relations.

ECCE 2350   EARLY ADOLESCENT DEVELOPMENT   (3)

Prerequisites: ECCE diploma program admission level English, reading, and math competency required; Hepatitis B vaccinations (or signed declination statement); TB test; satisfactory criminal background check
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.

ECCE 2352   DESIGNING PROGRAMS AND ENVIRONMENTS FOR SCHOOL-AGE
CHILDREN AND YOUTH   (3)

Prerequisites: ECCE diploma program admission level English, reading, and math competency required; Hepatitis B vaccinations (or signed declination statement); TB test; satisfactory criminal background check
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.

ECET 1101   CIRCUIT ANALYSIS I   (4)
Prerequisites: ENGT 1000, MATH 1111
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.

ECET 1110   DIGITAL SYSTEMS I   (4)
Prerequisite: ECET 1101
Study of digital electronics. Topics include: fundamentals of digital techniques, simplification of logic circuits, flip-flops and registers, sequential logic circuits, combinational logic circuits, arithmetic and logic operations, and conversions. Laboratory work parallels class work using trainers, DesignWorks, and Altera simulation software and systems.

ECET 1191   COMPUTER PROGRAMMING FUNDAMENTALS   (3)
Prerequisite: MATH 0098 or higher
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.

ECET 1210   NETWORKING SYSTEMS I   (3)
Prerequisite/Corequisite: ENGT 1000
Provides a foundation in Local Area Networking of computers with an introduction to Wide Area Networking. Emphasis is on Peer-to-Peer Networking.

ECET 1220   COMPUTER SYSTEM MAINTENANCE   (3)
Prerequisite/Corequisite: ENGT 1000
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.

ECET 2101   CIRCUIT ANALYSIS II   (4)
Prerequisite: ECET 1101, MATH 1113
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.

ECET 2110   DIGITAL SYSTEMS II   (4)
Prerequisite: ECET 1110, ECET 2120
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.

ECET 2120   ELECTRONIC CIRCUITS I   (4)
Prerequisite: ECET 1101
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.

ECET 2210   NETWORKING SYSTEMS II   (4)
Prerequisite: ECET 1210
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.

ECET 2220   ELECTRONIC CIRCUITS II   (4)
Prerequisite: ECET 2120
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.

ECET 2230   NETWORK SYSTEM DESIGN   (4)
Prerequisite: ECET 1210
Corequisite: ECET 2210
This course requires the student to install multiple network operating systems. The student will design and construct a local area network. Topics include: network designs, network operating system installation, network communication, software installation, and system troubleshooting.

ECON 1101   PRINCIPLES OF ECONOMICS   (3)
Prerequisite: Program admission English and Math
Provides a description and analysis of economic operations in contemporary society. Emphasis is placed on developing an understanding of economic concepts and policies as they apply to everyday life. Topics include basic economic principles; economic forces and indicators; capital and labor; price, competition, and monopoly; money and banking; government expenditures, federal and local; fluctuations in production, employment, and income; and United States economy in perspective.

ECON 2105   PRINCIPLES OF MACROECONOMICS   (3)
Prerequisite: Program admission English and Math
Provides a description and analysis of macroeconomic principles and policies. Topics include basic economic principles, macroeconomic concepts, equilibrium in the goods and money markets, macroeconomic equilibrium and the impact of fiscal and monetary policies.

ECON 2106   PRINCIPLES OF MICROECONOMICS   (3)
Prerequisite: Program admission English and Math
Provides an analysis of the ways in which consumers and business firms interact in a market economy. Topics include basic economic principles, consumer choice, behavior of profit maximizing firms, modeling of perfect competition, monopoly, oligopoly and monopolistic competition.

ELCR 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.

ELCR 1010   DIRECT CURRENT CIRCUITS   (5)

Prerequisite/Corequisite: MATH 1013 (diploma) **or** MATH 1111 (degree) **or** MATH 1012 (TCC)

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

ELCR 1020   ALTERNATING CURRENT   (7)

Prerequisite/Corequisite: ELCR 1010

This course introduces the theory and application of varying sine wave voltages and current, and continues the development of AC concepts with emphasis on constructing, verifying, and troubleshooting reactive circuits using RLC theory and practical application. Topics include AC wave generation, frequency and phase relationship, impedance, admittance, and conductance power factors, reactive components simple RLC circuits, AC circuit resonance, passive filters, and non-sinusoidal wave forms.

ELCR 1030   SOLID STATE DEVICES   (5)

Prerequisite/Corequisite: ELCR 1020

This course provides instruction in the theory and application of solid state devices in the electronics industry. Emphasis is placed on the physical characteristics and uses of solid state devices. Topics include PN diodes, power supplies, voltage regulation, bipolar junction theory and application, field effect transistors, and special applications.

ELCR 1040   DIGITAL AND MICROPROCESSOR FUNDAMENTALS   (5)

Prerequisite/Corequisite: ELCR 1030

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.

ELCR 1060   LINEAR INTEGRATED CIRCUITS   (3)

Prerequisite: ELCR 1030

Provides in-depth instruction on the characteristics and applications of linear integrated circuits. Topics include: operational amplifiers, timers, and three-terminal voltage regulators.

ELCR 1300   MOBILE AUDIO AND VIDEO SYSTEMS   (3)

Prerequisite: ELCR 1010 or IDFC 1011

Prerequisite/Corequisite: ELCR 1020 or IDFC 1012

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.

ELCR 1800   ELECTRICAL LINEWORKER ORGANIZATION PRINCIPLES   (3)

Prerequisite: Program Admission

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.

ELCR 1820   ELECTRICAL LINEWORKER WORKPLACE SKILLS   (2)
Prerequisite: Program Admission
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.

ELCR 1840   ELECTRICAL LINEWORKER AUTOMATION SKILLS   (2)
Prerequisite: Program Admission
This course familiarizes the student with the identification, proper use, basic electrical fundamentals, and safety and maintenance of lineworker hand and power tools. Students will be prepared to operate hydraulic and pneumatic systems.

ELCR 1860   ELECTRICAL LINEWORKER OCCUPATIONAL SKILLS   (5)
Prerequisite: Program Admission
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.

ELCR 2170   COMPUTER HARDWARE   (5)
Prerequisite: ELCR 1040
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.

ELCR 2190   NETWORKING I   (3)
Prerequisite: ELCR 1040
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.

ELCR 2210   ADVANCED CIRCUIT ANALYSIS   (5)
Prerequisite: ELCR 1040
This course provides an in depth study of communication system concepts and emphasis an analysis of amplitude and frequency modulation and detection methods. Topics include AM, FM, and SSB modulation and detection, transmitters and receivers, multiplexing and de-multiplexing, basic telemetry concepts, and noise bandwidth considerations.

ELCR 2220   ADVANCED MODULATION TECHNIQUES   (3)
Prerequisite/Corequisite: ELCR 2210
This course continues the study of modulation and detection techniques. Topics include: digital modulation techniques, pulse modulation techniques, and sampling techniques.

ELCR 2230   ANTENNA AND TRANSMISSION LINES   (3)
Prerequisite/Corequisite: ELCR 2220
Provides an understanding of antennas and transmission lines used in communications. Topics include: transmission lines, wave guides, antenna types, antenna applications, and telephone transmission lines.

ELCR 2240   MICROWAVE COMMUNICATIONS AND RADAR   (3)
Prerequisite/Corequisite: ELCR 2210
Provides a basic understanding of microwave communications and radar. Topics include: microwave and radar fundamentals, microwave devices, wave guides, specialized antennas, radar systems, and communications systems.

ELCR 2250   OPTICAL COMMUNICATIONS TECHNIQUES   (3)
Prerequisite/Corequisite: ELCR 2210
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.

ELCR 2290   SECURITY SYSTEMS   (3)
Prerequisite/Corequisite: ELCR 2600
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.

ELCR 2590   FIBER OPTIC SYSTEMS   (3)
Prerequisite/Corequisite: ELCR 1040
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.

ELCR 2600   TELECOMMUNICATIONS AND DATA CABLING   (3)
Prerequisite/Corequisite: ELCR 1040
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.

ELCR 2620   TELECOMMUNICATIONS SYSTEMS INSTALLATION & PROGRAMMING   (4)
Prerequisite/Corequisite: ELCR 2600
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.

ELCR 2650   HOME AUTOMATION SYSTEMS   (5)
Prerequisite/Corequisite: ELCR 2620
Provides the student with a basic knowledge of all the major home automation technologies and develops the necessary skills to install and configure these technologies so that they function as a unified system.

ELCR 2700   HTI+ CERTIFICATION PREPARATION   (3)
Prerequisite/Corequisite: ELCR 2650
Prepares the student for taking the CompTIA HTI+ examination by reviewing the Residential Systems and Systems Infrastructure and Integration Objectives. Topics include Residential Systems and Systems Infrastructure and Integration.

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, communication, and professional image skills.

EMSP 1110   INTRODUCTION TO THE EMT PROFESSION   (3)
Prerequisite: Program Admission
This course serves as the introductory course to the Emergency Medical Services (EMS) profession. It orients the student to the prehospital care environment, issues related to the provision of patient care in both in-hospital and out-of-hospital circumstances. It further provides foundational information upon which subsequent curriculum content is based so that successful completion of this content increases the potential for success in subsequent courses and should allow students to apply the fundamental knowledge, skills, and attitudes gained in order to effectively communicate and function safely, ethically and professionally within the emergency medical services environment. Topics include: Anatomy and Physiology, Medical Terminology, Pathophysiology, CPR for HCP, EMS Systems, Research, Workforce Safety and Wellness, Documentation, EMS System Communication, Therapeutic Communication, Medical/Legal and Ethics, Public Health, Principles of Safely Operating a Ground Ambulance, Incident Management, Multiple Casualty Incidents, Air Medical, Vehicle Extrication, HazMat, MCI due to Terrorism/Disaster, and Life Span Development.

EMSP 1120   EMT ASSESSMENT/AIRWAY MANAGEMENT AND PHARMACOLOGY   (3)
Prerequisite: Program Admission
This course prepares students for initial scene management and assessment of patients as well as management of the airway. Introduction to pharmacology is also covered. Includes application of scene information and patient assessment findings (scene size up, primary and secondary assessment, patient history, and reassessment) to guide emergency management. Topics include: Scene Size-Up; Primary Assessment; History Taking; Secondary Assessment; Monitoring Devices; Reassessment; Airway Management; Respiration; Artificial Ventilation; Principles of Pharmacology; Medication Administration; and Emergency Medications.

EMSP 1130   MEDICAL EMERGENCIES FOR THE EMT   (3)
Prerequisite: Program Admission
This course integrates pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan of cases involving non-traumatic medical emergencies. Topics include: Medical Overview; Neurology; Abdominal and Gastrointestinal Disorders; Immunology; Infectious Disease; Endocrine Disorders; Psychiatric; Cardiovascular; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Non-Traumatic Musculoskeletal Disorders; Diseases of the Eyes, Ears, Nose, and Throat; and Medical Assessments.

EMSP 1140   SPECIAL PATIENT POPULATIONS   (3)
Prerequisite: Program Admission
This course provides a fundamental knowledge of growth, development, and aging and assessment findings to provide basic emergency care and transportation for a patient with special needs. Topics include: Obstetrics, Gynecology, Neonatal Care, Pediatrics, Geriatrics, Patients with Special Challenges, and Special Patient Populations - Assessments.

EMSP 1150   SHOCK AND TRAUMA FOR THE EMT   (3)
Prerequisite: Program Admission
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.

EMSP 1160   CLINICAL AND PRACTICAL APPLICATIONS FOR THE EMT   (1)
Prerequisite: Program Admission
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.

EMSP 1510   ADVANCED CONCEPTS FOR THE AEMT   (3)
Prerequisite: Program Admission
This course serves as the introductory course to the advanced level practice of the Advanced Emergency Medical Technician (AEMT). It expands on the information attained at the EMT level. Topics include: EMS Systems; Documentation; EMS System Communication; Therapeutic Communication; Principles of Pharmacology; Medication Administration; Emergency Medications; Airway Management; Respiration; Artificial Ventilation; Primary Assessment; and Secondary Assessment.

EMSP 1520   ADVANCED PATIENT CARE FOR THE AEMT   (3)
Prerequisite: Program Admission
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.

EMSP 1530   CLINICAL APPLICATIONS FOR THE AEMT   (1)
Prerequisite: Program Admission
This course provides supervised clinical experience in various clinical settings. Topics include: Clinicals.

EMSP 1540   CLINICAL AND PRACTICAL APPLICATIONS FOR THE AEMT   (3)
Prerequisite: Program Admission
This course provides supervised clinical experience in various clinical settings as well as opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of an AEMT. Topics include: Clinicals and Assessment Based Management.

EMSP 2110   FOUNDATIONS OF PARAMEDICINE   (3)
Prerequisite: Program Admission
This course introduces the student to the role of the paramedic in today's healthcare system, with a focus on the prehospital setting. This course will also prepare the student to integrate scene and patient assessment findings with knowledge of epidemiology and pathophysiology to form a field impression. This includes developing a list of differential diagnoses through clinical reasoning to modify the assessment and formulate a treatment plan. Topics include: EMS Systems; Research; Workforce Safety and Wellness; Documentation; EMS System Communication; Therapeutic Communication; Medical/Legal and Ethics; Life Span Development; Public Health; Incident Management; Air Medical; Scene Size-Up; Primary Assessment; History Taking; Secondary Assessment; Monitoring Devices; and Reassessment.

EMSP 2120   APPLICATIONS OF PATHOPHYSIOLOGY FOR PARAMEDICS   (3)
Prerequisite: Program Admission
This course expands the concepts of pathophysiology as it correlates to disease processes. This course will enable the student to apply the general concepts of pathophysiology to the assessment and management of patients in the emergency setting. Topics include: Pathophysiology.

EMSP 2130   ADVANCED RESUSCITATIVE SKILLS FOR PARAMEDICS   (3)
Prerequisite: Program Admission
This course will equip the paramedicine student with an expanded knowledge of pharmacology, as well as skills used to manage the respiratory system. Students will learn to use these advanced resuscitative skills to mitigate patient care emergencies, and to improve the overall health of the patient. Topics include: Principles of Pharmacology; Medication Administration; Emergency Medications; Airway Management; Respiration; and Artificial Ventilation.

EMSP 2140   ADVANCED CARDIOVASCULAR CONCEPTS   (4)
Prerequisite: Program Admission
This course equips the paramedicine student with an expanded knowledge of the anatomy, physiology, and electrophysiology of the cardiovascular system. Students will also examine the epidemiology of cardiovascular disease, and will begin to integrate advanced assessment skills (including ECG interpretation) into the assessment of cardiac patients. Topics include: Anatomy, Physiology, and Electrophysiology of the Cardiovascular System; Epidemiology of Cardiovascular Disease; Assessment of the Cardiac Patient; Electrocardiographic (ECG) interpretation.

EMSP 2310   THERAPEUTIC MODALITIES OF CARDIOVASCULAR CARE   (3)
Prerequisite: Program Admission
This course will enable the student to integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient experiencing a cardiovascular emergency. Topics include: Cardiovascular Emergencies and Advanced Cardiovascular Life Support (ACLS).

EMSP 2320   THERAPEUTIC MODALITIES OF MEDICAL CARE   (5)
Prerequisite: Program Admission
This course will enable the student to integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient experiencing a medical emergency. Topics include: Medical Overview; Neurology; Abdominal and Gastrointestinal Disorders; Immunology; Infectious Disease; Endocrine Disorders; Psychiatric; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Non-Traumatic Musculoskeletal Disorders; Diseases of the Eyes, Ears, Nose, and Throat; and Assessment of Medical Emergencies.

EMSP 2330   THERAPEUTIC MODALITIES OF TRAUMA   (4)
Prerequisite: Program Admission
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.

EMSP 2340   THERAPEUTIC MODALITIES FOR SPECIAL PATIENT POPULATIONS   (4)
Prerequisite: Program Admission
This course will enable the student to integrate assessment findings with principles of pathophysiology and knowledge of psychosocial needs to formulate a field impression and implement a comprehensive treatment/disposition plan for various special patient populations. During this course, the student will also complete a nationally recognized pediatric course (i.e. EPC, PALS, PEPP, etc.). Topics include: Obstetrics; Gynecology; Neonatal Care; Pediatrics; Geriatrics; and Patients with Special Challenges.

EMSP 2510   CLINICAL APPLICATIONS FOR THE PARAMEDIC I   (2)
Prerequisite: Program Admission
This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2510 Clinical Applications for the Paramedic - I is one in a series of courses that also includes: EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

EMSP 2520   CLINICAL APPLICATIONS FOR THE PARAMEDIC II   (2)
Prerequisite: Program Admission
This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2520 Clinical Applications for the Paramedic - II is one in a series of courses that also includes: EMSP 2510, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

EMSP 2530   CLINICAL APPLICATIONS FOR THE PARAMEDIC III   (2)
Prerequisite: Program Admission
This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2530 Clinical Applications for the Paramedic - III is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

EMSP 2540   CLINICAL APPLICATIONS FOR THE PARAMEDIC IV   (1)
Prerequisite: Program Admission
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.

EMSP 2550   CLINICAL APPLICATIONS FOR THE PARAMEDIC V   (1)
Prerequisite: Program Admission
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.

EMSP 2560   CLINICAL APPLICATIONS FOR THE PARAMEDIC VI   (1)
Prerequisite: Program Admission
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.

EMSP 2570   CLINICAL APPLICATIONS FOR THE PARAMEDIC VII   (1)
Prerequisite: Program Admission
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.

EMSP 2710   FIELD INTERNSHIP FOR THE PARAMEDIC   (2)
Prerequisite: Program Admission
Provides supervised field internship experience in the prehospital advanced life support setting. Topics include: Field Internship.

EMSP 2720   PRACTICAL APPLICATIONS FOR THE PARAMEDIC   (3)
Prerequisite: Program Admission
Allows opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of a Paramedic. Topics include: Assessment Based Management for Paramedics.

ENGL 0097   PRE-DIPLOMA ENGLISH   (3)
Prerequisite: Approved admission level English and Reading scores
Emphasizes the rules of grammar, punctuation, capitalization, spelling, and writing in order to ensure a smooth transition into communicating orally and in writing. Topics include basic grammar, mechanics, spelling, and writing. Scheduled laboratory experiences for application and reinforcement of classroom learning.

ENGL 0099   PRE-DEGREE ENGLISH   (3)
Prerequisite: Approved admission level English and Reading scores
Emphasizes the ability to communicate using written and oral methods. Topics include writing, grammar, and revising. Scheduled laboratory experiences for application and reinforcement of classroom learning.

ENGL 1010   FUNDAMENTALS OF ENGLISH I   (3)
Prerequisites: Approved admission level English and reading scores **or** completion of ENGL 0097 **and** READ 0097 with grades of "S" or "C*" or better
Emphasizes the development and improvement of written and oral communication abilities. Topics include analysis of writing, applied grammar and writing skills, editing and proofreading skills, research skills, and oral communication skills.

ENGL 1012   FUNDAMENTALS OF ENGLISH II   (3)
Prerequisite: ENGL 1010 with a minimum grade of "C"
Provides knowledge and application of written and oral communications found in the workplace. Topics include writing fundamentals and speaking fundamentals.

ENGL 1101   COMPOSITION AND RHETORIC   (3)
Prerequisites: Approved admission level English and Reading scores **or** completion of ENGL 0099 **and** READ 0099 with grades of "C*" or better
Recommended: Successful completion of COMP 1000 or equivalent.
Note: This is a web-enhanced course; students are expected to have competency in e-mail, document creation, and document filing prior to taking the course.
Explores the analysis of literature and articles about issues in the humanities and in society. Students practice various modes of writing, ranging from exposition to argumentation and persuasion. The course includes a review of standard grammatical and stylistic usage in proofreading and editing. An introduction to library resources lays the foundation for research. Topics include writing analysis and practice, revision, and research. Students write a research paper using library resources and using a formatting and documentation style appropriate to the purpose and audience.

ENGL 1102   LITERATURE AND COMPOSITION   (3)
Prerequisite: ENGL 1101 with a minimum grade of "C"
Emphasizes the student's ability to read literature analytically and meaningfully and to communicate clearly. Students analyze the form and content of literature in historical and philosophical contexts. Topics include reading and analysis of fiction, poetry, and drama; research; and writing about literature.

ENGL 1105   TECHNICAL COMMUNICATIONS   (3)
Prerequisites: ENGL 1101 **and** COMP 1000 with a minimum grade of "C" **or** exemption exam
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.
Note: This is not a course in web page design or computer programming. Students will, however, develop an ability to communicate effectively in several different varieties of electronic text, and cultivate the ability to think critically about communication in cyberspace.

ENGL 2130   AMERICAN LITERATURE   (3)
Prerequisite: ENGL 1102 with a minimum grade of "C" **or** exemption exam
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.

ENGT 1000   INTRODUCTION TO ENGINEERING TECHNOLOGY   (3)
Prerequisite: MATH 0098 or higher
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 I   (1)
Prerequisite: ECET 1110, ECET 2120
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.

FOSC 1206   INTRODUCTION TO FORENSIC SCIENCE   (3)
Prerequisites: Program Admission; CRJU 1010 with a minimum grade of "C"
This introductory course will provide a broad overview of the areas in forensic science covered in higher level courses. Topics include the recognition, identification, individualization and evaluation of various types of physical evidence, forensic science and the law, and ethics in forensic science. The relationship of forensic science to the natural sciences and the use of the scientific method in forensic science will also be explored.

FOSC 2010   CRIME SCENE INVESTIGATION I   (4)
Prerequisites: Program Admission; CRJU 1010 and FOSC 1206 with a minimum grade of "C" in each course
A study of the methods and techniques of scientific crime scene investigation and analysis using principles from biology, chemistry, and physics to document, recognize, preserve and collect physical evidence. Topics covered include video recording, photography, sketching, and searching of crime scenes along with proper collection and preservation methods.

FOSC 2011   CRIME SCENE INVESTIGATION II   (4)
Prerequisites: Program Admission; CRJU 1010, FOSC 1206, and FOSC 2010 with a minimum grade of "C" in each course
Designed to follow Crime Scene Investigation I, this course focuses on the specialized scene techniques needed to investigate, analyze, process and reconstruct crime scenes. Topics will include presumptive testing, enhancement reagents, special scene techniques, bloodstain pattern analysis, shooting reconstruction, pattern recognition and crime scene reconstruction.

FOSC 2150   CASE PREPARATION AND COURTROOM TESTIMONY   (4)
Prerequisites: Program Admission; CRJU 1010 and CRJU 2050 with a minimum grade of "C" in each course
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.

FRSC 1020   BASIC FIREFIGHTER - EMERGENCY SERVICE FUNDAMENTALS   (3)
Prerequisite: Program Admission
This course provides the student with information on the applicable laws, policies, and standards that the Firefighter I course is designed, and how the course will be administered. This course will provide the student basic knowledge of where and how the fire service originated from the colonial periods to present day firefighting operations. The student will learn basic roles and responsibilities of a firefighter, how firefighters have to abide by and work from standard operating procedures and guidelines, and how the chain of command works and their position within it. The student will be provided the knowledge on how to communicate within the fire service; whether it with the fire station or on the fire ground. This course provides the emergency responder with basic principles and functions of the Incident Command System. The course will provide the necessary knowledge and skills to operate within the ICS and their role within the ICS at the fire station, at a non-emergency scene, and at emergency scenes. It will provide also provide the emergency responder with knowledge on how to perform basic skills at emergency scenes that deal with infection control, cardiopulmonary resuscitation, basic first aid measures, and using an AED. Finally, it will provide the emergency responder skills and knowledge on how to recognize the presence of and the potential for a hazardous materials release, and how and who personnel should call. Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to obtain a certificate of completion or become certified through the appropriate governing agency for the following: 1. Infection Control 2. CPR 3. First Aid 4. ICS-100 5. IS-700 6. NPQ - Hazardous Materials for First Responders Awareness Level This course meets the requirements NFPA 1001 Standard for Fire Fighter Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.

FRSC 1030   BASIC FIREFIGHTER MODULE I   (5)
Prerequisite: Program Admission
This course provides the firefighter candidate/recruit with basic knowledge and skills to perform various fire ground operations as a firefighter on emergency scenes. The candidate/recruit will learn about safety during all phases of a firefighters career, the personal protective equipment that is required for training and every emergency response, and how to properly don it for use and doff it after use. The candidate/recruit will learn about the dynamics of fire through fire behavior and how to extinguish the different phases of fires with either portable fire extinguishers or through fire suppression attacks and techniques. The candidate/recruit will also learn the three tactical priorities of Life Safety, Incident Stabilization, and Property Conservation that have to be achieved on every fireground. Basic knowledge and skills will be provided to the candidate/recruit so they can achieve the tactical priorities through various fireground operations such as: response & 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.

FRSC 1040   BASIC FIREFIGHTER MODULE II   (3)
Prerequisite: Program Admission
This course builds from the skills and knowledge in Module I and provides the knowledge and skills to support the fireground techniques learned in the previous courses. The firefighter will learn various uses of ropes & knots and how to hoist firefighting tools and equipment. The firefighter will also gain the knowledge and skills of building construction principles that will be used throughout their firefighting career to identify building conditions such as: fire spread and travel, how and where to ventilate, indications of potential building collapse, etc. The firefighter will learn survival techniques that will be used throughout their career to help keep themselves safe and how to rescue themselves or another firefighter. Firefighter rehabilitation will be discussed during this course, so that the firefighter will know how and when to properly rehab themselves before, during, after an emergency response. Knowledge of fire suppression systems will be discussed, so that the firefighter will have a basic understanding of the components of a fire detection, protection, and suppression system. Basic cause determination will be discussed so that firefighters will be aware of observations during various phases of fireground operations. Finally to complete the Firefighter I program the firefighter will participate in the following live fire scenarios in order to complete the objectives of the program. 1. Exterior Class A Fire 2. Interior Structure Attack Above Grade Level 3. Interior Structure Attack Below Grade Level 4. Vehicle Fire 5. Dumpster Fire Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to obtain a certificate of completion or become certified through the appropriate governing agency for the following: 1. NPQ Fire Fighter I This course meets the requirements NFPA 1001 Standard for Fire Fighter Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.

FRSC 1141   HAZARDOUS MATERIALS OPERATIONS   (4)
Prerequisite: Program Admission; Also required as prerequisite: NPQ FF I and NPQ Hazardous Materials Awareness Level
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 HazMat 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.

GRBT 1010   SUSTAINABLE CONCEPTS   (4)
Prerequisite: Program Admission
This course explores the underlying principles of sustainability. Topics which are covered include the various elemental cycles, population growth, biodiversity, air and water pollution, environmental hazards, nonrenewable and renewable energy, climate change, and sustainable practices.

GRBT 1020   SUSTAINABLE ENERGY   (4)
Prerequisite: Program Admission
This course explores the most current methods of sustainable energy production. Basic principles of energy, work, power, and Laws of Thermodynamics are covered first, and then the course moves into specific types of energy production which are sustainable. Topics which are covered include solar thermal, solar photovoltaic, bioenergy, hydroelectric, wind energy, tidal energy, wind energy, wave energy, geothermal energy, and energy integration.

GRBT 1030   SUSTAINABLE BUILDINGS   (3)
Prerequisites/Corequisites: GRBT 1010, GRBT 1020
This course explores the principles of efficient building design and maintenance and the United States Green Building Council's Leadership in Energy and Environmental Design (LEED) rating system. Topics which are covered include building shell, building mechanical systems, building electrical systems, building lighting systems, building baselining, LEED Green Associate Credential, LEED Operation & Maintenance, and LEED Building Design & Construction.

GRBT 2000   SUSTAINABLE COMMUNICATIONS   (3)
Prerequisites/Corequisites: GRBT 1010, GRBT 1020
This course covers how to effective write a research paper and present it to an audience. Topics which are covered 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 research paper, and delivering an informative speech.

HIST 1111   WORLD HISTORY I   (3)
Prerequisite: Appropriate Degree Level Writing (English) and Reading Placement Test Scores
Emphasizes the study of intellectual, cultural, scientific, political, and social contributions of the civilizations of the world and the evolution of these civilizations during the period from the prehistoric era to early modern times. Topics include the Prehistoric Era the Ancient Near East, Ancient India, Ancient China, Ancient Rome, Ancient Africa, Islam, the Americas, Japan, Ancient Greece, the Middle Ages, and the Renaissance.

HIST 1112   WORLD HISTORY II   (3)
Prerequisite: Appropriate Degree Level Writing (English) and Reading Placement Test Scores
Emphasizes the study of the intellectual, cultural, scientific, political, and social contributions of the civilizations of the world and the evolution of these civilizations during the period from early modern times to the present. Topics include transitions to the Modern World, scientific revolution and the Enlightenment, political modernization, economic modernization, imperialism, and the Twentieth Century.

HIST 2111   U. S. HISTORY I   **(3)**
Prerequisite: ENGL 1101
Emphasizes the study of U. S. History to 1877 to include the post-Civil War period. The course
focuses on the period from the Age of Discovery through the Civil War to include geographical,
intellectual, political, economic and cultural development of the American people. It includes the
history of Georgia and its constitutional development. Topics include colonization and
expansion; the Revolutionary Era; the New Nation; nationalism, sectionalism, and reform; the
Era of Expansion; and crisis, Civil War, and reconstruction.

HIST 2112   U. S. HISTORY II   **(3)**
Prerequisite: ENGL 1101
Emphasizes the study of the social, cultural, and political history of the United States from 1865
to the beginning of the twenty-first century and will equip the student to better understand the
problems and challenges of the contemporary world in relation to events and trends in modern
American history. The course also provides an overview of the history of Georgia and the
development of its constitution. Topics include the Reconstruction Period; the great West, the
new South, and the rise of the debtor; the Gilded Age; the progressive movement; the
emergence of the U. S. in world affairs; the Roaring Twenties; the Great Depression; World War
II; the Cold War and the 1950's; the 1960's and 1970's; and America since 1980

HUMN 1101   INTRODUCTION TO HUMANITIES   **(3)**
Prerequisite: ENGL 1101 with a minimum grade of "C"
Explores the philosophic and artistic heritage of humanity expressed through a historical perspective
on visual arts, music, and literature. The humanities provide insight into people and society. Topics
include historical and cultural developments, contributions of the humanities, and research.

ICET 2010   ELECTROMECHANICAL DEVICES   **(3)**
Prerequisites: ECET 2101, ECET 2120
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.

IDFC 1011   DIRECT CURRENT I   **(3)**
Prerequisite/Corequisite: MATH 1013 or MATH 1111
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.

IDFC 1012   ALTERNATING CURRENT I   **(3)**
Prerequisite/Corequisite: IDFC 1011, MATH 1015
Introduces the theory and application of varying sine wave voltages and current. Topics include:
magnetism, AC wave generation, AC test equipment, inductance, capacitance, and basic
transformers.

LETA 1010   HEALTH AND LIFE SAFETY FOR BASIC LAW ENFORCEMENT (BLE)   **(2)**
Prerequisite: Program Admission
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.
((Note: Competencies within this course are sequenced based on POST prerequisite
requirements.))

LETA 1012   ETHICS AND LIABILITY FOR BLE   (2)
Prerequisite: LETA 1032
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. ((Note: Competencies within this course are sequenced based on POST prerequisite requirements.))

LETA 1014   FIREARMS TRAINING FOR BLE   (4)
Prerequisites: LETA 1010, LETA 1012, LETA 1018, LETA 1024, LETA 1026, LETA 1032
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. ((Note: Competencies within this course are sequenced based on POST prerequisite requirements.))

LETA 1016   EMERGENCY VEHICLE OPERATIONS FOR BLE   (4)
Prerequisites: LETA 1010, LETA 1024, LETA 1026, LETA 1030, LETA 1032
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. ((Note: Competencies within this course are sequenced based on POST prerequisite requirements.))

LETA 1018   DEFENSIVE TACTICS FOR BLE   (2)
Prerequisites: LETA 1010, LETA 1024, LETA 1026, LETA 1032
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. ((Note: Competencies within this course are sequenced based on POST prerequisite requirements.))

LETA 1020   POLICE PATROL OPERATIONS FOR BLE   (4)
Prerequisites: LETA 1010, LETA 1024, LETA 1026, LETA 1030, LETA 1032
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. ((Note: Competencies within this course are sequenced based on POST prerequisite requirements.))

LETA 1022   METHODS OF CRIMINAL INVESTIGATION FOR BLE   (4)
Prerequisites: LETA 1010, LETA 1024, LETA 1026, LETA 1030, LETA 1032
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. ((Note: Competencies within this course are sequenced based on POST prerequisite requirements.))

LETA 1024 CRIMINAL LAW FOR CRIMINAL JUSTICE FOR BLE (4)
Prerequisite: LETA 1032
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. ((Note: Competencies within this course are sequenced based on POST prerequisite requirements.))

LETA 1026 CRIMINAL PROCEDURE FOR BLE (4)
Prerequisites: LETA 1024, LETA 1032
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. ((Note: Competencies within this course are sequenced based on POST prerequisite requirements.))

LETA 1028 POLICE TRAFFIC CONTROL AND INVESTIGATION FOR BLE (3)
Prerequisites: LETA 1010, LETA 1024, LETA 1026, LETA 1030, LETA 1032
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. ((Note: Competencies within this course are sequenced based on POST prerequisite requirements.))

LETA 1030 PRINCIPLES OF LAW ENFORCEMENT FOR BLE (3)
Prerequisites: LETA 1024, LETA 1026, LETA 1032
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. ((Note: Competencies within this course are sequenced based on POST prerequisite requirements.))

LETA 1032 INTRODUCTION TO CRIMINAL JUSTICE FOR BLE (3)
Prerequisite: Program Admission
Introduces the development and organization of the criminal justice system in the United States. Topics include: the American criminal justice system; constitutional limitations; organization of enforcement, adjudication, and corrections; and career opportunities and requirements. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit. ((Note: Competencies within this course are sequenced based on POST prerequisite requirements.))

LETA 1034 CONSTITUTIONAL LAW FOR CRIMINAL JUSTICE FOR BLE (3)
Prerequisites: LETA 1024, LETA 1026, LETA 1032
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. ((Note: Competencies within this course are sequenced based on POST prerequisite requirements.))

MATH 0098   PRE-DIPLOMA MATH   **(3)**
Prerequisite: Appropriate arithmetic placement score
Introduces pre-algebra concepts and operations, which will be applied to the study of beginning algebra, Topics include: number theory, arithmetic review, signed numbers, order of operations, algebraic operations, equations, factoring, and introduction to algebra word problems. Homework assignments reinforce classroom learning. Computer and Internet technology are an integral part of this course.

MATH 0099   PRE-DEGREE MATH   **(3)**
Prerequisite: Appropriate arithmetic placement score
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.

MATH 1011   BUSINESS MATHEMATICS   **(3)**
Prerequisite: MATH 0097 or Appropriate arithmetic placement test score
Emphasizes mathematical concepts found in business situations. Topics include basic mathematical skills, mathematical skills in business-related problem solving, mathematical information for documents, graphs, and mathematical problems.

MATH 1012   FOUNDATIONS OF MATHEMATICS   **(3)**
Prerequisite: MATH 0097 or Appropriate arithmetic placement test score
Emphasizes the application of basic mathematical skills used in the solution of occupational and technical problems. Topics include fractions, decimals, percents, ratios and proportions, measurement and conversion, formula manipulation, technical applications, and basic statistics.

MATH 1013   ALGEBRAIC CONCEPTS   **(3)**
Prerequisite: MATH 0098 OR Appropriate algebra placement test score
Emphasizes concepts and operations which are applied to the study of algebra. Topics include basic mathematical concepts, basic algebraic concepts, and intermediate algebraic concepts.

MATH 1015   GEOMETRY AND TRIGONOMETRY   **(3)**
Prerequisite: MATH 1013 with a minimum grade of "C"
Emphasizes basic geometric and trigonometric concepts. Topics include measurement conversion, geometric terminology and measurements, and trigonometric terminology and functions.

MATH 1017   TRIGONOMETRY   **(3)**
Prerequisite: MATH 1013 or MATH 0098 with a minimum grade of "C"
Emphasizes trigonometric concepts, logarithms, and exponential functions. Topics include trigonometric concepts, logarithms and exponentials.

MATH 1100   QUANTITATIVE SKILLS AND REASONING   **(3)**
Prerequisite: MATH 0099 with a minimum grade of "C" or Appropriate algebra placement test score
Emphasizes algebra, statistics, and mathematics of finance. Topics include fundamental operations of algebra, sets and logic, probability and statistics, geometry, mathematics of voting and districting, and mathematics of finance.

MATH 1101   MATHEMATICAL MODELING   **(3)**
Prerequisites: Approved admission level Math scores **or** completion of MATH 0098 **and** MATH 0099 modules with grades of "C" or better
Emphasizes functions using real-world applications as models. Topics include fundamental concepts of algebra; functions and graphs; linear, quadratic, polynomial, exponential, and logarithmic functions and models; systems of equations; and optional topics in algebra.

MATH 1111   COLLEGE ALGEBRA   (3)
Prerequisites: Approved admission level Math scores **or** completion of MATH 0098 **and** MATH 0099 modules with grades of "C" or better
Emphasizes techniques of problem solving using algebraic concepts. Topics include fundamental concepts of algebra, equations and inequalities, functions and graphs, and systems of equations; optional topics include sequences, series, and probability or analytic geometry.

MATH 1113   PRECALCULUS   (3)
Prerequisite: MATH 1111 with a minimum grade of "C"
Prepares students for calculus. The topics discussed include an intensive study of polynomial, rational, root functions, exponential, logarithmic, and trigonometric functions and their graphs. Applications include simple maximum and minimum problems, exponential growth and decay.

MATH 1127   INTRODUCTION TO STATISTICS   (3)
Prerequisite: MATH 0099 with a minimum grade of "C" or Appropriate algebra placement test score
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.

MATH 1131   CALCULUS I   (4)
Prerequisite: MATH 1113 with a minimum grade of "C"
Topics include the study of limits and continuity, derivatives, and its applications, the Fundamental Theorem of Calculus, and definite integrals of functions of one variable. Applications are incorporated from a variety of disciplines. Algebraic, trigonometric, exponential, and logarithmic functions are studied.

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.

MCST 1010   MOTORCYCLE ENGINES AND DRIVE TRAINS   (6)
Prerequisite: Program Admission, MCST 1110
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.

MCST 1020   MOTORCYCLE ELECTRICAL SYSTEMS   (6)
Prerequisite: MCST 1110
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.

MCST 1030   MOTORCYCLE FUEL AND EXHAUST SYSTEMS   (4)
Prerequisite: MCST 1110
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.

MCST 1040   MOTORCYCLE CHASSIS AND SUSPENSION SYSTEMS   (4)
Prerequisite: MCST 1110
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.

MCST 1050   CUSTOMER SERVICE AND PRODUCT AWARENESS   (3)
Prerequisite: MCST 1110
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.

MCST 1110   MOTORCYCLE MAINTENANCE   (5)
Prerequisite/Corequisite: MCST 1000
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.

MCST 1120   TROUBLESHOOTING AND DIAGNOSTICS   (5)
Prerequisites: MCST 1010, MCST 1020, MCST 1030, MCST 1040
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.

MCST 2000   MOTORCYCLE TECHNOLOGY INTERNSHIP   (4)
Prerequisite/Corequisite: MCST 1120
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.

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.

MGMT 1105   ORGANIZATIONAL BEHAVIOR   (3)
Prerequisite: Program Admission
Prerequisite/Corequisite: MGMT 1100
Provides a general knowledge of the human relations aspects of the senior-subordinate workplace environment. Topics include employee relations principles, problem solving and decision making, leadership techniques to develop employee morale, human values and attitudes, organizational communications, interpersonal communications, and employee conflict.

MGMT 1110   EMPLOYMENT LAW (3)
Prerequisites: Program Admission, MGMT 1100, MGMT 2115
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.

MGMT 1111   EMPLOYEE COMPENSATION AND BENEFITS (3)
Prerequisite: Program Admission, MGMT 2115
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.

MGMT 1115   LEADERSHIP (3)
Prerequisite: Program Admission
Prerequisite/Corequisite: MGMT 1100
This course familiarizes the student with the principles and techniques of sound leadership practices. Topics include: Characteristics of Effective Leadership Styles, History of Leadership, Leadership Models, The Relationship of Power and Leadership, Team Leadership, The Role of Leadership in Effecting Change.

MGMT 1120   INTRODUCTION TO BUSINESS (3)
Prerequisites: Program Admission, MGMT 1100
This course is designed to provide the student with an overview of the functions of business in the market system. The student will gain an understanding of the numerous decisions that must be made by managers and owners of businesses. Topics include: the market system, the role of supply and demand, financial management, legal issues in business, employee relations, ethics, and marketing.

MGMT 1125   BUSINESS ETHICS (3)
Prerequisites: Program Admission, MGMT 1100
Provides students with an overview of business ethics and ethical management practices with emphasis on the process of ethical decision-making and working through contemporary ethical dilemmas faced by business organizations, managers and employees. The course is intended to demonstrate to the students how ethics can be integrated into strategic business decisions and can be applied to their own careers. The course uses a case study approach to encourage the student in developing analytical, problem-solving, critical thinking and decision-making skills. Topics include: An overview of business ethics; moral development and moral reasoning; personal values, rights, and responsibilities; frameworks for ethical decision-making in business; justice and economic distribution; corporations and social responsibility; corporate codes of ethics and effective ethics programs; business and society: consumers and the environment; ethical issues in the workplace; business ethics in a global and multicultural environment; business ethics in cyberspace; and business ethics and the rule of law.

MGMT 1135   MANAGERIAL ACCOUNTING AND FINANCE (3)
Prerequisites: Program Admission, MGMT 1100
The focus of this course is to acquire the skills and concepts necessary to use accounting information in managerial decision making. Course is designed for those who will use, not necessarily prepare, accounting information. Those applications include the use of information for short and long term planning, operational control, investment decisions, cost and pricing products and services. An overview of financial accounting and basic concepts of finance provides an overview of financial statement analysis.

MGMT 2115   HUMAN RESOURCE MANAGEMENT **(3)**
Prerequisite: Program Admission
Prerequisite/Corequisite: MGMT 1100
This course is designed as an overview of the Human Resource Management (HRM) function and of the manager and supervisors role in managing the career cycle from organizational entry to exit. It acquaints the student with the authority, responsibility, functions, and problems of the human resource manager, with an emphasis on developing familiarity with the real world applications required of employers and managers who increasingly are in partnership with HRM generalists and specialists in their organizations. Topics include: strategic human resource management, contemporary issues in HRM: ethics, diversity and globalization; the human resource/supervisor partnership; human resource planning and productivity; job description analysis, development, and design: recruiting, interviewing, and selecting employees; performance management and appraisal systems; employee training and development: disciplinary action and employee rights; employee compensation and benefits; labor relations and employment law; and technology applications in HRM.

MGMT 2120   LABOR MANAGEMENT RELATIONS **(3)**
Prerequisites: Program Admission, MGMT 1110, MGMT 2115
Provides a student with an overview of the relationship of rank and file employees to management in business organizations. The nature of the workplace, the economic foundations of work organizations, and the history of the relationship between management and labor is examined. The course acquaints the student with the principles of developing positive relationships between management and labor within the context of the legal environment governing labor relations. Topics include: the nature of the American workplace; the economic history of business organizations, the historical roots of labor-management relations; adversarial and cooperative approaches to labor relations; the legal framework of labor relations; employee-employer rights; collective bargaining and union organizing processes; union and nonunion grievance procedures; international labor relations; and the future of labor-management relations in a changing economy. Case studies, readings, and role-plays are used to simulate workplace applications in labor relations.

MGMT 2125   PERFORMANCE MANAGEMENT **(3)**
Prerequisites: Program Admission, MGMT 1100, MGMT 2115
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.

MGMT 2130   EMPLOYEE TRAINING AND DEVELOPMENT **(3)**
Prerequisites: Program Admission, MGMT 1100, MGMT 2115
Addresses the challenges of improving the performance and career potential of employees, while benefiting the student in their own preparation for success in the workplace. The focus is on both training and career and personal development. Shows the student how to recognize when training and development is needed and how to plan, design, and deliver an effective program of training for employees. Opportunities are provided for the student to develop their own career plans, assess their work-related skills, and practice a variety of skills desired by employers. Topics include: developing a philosophy of training; having systems approach to training and development; the context of training; conducting a needs analysis; critical success factors for employees: learning principles; designing and implementing training plans; conducting and evaluating training; human resource development and careers; personal career development planning; and applications in interpersonal relationships and communication.

MGMT 2135   MANAGEMENT COMMUNICATION TECHNIQUES (3)
Prerequisites: Program Admission, MGMT 1100, COMP 1000
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.

MGMT 2140   RETAIL MANAGEMENT (3)
Prerequisites: Program Admission, MGMT 1100
Develops a working knowledge of managing a retail business from a variety of perspectives with an emphasis on store management. The emphasis is on contemporary issues in retailing, particularly the process of supervising customer service and dealing with the changing demographics of retailing. An application focus on the use of information technologies, the internet, and electronic retailing is intended to give the student hands-on experience in retail management. Topics include: strategic retail management; store, non-store, and nontraditional retailing; retail human resource management; developing a customer-focused service strategy; managing customer service; retail operations and financial management; merchandise management; buying and inventory management; global, cataloging, and electronic retail management, information technology applications in retailing.

MGMT 2145   BUSINESS PLAN DEVELOPMENT (3)
Prerequisites: Program Admission, MGMT 1100, COMP 1000, ENGL 1101
Provides students with knowledge and skills necessary for a manager or entrepreneur to develop and implement a business plan. Topics include: business/community compatibility, introduction to cash flow and break even analysis, development of product/service idea, determination of market feasibility, determination of financial feasibility, development of marketing strategy, development of operations outline, and application of financial concepts.

MGMT 2150   SMALL BUSINESS MANAGEMENT (3)
Prerequisites: Program Admission, MGMT 1100, MGMT 1120, MGMT 2115
This course introduces the essentials of starting, managing, and growing a small business. Topics include: the role of the entrepreneur, pricing, advertising, financing, and layout of facilities, inventory control, staffing, purchasing, vendor selection, and relevant laws affecting small business.

MGMT 2155   QUALITY MANAGEMENT PRINCIPLES (3)
Prerequisites: Program Admission, MGMT 1100
Familiarizes the student with the principles and methods of Quality Management (QM). Topics include: the history of quality control, quality control leaders, quality tools, QM implementation, team building for QM, and future quality trends.

MGMT 2200   PRODUCTION / OPERATIONS MANAGEMENT (3)
Prerequisites: Program Admission, MGMT 1100, MGMT 2210
This course provides the student with an intensive study of the overall field of production/operations management. Topics include: role of production management/production managers, operational design, capacity planning, aggregate planning, inventory management, project management, and quality control/assurance.

MGMT 2205   SERVICE SECTOR MANAGEMENT (3)
Prerequisites: Program Admission, MGMT 1100
This course focuses on supervision in the service sector with special emphasis on team building, quality management, and developing a customer focus. The challenge of providing world-class customer service is addressed through sections on principles of service industry supervision, career development, problem solving, stress management, and conflict resolution.

Topics include: principles of service industry supervision, team building, customer service operations, TQM in a service environment, business software applications, communication in the service sector, introduction to information systems, selling principles and sales management, retail management, and legal issues in the service sector.

MGMT 2210 PROJECT MANAGEMENT   (3)
Prerequisites: Program Admission, MGMT 1100, COMP 1000
Provides a basic understanding of project management functions and processes. Topics include: team selection and management; project planning, definition and scheduling of tasks; resource negotiation, allocation, and leveling; project control, monitoring, and reporting; computer tools for project planning and scheduling; managing complex relationships between project team and other organizations; critical path methodology; and total quality management.

MGMT 2215 TEAM PROJECT   (3)
Prerequisites: Program Admission, MGMT 1100, MGMT 1130, ENGL 1010 or ENGL 1101, or Advisor Approval
This course utilizes team methodologies to study the field of management. It encourages students to discuss their perception of management practices which have been studied during the management program. Topics include: current issues and problems in management and supervision and state-of-the-art management and leadership techniques. Students will be put into teams, will work on team projects to demonstrate their understanding of the competencies of this course, and will do peer evaluation. Potential team projects could include authoring a management book covering the competencies, videos, web sites, bulletin boards, and slide presentations amongst others.

MGMT 2216 SCHEDULE AND COST CONTROL TECHNIQUES   (4)
Prerequisite: Program Admission, MGMT 1100, MGMT 2200, MGMT 2210, or Advisor Approval
This course emphasizes a hands-on approach to using project management tools to facilitate scheduling, estimating, tracking and controlling the schedule and costs of the project. A project baseline will be set so that actual schedule and cost variances can be compared to the project baseline and corrective actions can be developed to address the variances. Specific topics that will be covered include: Gantt, PERT and Milestone charts, Critical Path Methods, Earned Value techniques, present value and internal rates of return. Topics including ways to communicate project status and to do contingency planning will be discussed. This course will examine ways of identifying, evaluating, and mitigating the risk associated with scheduling and cost control.

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.

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.

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.

MKTG 1190   PROMOTION AND MARKETING COMMUNICATION   (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.

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.

MKTG 1370   CUSTOMER 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.

MKTG 2000   INTERNATIONAL MARKETING   (3)
Prerequisite: MKTG 1100, Program Admission
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.

MKTG 2010   SMALL BUSINESS MANAGEMENT   (3)
Prerequisite: Program Admission
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.

MKTG 2060   MARKETING CHANNELS   (3)
Prerequisite: Program Admission
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.

MKTG 2070   BUYING AND MERCHANDISING   (3)
Prerequisite: Program Admission
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.

MKTG 2090   MARKETING RESEARCH   (3)
Prerequisite: MKTG 1100, Program Admission
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.

MKTG 2210   ENTREPRENEURSHIP   (6)
Prerequisite: Program Admission
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.

MKTG 2270   RETAIL OPERATIONS MANAGEMENT   (3)
Prerequisite: Program Admission
This course emphasized 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.

MKTG 2290   MARKETING INTERNSHIP / PRACTICUM   (3)
Prerequisite: Advisor Approval, MKTG 1100, Program Admission
This course is restricted to Marketing majors. 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.

MKTG 2300   MARKETING MANAGEMENT   (3)
Prerequisite: Advisor Approval; MKTG 1100, Program Admission
This course is restricted to Marketing majors. 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.

NAST 1150   PATIENT CARE FUNDAMENTALS   (7)
Prerequisite/Corequisite: ALHS 1011, ALHS 1090
Introduces student to the occupation of Nurse Aide. Emphasis is placed on human anatomy and physiology, cardiac pulmonary resuscitation, and nutrition and diet therapy. Topics include: role and responsibilities of the Nurse Aide; 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.

PARA 1100   INTRODUCTION TO LAW AND ETHICS   (3)
Prerequisite: Program Admission; ENGL 1101
Emphasizes the American legal system, the role of the lawyer and legal assistant within that system, and the ethical obligations imposed upon attorneys and legal assistants. Topics include: survey of American jurisprudence, code of professional responsibility and ethics overview, and introduction to areas of law and legal vocabulary.

PARA 1105   LEGAL RESEARCH AND LEGAL WRITING I   (3)
Prerequisites: ENGL 1101, PARA 1100 with a minimum grade of "C" in each course
Introduces the student to the process of locating statutory, judicial, administrative and secondary sources on both a state and federal level. The student will utilize both print and electronic research resources. Focuses on the application and reinforcement of basic writing skills, familiarizes the student with types of writing typically engaged in by lawyers and legal assistants, and prepares the student for legal writing tasks. The student learns to write business letters as well as advisory documents. Topics include: legal analysis and legal correspondence and composition.

PARA 1110   LEGAL RESEARCH AND LEGAL WRITING II   (3)
Prerequisites: ENGL 1101, PARA 1100, PARA 1105 with a minimum grade of "C" in each course
Builds on competencies acquired in PARA 1105 and continues the process of locating statutory, judicial, administrative and secondary sources on both a state and federal level. The student will conduct a wider range of research in both print and electronic research resources. Emphasis will be placed on preparation of legal documents. Criminal case documents will be examined, but most of the emphasis will be on civil matters. The student will be presented factual scenarios, and utilizing these facts, research and develop a case from intake to trial.

PARA 1115   FAMILY LAW   **(3)**
Prerequisite: PARA 1100 with a minimum grade of "C"
Introduces the student to the issues which may arise in family law cases and to the role of the
paralegal in assisting the attorney in the development and presentation of such cases. Topics
include: issues associated with client and witness interviews, marriage validity and dissolution,
litigation support in family law matters, issues concerning children, special matters in family law,
and attorney and paralegal ethical obligations.

PARA 1120   REAL ESTATE LAW   **(3)**
Prerequisite: PARA 1100 with a minimum grade of "C"
Introduces the student to the basic concepts of real property law as they pertain to common
types of real estate transactions. Additionally, emphasis will be placed on practical skills such
as document preparation and title examination. Topics include: real estate contracts, plat
reading and legal descriptions, types and purposes of deeds, title searches, common real
estate mortgages and documentation, real estate closing and closing statements, recordation
statutes and requirements, and elements of the lease.

PARA 1125   CRIMINAL LAW AND CRIMINAL PROCEDURE   **(3)**
Prerequisite: PARA 1100 with a minimum grade of "C"
Introduces the student to the basic concepts of substantive criminal law and its procedural aspects
with an emphasis on the constitutionally protected rights of the accused in the criminal justice
system. Topics include: substantive criminal law and procedure and criminal litigation support.

PARA 1130   CIVIL LITIGATION   **(3)**
Prerequisite: PARA 1100 with a minimum grade of "C"
Emphasizes competencies and concepts of civil litigation in both federal and state courts.
Topics include: federal and state litigation; trial and pretrial proceedings; litigation ethics; and
litigation documents, exhibits, investigations, and interviews.

PARA 1135   WILLS, TRUSTS, AND ESTATES   **(3)**
Prerequisite: PARA 1100 with a minimum grade of "C"
Provides a general framework of the substantive theory of wills, trusts, and estates. Topics
include: wills, trusts, and powers of attorney; probate of wills and administration of estates;
document preparation for other probate proceedings; general jurisdiction of the probate court;
terminology of wills and estate practice; client interviews; and document preparation.

PARA 1140   TORT LAW   **(3)**
Prerequisite: PARA 1100 with a minimum grade of "C"
Introduces the student to the basic concepts of substantive tort law. Topics include: concepts of
intentional torts, negligence and product liability; causation and liability concepts; damages and
defenses; and special tort actions and immunities.

PARA 1145   LAW OFFICE MANAGEMENT   **(3)**
Prerequisite: PARA 1100 with a minimum grade of "C"
Introduces the student to common forms of law practice. The student will be exposed to
methods of billing and time-keeping, automation in the law office, the law office library, the
appropriate role of support staff in the law office, and ethical concerns relevant to law office
management. Topics include: forms of law practice and insurance needs, support systems,
support staff, and ethical responsibilities.

PARA 1150   CONTRACTS, COMMERCIAL LAW, AND BUSINESS ORGANIZATIONS   **(3)**
Prerequisites: PARA 1100 with a minimum grade of "C"
Introduces the student to the basic concepts of legal rules commonly applicable in commercial
settings, to the basic concepts of substantive contract law and to the formulation and operation of
sole proprietorships, general partnerships, limited partnerships, and corporations. Additionally, the

course explores the basic concepts of agency law. Topics include Constitutional law and its impact on business, the essential elements of a contract and related legal principles and the Uniform Commercial Code, sole proprietorships, partnerships, professional associations and other business organizations, corporations and tax implications of different organizations.

PARA 1200   BANKRUPTCY / DEBTOR-CREDITOR RELATIONS (3)
Prerequisite: PARA 1100 with a minimum grade of "C"
Introduces the student to the purpose and application of the Federal Bankruptcy Code and Rules, as well as applicable state law related to bankruptcy and debtor-creditor issues. Topics include: the Bankruptcy Code and Rules, Bankruptcy Court procedures, the preparation of bankruptcy forms and documents, state law workouts and collection, and the role of the paralegal in a bankruptcy practice.

PARA 1205   CONSTITUTIONAL LAW (3)
Prerequisite: PARA 1100 with a minimum grade of "C"
Explains the major legal principles and concepts of the U.S. Constitution including governmental powers and structure, and civil liberties. Additionally, this course includes an exploration of the history of the Constitution and case law interpreting it.

PARA 1210   LEGAL AND POLICY ISSUES IN HEALTHCARE (3)
Prerequisite: PARA 1100 with a minimum grade of "C"
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 health care facilities.

PARA 2210   PARALEGAL INTERNSHIP I (6)
Prerequisite: Advisor approval
Focuses on the application and reinforcement of paralegal skills in an actual workplace environment, or at the discretion of the instructor, in a school practicum with simulated work experiences. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into paralegal applications on the job. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of paralegal skills in a workplace setting, and professional development.

PARA 2215   PARALEGAL INTERNSHIP II (6)
Prerequisite: Advisor approval
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.

PHLT 1030   INTRODUCTION TO VENIPUNCTURE (3)
Prerequisite: Program Admission
Provides an introduction to blood collecting techniques and processing specimens. Emphasis is placed on the knowledge and skills needed to collect all types of blood samples from hospitalized patients. Topics include: venipuncture procedure, safety and quality assurance; isolation techniques, venipuncture problems, and definitions; lab test profiles and patient care areas; other specimen collections and specimen processing; test combinations, skin punctures and POCT; professional ethics and malpractice; and certification and licensure.

PHLT 1050   CLINICAL PRACTICE   **(5)**
Prerequisite/Corequisite: PHLT 1030
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.

PHYS 1110   CONCEPTUAL PHYSICS   **(3)**
Prerequisite: ENGL 1101, MATH 1101 OR MATH 1111 with a minimum grade of "C"
Corequisite: PHYS 1110L
Introduces some of the basic laws of physics. Topics include systems of units and conversion of units, vector algebra, Newtonian mechanics, fluids and thermodynamics, heat, light, and optics, mechanical waves, electricity and magnetism, and modern physics.

PHYS 1110L CONCEPTUAL PHYSICS LAB   **(1)**
Prerequisite: ENGL 1101, MATH 1101 OR MATH 1111 with a minimum grade of "C"
Corequisite: PHYS 1110
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.

PHYS 1111   INTRODUCTORY PHYSICS I   **(3)**
Prerequisite: ENGL 1101, MATH 1113 with a minimum grade of "C"
Corequisite: PHYS 1111L
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.

PHYS 1111L INTRODUCTORY PHYSICS LAB I   **(1)**
Prerequisite: ENGL 1101, MATH 1113 with a minimum grade of "C"
Corequisite: PHYS 1111
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.

PHYS 1112   INTRODUCTORY PHYSICS II   **(3)**
Prerequisites: PHYS 1111, PHYS 1111L with a minimum grade of "C"
Corequisite: PHYS 1112L
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).

PHYS 1112L INTRODUCTORY PHYSICS LAB II   **(1)**
Prerequisites: PHYS 1111, PHYS 1111L with a minimum grade of "C"
Corequisite: PHYS 1112
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.

PNSG 2010   INTRODUCTION TO PHARMACOLOGY AND CLINICAL CALCULATIONS   (2)
Prerequisite: Program Admission
Corequisite: PNSG 2030
Applies fundamental mathematical concepts and includes basic drug administration. Emphasizes critical thinking skills. Topics include: systems of measurement, calculating drug problems, resource materials usage, fundamental pharmacology, administering medications in a simulated clinical environment, principles of IV therapy techniques, and client education.

PNSG 2030   NURSING FUNDAMENTALS   (6)
Prerequisite: Program Admission
Corequisite: PNSG 2010
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/bloodborne/airborne pathogens; and basic emergency care/first aid and triage.

PNSG 2035   NURSING FUNDAMENTALS CLINICAL   (2)
Prerequisites: PNSG 2010, PNSG 2030
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, and standard precautions.

PNSG 2210   MEDICAL SURGICAL NURSING I   (4)
Prerequisites: PNSG 2010, PNSG 2030, PNSG 2035
Corequisite: PNSG 2310
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; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the cardiovascular, respiratory, and hematological and immunological systems.

PNSG 2310   MEDICAL SURGICAL NURSING I CLINICAL   (2)
Corequisite: PNSG 2210
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 487.5 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 pediatric experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

PNSG 2220   MEDICAL SURGICAL NURSING II   **(4)**
Prerequisite: PNSG 2210
Corequisite: PNSG 2320
This second course in a series of four focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the endocrine, gastrointestinal, and urinary system.

PNSG 2320   MEDICAL SURGICAL NURSING II CLINICAL   **(2)**
Corequisite: PNSG 2220
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 487.5 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 pediatric experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

PNSG 2230   MEDICAL SURGICAL NURSING III   **(4)**
Prerequisite: PNSG 2220
Corequisite: PNSG 2330
This third course in a series of four focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; mental health; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the neurological, sensory, and musculoskeletal systems.

PNSG 2330   MEDICAL SURGICAL NURSING III CLINICAL   **(2)**
Corequisite: PNSG 2230
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 487.5 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 pediatric experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

PNSG 2240   MEDICAL SURGICAL NURSING IV   **(4)**
Prerequisite: PNSG 2230
Corequisite: PNSG 2340
This fourth course in a series of four courses focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole, oncology; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the integumentary and reproductive systems.

PNSG 2340   MEDICAL SURGICAL NURSING IV CLINICAL   **(2)**
Corequisite: PNSG 2240
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 487.5 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 pediatric experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

PNSG 2250   MATERNITY NURSING   **(3)**
Prerequisite: PNSG 2210
Corequisite: PNSG 2255
Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, providing client education, displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, pathological and nonpathological concerns in obstetric clients and the newborn; client care, treatments, pharmacology, and diet therapy related to obstetric clients and the newborn; and standard precautions.

PNSG 2255   MATERNITY NURSING CLINICAL   **(1)**
Prerequisite: PNSG 2210
Corequisite: PNSG 2250
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. At the completion of this course, students will have 37.5 hours of maternity experiences.

PNSG 2410   NURSING LEADERSHIP (1)
Prerequisite: PNSG 2210
Corequisite: PNSG 2415
Builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market. Topics include: application of the nursing process, supervisory skills, client education methods, group dynamics and conflict resolution.

PNSG 2415   NURSING LEADERSHIP CLINICAL (2)
Prerequisite: PNSG 2210
Corequisite: PNSG 2410
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. At the completion of this course, students will have 37.5 hours of leadership experiences.

POLS 1101   AMERICAN GOVERNMENT (3)
Emphasizes study of government and politics in the United States. The focus of the course will provide an overview of the Constitutional foundations of the American political processes with a focus on government institutions and political procedures. The course will examine the constitutional framework, federalism, civil liberties and civil rights, public opinion, the media, special interest groups, political parties, and the election process along with the three branches of government. In addition, this course will examine the processes of Georgia state government. Topics include foundations of government, political behavior, and governing institutions.

PSYC 1010   BASIC PSYCHOLOGY (3)
Prerequisite: ENGL 0097 or equivalent score and READ 0097 or equivalent score
Presents basic concepts within the field of psychology and their application to everyday human behavior, thinking, and emotion. Emphasis is placed on students understanding basic psychological principles and their application within the context of family, work and social interactions. Topics include an overview of psychology as a science, the nervous and sensory systems, learning and memory, motivation and emotion, intelligence, lifespan development, personality, psychological disorders and their treatment, stress and health, and social relations. *Note: This course is not transferable as a college-level course. Students requiring a college-level course should enroll in PSYC 1101.*

PSYC 1101   INTRODUCTION TO PSYCHOLOGY (3)
Introduces the major fields of contemporary psychology. Emphasis is on fundamental principles of psychology as a science. Topics include research design, the organization and operation of the nervous system, sensation and perception, learning and memory, motivation and emotion, thinking and intelligence, lifespan development, personality, psychopathology and interventions, stress and health, and social psychology.

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.

PSYC 2103   HUMAN DEVELOPMENT   (3)
Prerequisite: PSYC 1101

Focuses on 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.

READ 0097   PRE-DIPLOMA READING   (3)
Prerequisite: Approved admission level Reading and English scores

Emphasizes the development of more advanced reading and study skills for understanding, retaining, and evaluating study materials. Topics include: vocabulary enrichment, academic vocabulary, comprehension strategies, organizational patterns, textbook readings, test taking strategies, and critical thinking. Scheduled laboratory experiences for application and reinforcement of classroom learning.

READ 0099   PRE-DEGREE READING   (3)
Prerequisite: Approved admission level Reading and English scores

Provides computerized reading instruction and study skills most essential for understanding, retaining, and evaluating study material. Emphasizes the development of efficient reading and study skills and higher level thinking strategies needed to become an independent leaner. Topics include: extended vocabulary enrichment, expansion of comprehension strategies, critical thinking, test taking strategies, and rapid reading techniques.

SOCI 1101   INTRODUCTION TO SOCIOLOGY   (3)
Prerequisites: Approved admission level reading and English scores or completion of READ 0099 and ENGL 0099 with minimum of grade of "C*"

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.

SPCH 1101   PUBLIC SPEAKING   (3)
Prerequisite: ENGL 1101

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.

WELD 1000   INTRODUCTION TO WELDING TECHNOLOGY   (3)
Provides an introduction to welding technology with an emphasis on basic welding laboratory principles and operating procedures. Topics include: industrial safety and health practices, hand tool and power machine use, measurement, laboratory operating procedures, welding power sources, welding career potentials, and introduction to welding codes and standards.

WELD 1010   OXYFUEL CUTTING   (3)
Prerequisite/Corequisite: WELD 1000

Introduces fundamental principles, safety practices, equipment, and techniques necessary for metal heating and oxyfuel cutting. Topics include: metal heating and cutting principles, safety procedures, use of cutting torches and apparatus, metal heating techniques, metal cutting techniques, manual and automatic oxyfuel cutting techniques, and oxyfuel pipe cutting. Practice in the laboratory is provided.

WELD 1020   OXYACETYLENE WELDING   (2)
Prerequisite/Corequisite: WELD 1000
Introduces the fundamental theory, safety practices, equipment, and techniques necessary to perform basic oxyacetylene welding operations. Topics include: welding theory; oxyacetylene welding safety; use of gas cylinders and regulators; use of torches, tips, and apparatus; welding without filler rods; running beads with filler rods; butt, open butt, and lap joints; and brazing and soldering. Practice in the laboratory is provided.

WELD 1030   BLUEPRINT READING FOR WELDING TECHNOLOGY   (3)
Prerequisite/Corequisite: WELD 1000, MATH 1012
This course introduces the knowledge and skills necessary for reading welding and related blueprints and sketches. An emphasis is placed on identifying types of welds, and the associated abbreviations and symbols.

WELD 1040   FLAT SHIELDED METAL ARC WELDING   (4)
Prerequisite/Corequisite: WELD 1000
This course introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in flat positions. Qualification tests, flat position, are used in the evaluation of student progress toward making industrial welds.

WELD 1050   HORIZONTAL SHIELDED METAL ARC WELDING   (4)
Prerequisite/Corequisite: WELD 1040
Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the horizontal position. Qualification tests, horizontal position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: horizontal SMAW safety and health practices, selection and applications of electrodes, selection and applications for horizontal SMAW, horizontal SMAW joints, and horizontal SMAW to specification.

WELD 1060   VERTICLE SHIELDED METAL ARC WELDING   (4)
Prerequisite/Corequisite: WELD 1050
Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the vertical position. Qualification tests, vertical position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: vertical SMAW safety and health practices, selection and applications of electrodes for vertical SMAW, vertical SMAW joints, and vertical SMAW to specification.

WELD 1070   OVERHEAD SHIELDED METAL ARC WELDING   (4)
Prerequisite/Corequisite: WELD 1060
Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the overhead position. Qualification tests, overhead position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: overhead SMAW safety and health practices, selection and applications of electrodes for overhead SMAW, overhead SMAW joints, and overhead SMAW to specification.

WELD 1090   GAS METAL ARC WELDING (GMAW / MIG)   (4)
Prerequisite/Corequisite: WELD 1000
Provides knowledge of theory, safety practices, equipment and techniques required for successful gas metal arc welding. Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standard welds. Topics include: GMAW safety and health practices; GMAW theory, machines, and set up; transfer modes; wire selection; shielded gas selection; and GMAW joints in all positions.

WELD 1110   GAS TUNGSTEN ARC WELDING (GTAW / TIG)   **(4)**
Prerequisite/Corequisite: WELD 1000
Provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful gas tungsten arc welding. Qualification tests, all positions, are used in the evaluating of student progress toward making industrial standard welds. Topics include: GTAW safety and health practices; shielding gases; metal cleaning procedures; GTAW machines and set up; selection of filler rods; GTAW weld positions; and production of GTAW beads, bead patterns, and joints.

WELD 1120   PREPARATION FOR INDUSTRIAL QUALIFICATION   **(3)**
Prerequisites: WELD 1030, WELD 1040, WELD 1070, WELD 1090, WELD 1110
Introduces industrial qualification methods, procedures, and requirements. Students are prepared to meet the qualification criteria of selected national welding codes and standards. Topics include: test methods and procedures, national industrial codes and standards, fillet and groove weld specimens, and preparation for qualifications and job entry.

WELD 1150   ADVANCED GAS TUNGSTEN ARC WELDING   **(3)**
Prerequisite/Corequisite: WELD 1010
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 setup; selection of filler rods; GTAW weld positions; and advanced production of GTAW beads, bead patterns, and joints in all positions.

WELD 1151   FABRICATION PROCESSES   **(3)**
Prerequisites/Corequisites: WELD 1030, WELD 1070
Presents practices common in the welding and metal fabrication industry. Topics include: metal fabrication safety and health practices and metal fabrication procedures.

WELD 1152   PIPE WELDING   **(3)**
Prerequisite/Corequisite: WELD 1070
Provides the opportunity to apply skills to pipe welding operations. Topics include: pipe welding safety and health practices, pipe welding nomenclature, pipe layout and preparation, pipe joint assembly, horizontal welds on pipe (2G), vertical welds on pipe (5G), and welds on 45 degree angle pipe (6G).

WELD 1154   PLASMA CUTTING   **(3)**
Prerequisite/Corequisite: WELD 1010
Provides knowledge of theory, safety practices, equipment, and techniques required for plasma cutting. Topics include: safety practices; plasma torch and theory; plasma machine set up and operation; and plasma cutting techniques.

WELD 1156   ORNAMENTAL IRON WORKS   **(3)**
Prerequisites/Corequisites: WELD 1010, WELD 1030, WELD 1040, WELD 1090
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.

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A.A., Spartanburg Methodist College; B.S., College of Charleston; M.Ed., University of Georgia

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GEORGIA PIEDMONT TECHNICAL COLLEGE LOCATIONS
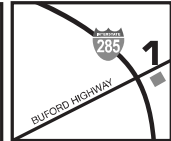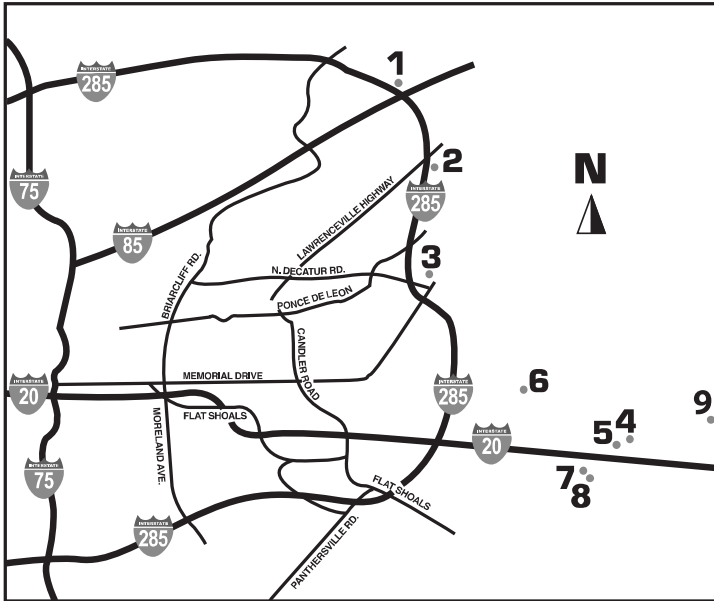
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5745 Buford Highway
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Fax: (770) 458-9081
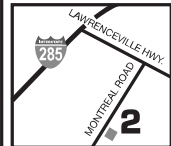
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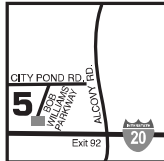Phone: (404) 297-9522
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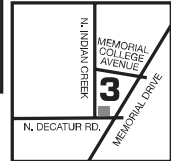
DEKALB CAMPUS
495 North Indian Creek Dr.
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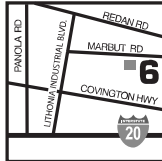Ext. **0**
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