



**GEORGIA  
PIEDMONT**  
TECHNICAL COLLEGE

2015-2016  
**CATALOG**



# 2015 - 2016 GENERAL CATALOG



**GEORGIA PIEDMONT**  
TECHNICAL COLLEGE

A Unit of the Technical College System of Georgia

**Jabari Simama, Ph.D.**  
**President**

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## **DEKALB CAMPUS**

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Clarkston, GA 30021-2397  
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## **PAUL M. STARNES CENTER**

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Clarkston, GA 30021  
Phone: (404) 297-9522  
Fax: (404) 294-0673

## **COMMUNITY EDUCATION CENTER**

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

## **REGIONAL TRANSPORTATION TRAINING CENTER**

6720 Marbut Road  
Lithonia, GA 30058  
Phone: (678) 526-7384  
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## **NEWTON CAMPUS**

16200 Alcovy-Jersey Road  
Covington, GA 30014-4076  
Phone: (404) 297-9522  
Fax: (770) 385-6292

## **NEWTON CAMPUS ~ BLDG D and CONFERENCE CENTER**

8100 Bob Williams Parkway  
Covington, GA 30014-0966  
Phone: (404) 297-9522  
Fax: (770) 385-4674

## **ROCKDALE CENTER**

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

## **SOUTH DEKALB CAMPUS**

2460 Wesley Chapel Road  
Suite 25A  
Decatur, GA 30035  
Phone: (404) 297-9522  
Fax: (404) 294-6290

## **MORGAN COUNTY CENTER**

150 E. Washington Street  
Madison, GA 30650  
Phone: 404-297-9522 Ext. 5000

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

## ACADEMIC CALENDAR

### FALL SEMESTER 2015

|              |                                  |
|--------------|----------------------------------|
| July 7, 2015 | Application Closing Date         |
| Aug 11       | New Student Orientation (Newton) |
| Aug 12       | New Student Orientation (Dekalb) |
| Aug 19-22    | Late Registration/Drop/Add       |
| Aug 22       | Classes Begin (Weekend)          |
| Aug 19       | Classes Begin (M/W)              |
| Aug 20       | Classes Begin (T/Th)             |
| Sept 7       | Holiday/Labor Day                |
| Nov 26-27    | Holidays/Thanksgiving            |
| Dec 5        | Classes End (Weekend)            |
| Dec 7        | Classes End (M/W)                |
| Dec 8        | Classes End (T/Th)               |
| Dec 9        | Final Exam (M/W)                 |
| Dec 10       | Final Exam (T/Th)                |
| Dec 12       | Final Exam (Weekend)             |
| Dec 14-Jan 7 | Semester Break                   |

### SPRING SEMESTER 2016

|              |                                  |
|--------------|----------------------------------|
| Nov 10, 2015 | Application Closing Date         |
| Jan 5        | New Student Orientation (Newton) |
| Jan 6        | New Student Orientation (Dekalb) |
| Jan 9-12     | Late Registration/Drop/Add       |
| Jan 9        | Classes Begin (Weekend)          |
| Jan 11       | Classes Begin (M/W)              |
| Jan 12       | Classes Begin (T/Th)             |
| Jan 18       | Holiday/MLK                      |
| Apr 21       | Classes End (T/Th)               |
| Apr 25       | Classes End (Weekend)            |
| Apr 20       | Classes End (M/W)                |
| Apr 26       | Final Exam (T/Th)                |
| Apr 27       | Final Exam (M/W)                 |
| Apr 23       | Final Exam (Weekend)             |
| May 2 - 12   | Semester Break                   |

### SUMMER SEMESTER 2016

|             |                            |
|-------------|----------------------------|
| Apr 5, 2016 | Application Closing Date   |
| May 14-17   | Late Registration/Drop/Add |
| May 14      | Classes Begin (Weekend)    |
| May 16      | Classes Begin (M/W)        |
| May 17      | Classes Begin (T/Th)       |
| May 28      | No Weekend Classes         |
| May 30      | Holiday/Memorial Day       |
| May 21      | Graduation                 |
| Aug 1       | Classes End (M/W)          |
| Jul 28      | Classes End (T/Th)         |
| Jul 30      | Classes End (Weekend)      |
| Aug 3       | Final Exam (M/W)           |
| Aug 2       | Final Exam (T/Th)          |
| Aug 6       | Final Exam (Weekend)       |
| Aug 8 - 16  | 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](http://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. As one of the premier technical colleges in Georgia, GPTC has built strong partnerships with students, employers, citizens, community leaders, and educators, all working toward a common goal: to ensure that your education is aligned with employer needs. Our graduates are qualified to be part of a world-class workforce.

Our programs guarantee employability of our graduates. With more than 99 percent of GPTC's 2014 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 computer information systems, engineering technology, 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.

Sincerely,

A handwritten signature in black ink, appearing to read "Jabari Simama". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Jabari Simama, Ph.D.  
President

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

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

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

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## **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 Arts and Sciences.

### **Effective Communication**

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

### **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

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## 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 24 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 employer 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, the Community Education Centers in Doraville, Clarkston and South Campus.

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

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

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in improving basic academic skills and in obtaining a high school equivalency certificate. The academic programs are provided conveniently in many locations.

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

### **CAREER PLANNING**

The Admissions staff at Georgia Piedmont Technical College is available to assist prospective students in planning an appropriate course of study. Typical questions asked are about academic requirements for various programs, nature of the program, working conditions, job opportunities, salaries, test requirements, class scheduling, and financial aid. Contact the DeKalb Campus Admissions and Records Office at (404) 297-9522, extension 1602, [admissionsclark@gptc.edu](mailto:admissionsclark@gptc.edu) or the Newton Campus at (404) 297-9522, extension 3100, [admissionscov@gptc.edu](mailto:admissionscov@gptc.edu) for more information. Career guidance is also offered through the Advising, Career and Retention Services. Individuals may use computerized assessment programs to identify their personal interests, aptitudes, skills, and work-related values and relate them to occupations. Members of the Career Services staff are available to interpret the program results and to assist prospective students in choosing viable programs of study and/or careers to pursue. Contact the Advising, Career and Retention Services, DeKalb Campus (404), 297 9522, extension 1124 or Newton Campus (404) 297-9522, extension 5166 for additional information.

### **LEARNING SUPPORT**

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

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

### **STUDENT SUCCESS CENTERS**

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

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

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topics such as study and test taking skills, stress and time management, building self-esteem, and career decision-making. Compass Workshops are presented to help students prepare for the placement test. Other programs provided by the Center are: SkillsTutor and PassKey Computerized Learning Systems for math, reading and writing, and FOCUS 2, a career and educational planning system for college students.

The Limited English Proficiency Lab (LEP) provides remediation and language assistance to credit students identified as LEP. The lab is equipped with the ELLIS interactive software that addresses language-specific challenges of LEP students (grammar, reading, vocabulary, and listening skills). Bilingual tutors are available to assist students in creating an instructional plan to work on areas of weaknesses in English and reading.

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

### **STEM INITIATIVES**

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

The goals of the STEM Initiatives Department include the following:

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

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

- Computer Information Systems
- Electronics Technology
- Electrical and Computer Engineering Technology
- Computer Graphics and Design/Drafting Technology
- Building Automation Systems
- Criminal Justice Technology
- Paramedicine Technology
- Design and Media Production Technology Grant
- Accounting
- Banking and Finance
- Sustainable Technology Certificate
- Motorcycle Service Technology
- Heating, Ventilation, and Air Conditioning Technology
- Automotive Technology
- Clinical Laboratory Technology
- Ophthalmology Technology
- Practical Nursing
- Cybersecurity
- Mechanical Engineering Technology
- Welding and Joining Technology

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## ACCREDITATION

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

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

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

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

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

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

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

**Medical Assisting Program:** Commission on Accreditation of Allied Health Education Programs [www.caahep.org](http://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

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

**Paramedic Program:** Commission on Accreditation of Allied Health Education Programs (CAAHEP) [caahep.org](http://caahep.org)

## PROFESSIONAL AFFILIATIONS / MEMBERSHIPS

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

### ADVISORY COMMITTEES

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

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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 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, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Investment Act of 1998 (WIA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

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

The Title IX Coordinator is Dr. Debra Gordon, Dean of Academic Programs, Georgia Piedmont Technical College, DeKalb Campus, Building A, Room 103B, 495 North Indian Creek Drive, Clarkston, Georgia 30021, [gordond@gptc.edu](mailto:gordond@gptc.edu), (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, [petersl@gptc.edu](mailto:petersl@gptc.edu), (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.

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## ADMISSION AND GENERAL INFORMATION

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

Admission to Georgia Piedmont Technical College is not a guarantee of admission to a credit program offering a certificate, diploma, or degree. The admission process encourages students to enter programs where they have a reasonable expectation of success. Admission to specific programs requires that the applicant have adequate educational preparation as measured by satisfactory placement scores on the Scholastic Aptitude Test (SAT), the American College Testing Program (ACT), the 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 and Records 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,

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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 and Records 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 and Records Office.

**Healthcare 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

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may result in a student's inability to complete the program of study; (Additional information on this requirement may be obtained from the ECCE Faculty Advisor.) The student must complete the criminal background check consent form and take this form to the GPTC Business Office and pay a fee for this service. This form will be submitted by the Business Office to the Georgia Piedmont Technical College Police Department for processing. Background checks from outside sources will not be accepted. This procedure must be complete in order to finalize the application process.

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

**EMS and Paramedic Education** programs have specific admission and eligibility requirements. All applicants must meet the same entry requirements as students with Regular Admission status. In addition the State Office of EMS requires all applicants to be 18 years of age and a high school graduate or equivalent. Candidates transferring from another EMS Education program or program within Georgia Piedmont Tech must have acceptable English and Math transfer credit, as determined by the Admissions and Records 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

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

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

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

- ▷ Completion of ENGL 1101 with a grade of “C” or better.
- ▷ Completion of the Watson-Glaser Critical Thinking Test with a minimum score of 20. A student who fails to score the minimum score may re- take the test the following term (semester) with the maximum number of attempts being three (3).
- ▷ Students will attend a program orientation and advisement meeting, to be scheduled by the Paralegal Studies faculty.
- ▷ Students will be advised, as a part of the program orientation and advisement process, regarding employment prospects paralegals with a felony conviction.

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

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

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

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

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

## **ADMISSION PROCEDURE**

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

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## Admission Application

Admission application for credit programs to Georgia Piedmont Technical College may be accessed on the college website at [www.gptc.edu](http://www.gptc.edu), or contact the Admissions and Records 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 must provide validation of lawful presence in the United States. You will be required to submit one of the following documents as proof of lawful presence in the United States before you are eligible for consideration of in-state tuition:

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

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

#### Office of Admissions and Records

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](mailto:admissionsclark@gptc.edu)

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## 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 and Records Application / Document Deadline Date for the semester in which they plan to enroll.

The 2014– 2015 Admission Application / Document Deadline Dates for the DeKalb Campus and the Newton Campus are as follows:

|                      |                        |
|----------------------|------------------------|
| Fall Semester 2015   | Tuesday, July 7, 2015  |
| Spring Semester 2016 | Tuesday, Nov. 10, 2015 |
| Summer Semester 2016 | Tuesday, April 5, 2016 |

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.



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

- Submit a completed application to the Admissions and Records 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](http://www.gvtc.org). Once the application is submitted, it is reviewed by GVTC and an e-mail is submitted to the Admissions and Records Office 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](http://www.gptc.edu) and the Admissions and Records Office. 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 Admissions and Records Office.

### **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.**

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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 and Records 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 **APPROVED EVALUATION SERVICE** is required. We suggest WES (World Education Services), [www.wes.org](http://www.wes.org), Josef Silny & Associates, Inc., [www.jsilny.com](http://www.jsilny.com), or AACRAO, <http://ies.aacrao.org>. A list of approved agencies can be found at [www.naces.org](http://www.naces.org). Foreign postsecondary educational credentials must have a course-by-course evaluation as outlined in the Transfer Student requirements. Additional information can be obtained by contacting the International Student Advisor (ISA) or from the Georgia Piedmont Technical College website.

- ▷ 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)

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 your sponsors bank), showing that the required funds are available to finance your education (a minimum of \$20,478).
  - Additional documents substantiating your ability to support yourself/student.
- ▷ Submit proof of current health insurance coverage.
- ▷ Pay 15 credit hours toward tuition and fees in the amount of \$5,689 to Georgia Piedmont Technical College. (Amount subject to change)
- ▷ Pay the one-time SEVIS FEE prior to scheduling interview with U.S. Consulate.

F-1/M-1 students must start their studies in the semester for which the visa is granted and remain in College during the duration of the visa's awarded time frame. Otherwise, the College must notify immigration officials immediately that the student is not in school and therefore "out of status." The student must consult with the International Student Advisor (ISA) if a problem arises which prohibits the student's attendance at the College. Before withdrawing from any courses, the F-1/M-1 student must have the approval of the ISA since time parameters for program completion are part of the visa approval process. The ISA will notify immigration

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officials if the student does not show academic progress every semester or is placed on academic probation, exclusion, or suspension. According to the Department of Homeland Security (DHS) policies, the F-1/M-1 student's visa and passport must remain updated while attending Georgia Piedmont Technical College.

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

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

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

### REQUIRED ACADEMIC CRITERIA

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

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

**Home School Applicants:** Applicants of home schools located in Georgia who did not attend a recognized accredited program must adhere to the following alternative path for admission:

- Submit a Certificate of Attendance form from the local superintendent's office or Declaration of Intent to utilize a Home Study Program from the Georgia Department of Education verifying that the parent or legal guardian complied with the requirements

of home study programs as referenced in O.C.G.A. § 20-2-690. letter from the local superintendent's office verifying that (1) the parent or legal guardian notified the superintendent of intent to home school and (2) that the parent or legal guardian submitted the required attendance reports to the superintendent's office on a monthly basis as required by O.C.G.A. § 20-2-690.

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- 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 and Records 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 and Records 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 and Records 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 and Records 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.

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## 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 and Records 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.)

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- ▷ ▷ 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 service. We suggest WES (World Education Services), [www.wes.org](http://www.wes.org), Josef Silny & Associates, Inc., [www.jsilny.com](http://www.jsilny.com), or AACRAO, <http://ies.aacrao.org>. A list of approved agencies can be found at [www.naces.org](http://www.naces.org) and used provided they produce a course-by-course evaluation as outlined in the Transfer Student requirements.

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 and Records 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](http://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.
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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 Admissions and Records 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.

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## 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 Admission and Records 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 are awarded according to the American Council of Education (ACE) recommendations as listed in A Guide to the Evaluation on Educational Experiences in the Armed Services. For additional information, contact the Admissions & Records 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](http://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 Admissions & Records Office.

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## **Move on When Ready (MOWR)**

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

### **MOWR Options**

These options are available to currently enrolled Georgia high school students who meet the following admissions requirements:

- ▷ Schedule an appointment with Georgia Piedmont Technical College's High School Coordinator.
- ▷ Submit a letter/form of eligibility for participation in the MOWR 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 and Records 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 MOWR student, the student is responsible for submitting requests for transcripts to be sent from Georgia Piedmont Technical College to their high school each semester.

MOWR 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 Students must meet with the Youth Apprenticeship Coordinator in his/her high school and must fulfill all admissions requirements as outlined in this Catalog for the Postsecondary Options: Dual Enrollment and Joint Enrollment student.



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## 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, Athletics, Health and Wellness Fees, and Activity Fees if applicable. Senior citizen students with tuition waived will be enrolled on a space available basis only during the Drop / Add period of each semester.

## Audit Students

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

## RESIDENCY REQUIREMENTS

The State Board recognizes three student residency categories: in-state, out-of-state and non-citizen. A student's legal residence shall determine the tuition rate paid by the student.

1. Students who are residents of the United States and otherwise qualify as Georgia residents shall pay tuition and fees prescribed by the State Board for in-state students.
2. Students who are residents of the United States but do not otherwise qualify as Georgia residents shall pay tuition at a rate of two (2) times that charged a Georgia resident in addition to fees prescribed by the State Board for out-of-state students.
3. Students who are non-citizens and are studying at a Technical College shall pay tuition at a rate four times (4) that charged a Georgia resident in addition to fees prescribed by the State Board for non-citizen students.

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

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

Students who enter Georgia Piedmont Technical College as non-residents and subsequently qualify as a Georgia resident for fee purposes must file a Petition for Georgia Residency with the 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 Admissions and Records 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 fees are subject to change without notice.

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

### **Late Registration Fee**

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

### **Student Activity Fee**

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

### **Instructional and Support Fee**

An instructional and technology support fee of fifty dollars (\$105) is charged each semester to every full-time and part-time students enrolling in credit courses and is payable at the time of registration.

### **Technology Support Fee**

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

### **Campus Resources Fee**

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

### **Arts and Sciences Natural Science Lab Fee**

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

### **Paralegal Fee**

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

### **Learning Support Fee**

A learning support fee is charged each semester to every student in learning support reading, math, or English. For each math learning support course a student is enrolled, a charge of one hundred ten dollars (\$110) will be charged. For each language or reading course a student is enrolled, a charge of sixty dollars (\$60) will be charged. The student will receive access to the educational software required for the class. The fee applies only to students enrolling in learning support courses and is payable at the time of registration.

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## Health and Wellness (Counseling) Fee

A health and wellness (Counseling) fee of seven dollars (\$7) is charged each semester to every full-time and part-time student. This fee will allow students to receive counseling services for themselves and their household members. Students and their household members are eligible for up to four counseling sessions each semester. This fee applies only to students enrolling in credit courses and is payable at the time of registration.

## Athletic Fee

An Athletic Fee of fifteen dollars (\$15) is charged each semester to every full-time and part-time student and is payable at the time of the registration. This fee will be used to support the College's intercollegiate athletic program.

## Graduation Fee

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

## Tuition

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

A student who is a **legal resident of the state of Georgia**, according to the regulations of the Technical College System of Georgia, and who has been a legal resident of the state for at least twelve consecutive months preceding the first day of the term must pay resident tuition of **\$85 per semester credit hour**.

A student who is **not a legal resident of the state of Georgia** under the regulations of the Technical College System of Georgia **but is a resident of the United States of America** must pay tuition of **\$170 per semester credit hour**.

A student who is **not a United States born or naturalized citizen of the United States (non-citizen)** must pay tuition of **\$340 per semester credit hour**. Certain categories of non-resident students may be enrolled upon payment of resident fees in accordance with the Technical College System of Georgia. Refer to "Residency Requirements" listed elsewhere in this Catalog. All tuition and fees must be paid before the student is officially registered.

## Specialty Programs

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

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

## Individual Program Costs

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

## Program Change Fee

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

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## Transcript Requests

The Admissions and Records 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 may be mailed or issued to the student in an official sealed envelope. Requests for official transcripts to be transmitted via email or fax cannot be accepted at this time. Unofficial student copy transcripts are available at [www.gptc.edu](http://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 and Records 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 must be paid in the Cashier's Office.

### Declined Checks

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

### Student Insurance Fees

A limited student accident insurance program is provided for all students enrolled in credit courses. Each credit student enrolled is assessed a fee of four dollars (\$4) per semester for this insurance. Information about the program and claim forms may be obtained from the Office of Student Affairs on each campus.

### 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's Office reflecting payment of this fee before taking the examination. See General and Academic Policies for more information.

### Replacement Degree / Diploma / Technical Certificate of Credit

A replacement degree, diploma, or technical certificate of credit may be ordered from the Admissions and Records 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 Admissions and Records Office or online. Go to [www.gptc.edu](http://www.gptc.edu) → Student Services → Admissions and Records Office → Withdrawal → Withdrawal Form. The withdrawal form must be completed and returned to the Admissions and Records 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.

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Students having an emergency situation such as illness, accident, or death in the immediate family should contact the Admissions and Records 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.

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# 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 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, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs; programs financed by the federal government including any Workforce Investment Act (WIA) of 1998 Title I financed programs, educational programs and activities including admissions, scholarship and loans, student life and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The Title IX Coordinator is Dr. Debra Gordon, Dean of Academic Programs, Georgia Piedmont Technical College, DeKalb Campus, Building A, Room 103B, 495 North Indian Creek Drive, Clarkston, Georgia 30021, (404) 297-9522, extension 1176, [gordond@gptc.edu](mailto:gordond@gptc.edu). 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, [petersl@gptc.edu](mailto:petersl@gptc.edu). 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 Lolita Morrison, 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, [morrisonl@gptc.edu](mailto:morrisonl@gptc.edu). 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, [bogler@gptc.edu](mailto:bogler@gptc.edu). 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 improperly used of drugs. Georgia Piedmont Technical College prohibits the unlawful manufacture, distribution, dispensation, possession or use of illegal drugs or controlled substances by Georgia Piedmont Technical College students and staff as set forth in Georgia Law (HB 1231, Act 1447), Drug-Free Postsecondary Education Act of 1990 and Federal Law (Public 101-226), The Drug-Free School and Community Act Amendment of 1989, Section 22, Drug-Free Schools and Campuses.

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## 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 and Records Office, 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](http://www.gptc.edu) (click on Student Services → Student Grievance).



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## **Grade Appeal**

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

## **UNLAWFUL HARASSMENT, SEXUAL MISCONDUCT AND DISCRIMINATION PROCEDURES**

All students are encouraged to report events of unlawful harassment, discrimination, and/or unlawful retaliation against themselves or others. Students wishing to initiate a formal grievance may obtain complete procedures in the Student Handbook, from the Title IX Coordinator, ADA/504 Coordinator, Equity Coordinator, or online at [www.gptc.edu](http://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 Admissions & Records 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 Representative in order to note any additional admission requirements for their new choice, and to complete an official program of study change form. Applicants who wish to change their initial program of study choice are encouraged to do so as soon as possible prior to new student registration, but no later than the end of the late registration period for the semester in which they register. Changes made after the late registration period become effective the following semester. 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 Academic Calendar.

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## 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 may adversely affect a student's success in a course due to the missed opportunity of information from and interaction with faculty and classmates. Also, missing assignments as a result of tardiness or absences will have a detrimental effect on a student's final grade. Due to the varied demands of individual programs, some classes may have specific attendance requirements. It is the student's responsibility to review the attendance policy in each class syllabus.

### Student-Initiated Withdrawal

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

### Faculty-Initiated Withdrawals

Faculty 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:** A student must participate in at least one class meeting during the first seven (7) days of the term.
2. **Online Class:** A student must log into the GPTC official Learning Management System (currently ANGEL) and must complete the participation assignment designated by the instructor during the first seven (7) days of the term.
3. **Hybrid Class:** A student must log into the GPTC official Learning Management System (currently ANGEL) and complete the participation assignment designated by the instructor or participate in at least one class meeting during the first seven (7) days of the term.

### Participation Rule (10% Rule)

Students who fail to meet the following criteria will be withdrawn from a course upon request by an instructor:

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

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2. Hybrid Class: A student misses ten percent (10%) of the in-class meetings and/or does not submit work for a consecutive two-week period.
  3. Online Class: A student fails to log into class and/or does not submit work for a consecutive two-week period.

A student who is withdrawn (self-withdrawal or faculty withdrawal) before the mid-point of the term will receive a grade of "W". A student who is withdrawn (self-withdrawal or faculty withdrawal) after the mid-point and before the final week of classes will receive a "W" if passing or a "WF" if failing.

### **Withdrawal from "Stacked Classes"**

In some programs, students register for a full load of classes (stacked classes) at the beginning of the term; however the courses are taught consecutively and may serve as pre-requisites to subsequent courses. Some of the programs that fall into this category are Nursing, Cosmetology, Law Enforcement, EMT, Paramedic and several Industrial Division programs. Students who fail one of the pre-requisite courses will be dropped from any subsequent "stacked classes". Students who fail a pre-requisite course will be dropped from any subsequent courses in which they are ineligible to participate as a result of the failure.

### **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 Admissions and Records Office or online. Go to [www.gptc.edu](http://www.gptc.edu) → Student Services → Registrar → Withdrawal → Withdrawal Form. The withdrawal form must be completed and returned/submitted to the Admissions and Records Office. The day the completed form is received by the Admissions and Records 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.

### **FINANCIAL OBLIGATIONS for WITHDRAWAL**

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

### **STUDENT PICTURE I.D.**

All students enrolled at Georgia Piedmont Technical College must have in their possession and display their student I.D. Students who are asked to show their I.D. to Security Officers or Georgia Piedmont Technical College employees may be asked to leave campus if they do not have the I.D. in their possession. Student I.D. pictures are made on New Student Registration day(s) and on late registration day(s). Current students with an I.D. must have it validated each-semester. This process can be completed at the Office of Student Activities Monday through Thursday at the DeKalb Campus and at the Admissions and Records 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 Technical College will not respond to emails sent from a student's personal account/address. An email account/address is assigned and mailed (via US postal service) at the time of their admissions to the College. An email account/address has been created for all currently registered students. Georgia Piedmont Technical College will send registration information via email.

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## ACADEMIC POLICIES

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

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

### Learning Resource Center

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

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

### Credit by Examination

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

### CLEP and AP Exams

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

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## 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 Admissions and Records 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 Admissions and Records 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 faculty 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 intended for transfer.

## Units of Credit

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

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## GRADING SYSTEM / GRADE SYMBOLS

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

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

"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:

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

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

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

**Work Ethics Evaluation**

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

**Grade Point Average**

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

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

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

**Forfeiture of Credit**

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

**Full-time Student Status**

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

**Continuous Enrollment**

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

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## **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 be found on the GPTC website or obtained from the Academic Affairs office.

## **PROBATION AND SUSPENSION OF TRANSFER STUDENTS**

Transfer students who are admitted on Probation must earn a grade point average of at least 2.0 during the first semester enrolled. Transfer students who are on Academic Suspension from their



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former institution are considered for admission on the same basis as suspended students from Georgia Piedmont Technical College who apply for readmission.

### Healthcare Program Policies

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

Certain healthcare programs require the following:

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

Students are required to consult with the faculty advisor for specific requirements, qualifications, or conditions related to the particular program of study. Please note that a criminal record and / or fingerprint records may prevent a student from placement in an internship/practicum, or clinical site for instructional purposes. This may result in a student’s inability to complete the program of study. A criminal record may also prevent a student from obtaining state certification or licensure. Students are responsible for obtaining required documentation from proper authorities and paying related processing fees. Before the first Friday of each semester, students who are new to the program must complete the criminal background check consent form. The student must take this form to the GPTC Business Office and pay a fee for this service. This form will be submitted by the Business Office to the Georgia Piedmont Technical College Police Department for processing. Background checks from outside sources will not be accepted.

### Healthcare Programs Policies

Policies for Healthcare Programs

#### 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 five (5) years or older
- ▷ Program Science Courses: (ALHS or AHS) **must** be repeated if five (5) years or older at the time of admission to the College. It is recommended that any course with an

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ALHS or AHS prefix be repeated if over five (5) years at the time of admission to the program.

- ▷ Program Science Courses: (BIOL or BIO, CHEM or CHM) **must** be repeated if ten (10) years or older at the time of admission to the College. It is recommended that any course with a BIOL / BIO or CHEM / CHM prefix be repeated if over ten (10) years at the time of admission to the program.
- ▷ Program Technical Courses: (CLBT or CLT) **must** be repeated if one (1) year or older at the time of admission into the program

### Phlebotomy:

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

### Practical Nursing:

- ▷ General Core Courses: Follow College policy\*
- ▷ COMP 1000 (SCT 100) **must** be repeated if five (5) years or older
- ▷ Program Science Courses: (ALHS / AHS) **must** be repeated if five (5) years or older at the time of admission to the College. It is recommended that any course with an ALHS or AHS prefix be repeated if over five (5) years at the time of admission to the program. EXCEPTION: ALHS 1060 must be repeated if one (1) year or older at the time of admission to the program.
- ▷ Program Technical Courses: (PNSG / NSG / NPT) **must** be repeated if one (1) year or older at the time of admission into the program.
- ▷ **All practical nursing students will be required to take the TEAS (Test of Essential Aptitude Skills) which includes English, reading, math, and science for admission to the practical nursing program. Please contact faculty advisors for additional information.**

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

### Early Childhood Care and Education Policies:

The Early Childhood Care and Education program (ECCE) maintains articulation agreements for transfer of credit to several 4-year Bachelor Degree-granting institutions. These agreements require that students maintain a C or better in all courses taken toward their ECCE degree. In addition, most accredited colleges of education require a C or better grade in program courses in order for the student to demonstrate a minimum level of competency in the subject matter. In order for Georgia Piedmont Technical College to keep pace with our peer institutions and to maintain the integrity of our articulation agreements, all ECCE courses at Georgia Piedmont Technical College will require a grade of C or better for graduation. Students who do not meet this standard will be required to repeat those classes in order to satisfy graduation requirements.

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### **Paralegal Program Policies:**

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

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

### **COMPUTER INFORMATION SYSTEMS ACADEMIC POLICY**

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

### **GRADUATION APPLICATION DATES**

A student desiring to graduate should make an appointment with their academic advisor before applying for graduation. Please see The Right Start for the application dates.

### **GRADUATION / GRADUATION APPLICATION**

Students are responsible for verifying that all **graduation requirements** have been met. The course requirements for each program of study can be found online, [www.gptc.edu](http://www.gptc.edu) → Academics → All programs.

To apply for a DEGREE, DIPLOMA, or TECHNICAL CERTIFICATE OF CREDIT you will complete and submit the Graduation\_Application online at [www.gptc.edu](http://www.gptc.edu) → Student Services → Registrar → Graduation → Graduation Application.

### **GRADUATION REQUIREMENTS**

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

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

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## 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 |

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# 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
- ▷ selecting an educational program
- ▷ selecting and scheduling courses
- ▷ exploring career/educational goals
- ▷ removing barriers to success

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

## Advisement Services

Advising is available to all Georgia Piedmont Technical College students. Objectives are to provide:

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

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## **Student Center and Student Vending Areas**

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

## **Health Services**

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

## **Housing**

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

## **Insurance**

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

## **Advising, Career and Retention Services**

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

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

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

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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, more than 90% of Georgia Piedmont Technical College's graduates have secured employment.

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

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

**New Student Orientation**

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



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## STUDENT FINANCIAL SERVICES

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

### Federal Pell Grant Program

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

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

### Federal SEOG (Supplemental Educational Opportunity Grant)

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

### Federal Work-Study Program

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

### HOPE (Helping Outstanding Pupils Educationally) Programs

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

#### HOPE Grant

- The HOPE grant is available to Georgia residents in certificate or diploma programs of study who are U.S. citizens or eligible non-citizens and who also meet residency requirements. If a student was a resident of Georgia at the time of his or her high school graduation, home study program completion or successful GED test, that student must also meet the residency requirement for twelve (12) consecutive months immediately prior to the first day of classes of the school term for which the HOPE grant is sought. Students who do not meet these requirements must meet the Georgia

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residency requirement for twenty four (24) consecutive months immediately prior to the term for which the HOPE grant is sought.

- The HOPE program currently pays \$65.00 per semester hour toward the cost of tuition only, at Georgia Piedmont Technical College. The current rate of tuition is \$89 per semester hour. Below is an example to illustrate.

**Example:**

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

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

$\$65 \times 10 = \$650$  (this is the amount that will be paid by HOPE).

$\$890 - \$650 = \$240$ . (The student is responsible for the \$240 + \$349 in fees, for a total of \$589).

**If the student is receiving other types of financial aid assistance (for example, the Pell grant), in excess of the \$240 and fees, then the student should not have a balance.**

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

**ZELL Miller Grant**

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

**HOPE Scholarship**

The HOPE Scholarship is available to Georgia residents who graduate from high school as a HOPE Scholar with a 3.0 or better GPA and meet all other requirements (citizenship, residency, etc.). Georgia Student Finance Commission (GSFC) determines students who are HOPE Scholars upon graduation from high school. If a student is not a designated HOPE Scholar upon graduation from high school a student could become eligible by completing at least 30 semester hours of degree level courses at a college or university. A 3.0 GPA is required at the 30, 60 or 90 hour checkpoint to become eligible. The student will need to complete the HOPE Scholarship application, which is available in the Student Financial Services office, and the student must ensure that all transcripts from previously attended

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colleges or universities have been submitted to the Admissions and Records Office. The student must be enrolled in a degree program of study to receive the scholarship. The HOPE Scholarship is not awarded to students who have already earned a Bachelor's degree (either in the U.S. or from any other country). Students must maintain a 3.0 GPA at the 30<sup>th</sup>, 60<sup>th</sup>, and 90<sup>th</sup> hour checkpoint and at the end of every

Spring semester to remain eligible.

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

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

### **Zell Miller Scholarship**

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

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

### **Student Access Loan (SAL)**

Effective 2015-2016 (FY 2016), Georgia Student Finance Authority offers the Student Access Loan (SAL) Program for eligible students attending an eligible USG (University System of Georgia), Private or TCSG (Technical College System of Georgia) postsecondary institution in Georgia. The SAL is a 1% fixed rate loan, designed to assist undergraduate and technical college students who have a gap in meeting their educational costs. Applications are available in June 2015 and will close at a designated date according to Georgia Student Finance Commission. The application and additional required documentations are available at the following web address: [https://secure.gacollege411.org/Financial\\_Aid\\_Planning/Financial\\_Aid\\_101/Georgia\\_Student\\_Access\\_Loan\\_Program/Georgia\\_Student\\_Access\\_Loan\\_Program.aspx](https://secure.gacollege411.org/Financial_Aid_Planning/Financial_Aid_101/Georgia_Student_Access_Loan_Program/Georgia_Student_Access_Loan_Program.aspx)

- Applicants must have first applied for and exhausted other student financial aid options including federal, state and private scholarship and grant programs and Veterans Education Benefits.

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- Interest rate structure for loans received on or after July 1, 2014:
    - Fixed rate of 1% while in school and out of school as long as the loan remains in good standing.
  - A monthly Keep In Touch (KIT) Payment of \$10.00 is required approximately 60 days after the first disbursement is received. The monthly KIT Payment is required while in school and while in grace period.
  - Repayment is a maximum of fifteen (15) years with a minimum payment of \$50.00 for loans received on or after July 1, 2015.

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

### **William D. Ford Federal Direct Student Loans**

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

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

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

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

### **Loan Origination Fees**

A loan fee (also called an origination fee) is subtracted from each loan requested. The loan fee is the expense of borrowing the Direct Subsidized or Unsubsidized loan. The current origination fee is 1.73% and is subject to increase on July 1 and October 1.

### **Loan Eligibility Requirements**

- Citizenship - You must be a U.S. citizen or an eligible non-citizen.
- Enrollment - You must be accepted for enrollment and enrolled at least half-time (six credit hours) at a participating school in an eligible program leading to an associate degree or diploma. You cannot apply if you are enrolled in another program at another school.
- Academic - You must maintain satisfactory academic progress in your course of study. That means successfully completing 67% of the hours attempted, maintaining a 2.0 GPA and completing the program within 150% of hours needed as outlined in GPTC's standards and statutory requirements.
- Non-Default - You must not be in default on an educational loan or owe a refund on an educational grant.

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- High School - You must have a high school diploma or G.E.D.
  
  - Financial Need - You must complete the Free Application for Federal Student Aid (FAFSA) and submit any required documents to complete your student financial aid file.
  - Entrance Loan Counseling - You must complete Entrance Loan Entrance Counseling before student loan funds will be disbursed to you. In addition, you must complete Exit Loan Counseling when you leave school.
  - Master Promissory Note- You must complete the Master Promissory Notes, read the loan disclosure information, and provide references.
  - You must meet all of the other Federal Direct Loan program eligibility requirements prescribed by law at the time your loan application is processed.

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

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

### **Accepting Terms and Conditions and Award Offer**

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

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

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

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

VA students must complete a Veterans Data Sheet available in the 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.

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

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## Other Scholarships

Several business and civic organizations as well as the Georgia Piedmont Technical College Foundation provide scholarships to qualified students. Students are encouraged to go to the

Georgia Piedmont Technical College website at: [http://www.gptc.edu/content.cfm?PageCode=foundation\\_scholarships](http://www.gptc.edu/content.cfm?PageCode=foundation_scholarships) and review the criteria for the scholarships available. Students should also search the internet for available scholarships through employers and other sources.

## Satisfactory Academic Progress (SAP)

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

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

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

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

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

## Failure to Meet Satisfactory Academic Progress Requirements

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

## Appeals

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

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

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

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# 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.

### **Georgia Piedmont Technical College Accounting Club (GPTCAC)**

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

### **American Criminal Justice Association (ACJA)**

The ACJA is 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



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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)**

BTC is 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)**

GPTCCC is 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**

DECA is 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)**

DGC is an organization that promotes achievement in academics and excellence in character. It is the purpose of DGC to serve and represent the student body, and to provide 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 Education 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)**

THS is 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)**

IAAP is an organization to assist career-oriented business students in developing a better understanding of the office profession and the business world. IAAP 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

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International Association of Administrative Professionals. Covington Chapter is sponsored by New Rock Charter of IAAP in Rockdale.

### **International Students Club (ISC)**

ISC is 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)**

ICC is 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 (LEX)**

LEX exists 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. Students must complete no less than two-thirds (2/3) of the program requirements with an overall grade point average of at least 3.25, plus a grade point average in their paralegal courses of at least 3.50 in order to be considered for admission to LEX.

### **Mu Lambda Tau (MLT)**

MLT is 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)**

PBL is 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.

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## **SkillsUSA**

SkillsUSA is 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**

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

### **National Technical Honor Society (NTHS)**

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

### **Phi Theta Kappa (ΦΘΚ)**

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

### **Who's Who Among Students in American Junior Colleges**

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

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## SPECIAL PROGRAMS AND SERVICES

### Evening / Weekend Classes

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

### Distance Learning (web-based/on-line)

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

### Off-Campus Centers

Georgia Piedmont Technical College offers classes for academic credit at the following locations: DeKalb Campus, Newton Campus, Newton Campus Building D and Conference Center, Regional Transportation Center, South DeKalb Campus, Rockdale Career Academy, Newton Career Academy and Morgan County Center.

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

## SPECIAL SERVICES

Through the Student Affairs, special services provide support in the following areas: Disabled, International students and Special Populations, Veterans and Active Duty Military.

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

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

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

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

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

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

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

For additional information, please contact Roz Bogle 404-297-9522, extension 1280 or [bogler@gptc.edu](mailto:bogler@gptc.edu) or the College website.

**Veteran and Military Support Center** provides assistance, support and guidance to veterans and active service members to help meet their unique academic needs as they explore the variety of services, options, and benefits provided by GPTC. For additional information, please contact Lisa Peters 404-297-9522, extension 1154, [petersl@gptc.edu](mailto:petersl@gptc.edu) or the College website.

### **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. WIA Program staff assesses and evaluates individuals' skills and needs to determine if he/she qualifies for WIA support. Those accepted into the program may receive funds for college tuition, books, and supplies as required by their selected program of study not to exceed a four-semester maximum benefit. In addition, students may be eligible to receive a stipend for meals, transportation, and child care allowance. Currently, WIA sponsors students in most of the degree, diploma, or certificate programs. Almost all degree, diploma, or certificate programs in which students enroll are eligible for WIA assistance. Contact WIA staff for any exceptions. All students receive assistance with career selection, classroom preparation, and job search support upon successful completion of their program. For additional information contact the DeKalb County Workforce Investment Act Liaison staff located in GPTC's Career Services Office, Building A, Room 169, (404) 297-9522, extension 1126.

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## **Economic Development Programs**

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

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

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

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

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

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

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

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

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

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

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## ADULT EDUCATION PROGRAMS

### Adult Basic Education

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

### General Education Development

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

### English as a Second Language

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

## STUDENT RIGHT TO KNOW DISCLOSURE

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

### INFORMATION

### WHERE IT CAN BE FOUND

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

| <b>Title</b>   | <b>Campus</b> | <b>Telephone No.</b> | <b>Extension</b> |
|--|---------------|----------------------|------------------|
| Executive Vice President of Academic and Student Affairs | DeKalb        | (404) 297-9522       | 1752             |
| Dean of Student Affairs                                  | DeKalb        | (404) 297-9522       | 1182             |
| Registrar  | DeKalb        | (404) 297-9522       | 1244             |
| Assistant Registrar                                      | DeKalb        | (404) 297-9522       | 3120             |
| Director of Admissions & Records                         | DeKalb        | (404) 297-9522       | 1240             |
| Disability Services Advisor                              | DeKalb        | (404) 297-9522       | 1155             |
| Director of Advising, Career and Retention Services      | DeKalb        | (404) 297-9522       | 1125             |
| Assessment Specialist                                    | DeKalb        | (404) 297-9522       | 1571             |
| Director of Student Financial Services                   | DeKalb        | (404) 297-9522       | 1110             |



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|  |        |                |      |
|--|--------|----------------|------|
| 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 |
| 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 2008 to Spring 2011) was 25%. The student retention rate for the latest report year (2011-2012) was 65.7%.
- Campus crime statistics –

| <u>Categories</u>  | <u>2011</u> | <u>2012</u> | <u>2013</u> |
|--|-------------|-------------|-------------|
| Homicide:  |             |             |             |
| Murder and Non-negligent Manslaughter                    | 0           | 0           | 0           |
| Negligent Manslaughter                                   | 0           | 0           | 0           |
| Sex Offenses:  |             |             |             |
| Forcible   | 0           | 0           | 0           |
| Non-forcible   | 0           | 0           | 0           |
| Robbery  | 0           | 0           | 0           |
| Aggravated Assault                                       | 0           | 2           | 0           |
| Burglary   | 6           | 0           | 1           |
| Motor Vehicle Theft                                      | 0           | 0           | 1           |
| Arson  | 0           | 0           | 0           |
| • Arrests and Referrals for Campus Disciplinary Action – |             |             |             |
| Liquor Law Violations                                    | 1           | 0           | 1           |
| Drug Abuse Violations                                    | 0           | 1           | 0           |
| Weapon Possessions                                       | 0           | 0           | 0           |
| Domestic Violence  | 0           | 0           | 0           |
| Dating Violence  | 0           | 0           | 0           |
| Stalking   | 0           | 0           | 0           |
| Hate Crimes  | 0           | 0           | 0           |

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## 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 Arts and Science including the areas of English, Mathematics/Natural Sciences, and Social/ Behavioral Sciences (listed below).

#### Area I – English / Communication

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

#### Area II - Social / Behavioral Sciences

|           |                                    |   |
|-----------|------------------------------------|---|
| ECON 1101 | Principles of Economics.....       | 3 |
| ECON 2105 | Principles of Macroeconomics ..... | 3 |
| ECON 2106 | Principles of Microeconomics ..... | 3 |
| HIST 1111 | World History I .....              | 3 |
| HIST 1112 | World History II .....             | 3 |
| HIST 2111 | 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

|            |   |   |
|------------|---|---|
| BIOL 1111  | Biology I.....                          | 3 |
| BIOL 1111L | Biology I Lab .....                     | 1 |
| BIOL 1112  | Biology II.....                         | 3 |
| BIOL 1112L | Biology II Lab .....                    | 1 |
| CHEM 1211  | Chemistry I.....                        | 3 |
| CHEM 1211L | Chemistry I Lab.....                    | 1 |
| CHEM 1212  | Chemistry II.....                       | 3 |
| CHEM 1212L | Chemistry II Lab.....                   | 1 |
| MATH 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 I .....                 | 4 |
| MATH 1132  | Calculus II .....                | 4 |
| PHYS 1110  | Conceptual Physics.....          | 3 |
| PHYS 1110L | Conceptual Physics Lab.....      | 1 |
| PHYS 1111  | Introductory Physics I.....      | 3 |
| PHYS 1111L | Introductory Physics I Lab ..... | 1 |
| PHYS 1112  | Introductory Physics II .....    | 3 |
| PHYS 1112L | Introductory Physics II Lab..... | 1 |

**Area IV – Humanities / Fine Arts**

|           |  |   |
|-----------|--|---|
| ENGL 2130 | American Literature .....                            | 3 |
| ENGL 2310 | English Literature from the Beginnings to 1700 ..... | 3 |
| HUMN 1101 | Introduction to Humanities .....                     | 3 |
| MUSC 1101 | Music Appreciation .....                             | 3 |
| ARTS 1101 | Art Appreciation .....                               | 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 |
| PSYC 2250 | Abnormal Psychology.....                     | 3 |

**SELECTING ELECTIVES**

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

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## Programs of Study

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### Accounting

#### AC13 Accounting ASSOCIATE OF APPLIED SCIENCE

Minimum Credit Hours for Graduation 64

**Program Description:** The Accounting Associate Degree program is a sequence of courses that prepares students for a variety of careers in accounting in today's technology-driven workplaces. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Program graduates receive an Associate of Applied Science Degree in Accounting.

| <b>Program Courses</b>  |  | <b>Credits</b> |
|---|--|----------------|
| General Education Core (required minimum: 15 Semester Credit Hours) |  |                |
| ENGL 1101   | Composition and Rhetoric   | 3              |
| Select one of the following:  |  |                |
| MATH 1100   | Quantitative Skills and Reasoning  | 3              |
| MATH 1101   | Mathematical Modeling  | 3              |
| MATH 1111   | College Algebra  | 3              |
| Area II   | Social/Behavioral Sciences Elective  | 3              |
| Area IV   | Humanities/Fine Arts Elective  | 3              |
| Area I, II, III, or IV  | Elective   | 3              |
| Occupational Courses  |  |                |
| ACCT 1100   | Financial Accounting I   | 4              |
| ACCT 1105   | Financial Accounting II  | 4              |
| ACCT 1115   | Computerized Accounting  | 3              |
| ACCT 1120   | Spreadsheet Applications   | 4              |
| ACCT 1125   | Individual Tax Accounting  | 3              |
| ACCT 1130   | Payroll Accounting   | 3              |
| ACCT 2000   | Managerial Accounting  | 3              |
| BUSN 1440   | Document Production  | 4              |
| ACCT Electives  | – 9 credits from the following courses<br>ACCT 2100, ACCT 2110, ACCT 2120, ACCT 2135, ACCT 2145,<br>ACCT 2150, ACCT 2155, or in consultation with your Faculty<br>Advisor. | 9              |
| General Electives   | – 9 credits.<br>Please schedule an appointment with your faculty advisor for more<br>information.  | 9              |
| COMP 1000   | Introduction to Computers  | 3              |

## AC12 Accounting Diploma

Minimum Credit Hours for Graduation 42

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

| <b>Program Courses</b>   | <b>Credits</b> |
|--|----------------|
| <b>Basic Skills Courses</b>  |                |
| ENGL 1010 Fundamentals of English I  | 3              |
| Select one of the following:   |                |
| EMPL 1000 Interpersonal Relations and Professional Development   | 2              |
| PSYC 1010 Basic Psychology   | 3              |
| Select one of the following:   |                |
| MATH 1011 Business Math  | 3              |
| MATH 1012 Foundations of Mathematics   | 3              |
| <b>Occupational Courses</b>  |                |
| ACCT 1100 Financial Accounting I   | 4              |
| ACCT 1105 Financial Accounting II  | 4              |
| ACCT 1115 Computerized Accounting  | 3              |
| ACCT 1120 Spreadsheet Applications   | 4              |
| ACCT 1125 Individual Tax Accounting  | 3              |
| ACCT 1130 Payroll Accounting   | 3              |
| BUSN 1440 Document Production  | 4              |
| ACCT Elective from the following courses:  |                |
| ACCT 1110, ACCT 2100, ACCT 2110, ACCT 2120, ACCT 2135,<br>ACCT 2145, ACCT 2155, or in consultation with your Faculty<br>Advisor. | 3              |
| Select one of the following:   |                |
| MKTG 1130 Business Regulations and Compliance  | 3              |
| MKTG 2010 Small Business Management  | 3              |
| COMP 1000 Introduction to Computers  | 3              |

## CAY1 Computerized Accounting Specialist Technical Certificate of Credit

Minimum Credit Hours for Graduation 21

**Program Description:** The Computerized Accounting Specialist technical certificate provides students with skills needed to perform a variety of accounting applications using accounting software and practical accounting procedures. Topics include-- principles of accounting, computerized accounting, spreadsheet fundamentals and basic computers.

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

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**OA31 Office Accounting Specialist  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 14

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

| <b>Program Courses</b> |      |                           | <b>Credits</b> |
|------------------------|------|---------------------------|----------------|
| ACCT                   | 1100 | Financial Accounting I    | 4              |
| ACCT                   | 1105 | Financial Accounting II   | 4              |
| ACCT                   | 1115 | Computerized Accounting   | 3              |
| COMP                   | 1000 | Introduction to Computers | 3              |

**PA61 Payroll Accounting Specialist  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 17

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

| <b>Program Courses</b> |      |                           | <b>Credits</b> |
|------------------------|------|---------------------------|----------------|
| 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              |

**TPS1 Tax Preparation Specialist  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 17

**Program Description:** The Tax Preparation Specialist technical certificate is designed to provide entry-level skills for tax preparers. Topics include: principles of accounting, tax accounting, business calculators, mathematics, and basic computer skills.

| <b>Program Courses</b> |      |                           | <b>Credits</b> |
|------------------------|------|---------------------------|----------------|
| ACCT                   | 1100 | Financial Accounting I    | 4              |
| ACCT                   | 1105 | Financial Accounting II   | 4              |
| ACCT                   | 1125 | Individual Tax Accounting | 3              |
| ACCT                   | 2120 | Business Tax Accounting   | 3              |
| COMP                   | 1000 | Introduction to Computers | 3              |

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## Programs of Study

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### Air Conditioning Technology

#### **ACT3 Air Conditioning Technology ASSOCIATE OF APPLIED SCIENCE**

Minimum Credit Hours for Graduation

66

**Program Description:** The Air Conditioning Technology program is a sequence of courses that prepares students for careers in the air conditioning industry. Learning opportunities develop academic, occupational, and professional knowledge and skill required for job acquisition, retention, and advancement. The program emphasizes a combination of theory and practical application necessary for successful employment.

#### **Program Courses**

**Credits**

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

|                              |                                     |   |
|------------------------------|-------------------------------------|---|
| ENGL 1101                    | Composition and Rhetoric            | 3 |
| Select one of the following: |                                     |   |
| MATH 1100                    | Quantitative Skills and Reasoning   | 3 |
| MATH 1101                    | Mathematical Modeling               | 3 |
| MATH 1111                    | College Algebra                     | 3 |
| Area II                      | Social/Behavioral Sciences Elective | 3 |
| Area IV                      | Humanities/Fine Arts Elective       | 3 |
| Area I, II, III, or IV       | Elective                            | 3 |

#### Occupational courses

|           |   |   |
|-----------|---|---|
| AIRC 1005 | Refrigeration Fundamentals  | 4 |
| AIRC 1010 | Refrigeration Principles and Practices  | 4 |
| AIRC 1020 | Refrigeration Systems Components  | 4 |
| AIRC 1030 | HVACR Electrical Fundamentals   | 4 |
| AIRC 1040 | HVACR Electrical Motors   | 4 |
| AIRC 1050 | HVACR Electrical Components and Controls  | 4 |
| AIRC 1060 | Air Conditioning Systems Application and Installation                           | 4 |
| AIRC 1070 | Gas Heat  | 4 |
| AIRC 1080 | Heat Pumps and Related Systems  | 4 |
| AIRC 1090 | Troubleshooting Air Conditioning Systems  | 4 |
| AIRC 2040 | Residential Systems Designs   | 4 |
| AIRC 2070 | Commercial Refrigeration Design   | 4 |
| AIRC      | Elective from the following courses: AIRC 2004, AIRC 2030, AIRC 2080, AIRC 2090 | 3 |

## ACT2 Air Conditioning Technology Diploma

Minimum Credit Hours for Graduation

51

**Program Description:** The Air Conditioning Technology Diploma program is a sequence of courses that prepares students for careers in the air conditioning industry. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of air conditioning theory and practical application necessary for successful employment. Program graduates receive an Air Conditioning Technology diploma and have the qualification of an air conditioning technician.

| <b>Program Courses</b> |  |   | <b>Credits</b> |
|------------------------|--|---|----------------|
| Basic Skills courses   |  |   |                |
| ENGL                   | 1010   | Fundamentals of English I                             | 3              |
| EMPL                   | 1000   | Interpersonal Relations and Professional Development  | 2              |
| MATH                   | 1012   | Foundations of Mathematics                            | 3              |
| Occupational courses   |  |   |                |
| AIRC                   | 1005   | Refrigeration Fundamentals                            | 4              |
| AIRC                   | 1010   | Refrigeration Principles and Practices                | 4              |
| AIRC                   | 1020   | Refrigeration Systems Components                      | 4              |
| AIRC                   | 1030   | HVACR Electrical Fundamentals                         | 4              |
| AIRC                   | 1040   | HVACR Electrical Motors                               | 4              |
| AIRC                   | 1050   | HVACR Electrical Components and Controls              | 4              |
| AIRC                   | 1060   | Air Conditioning Systems Application and Installation | 4              |
| AIRC                   | 1070   | Gas Heat  | 4              |
| AIRC                   | 1080   | Heat Pumps and Related Systems                        | 4              |
| AIRC                   | 1090   | Troubleshooting Air Conditioning Systems              | 4              |
| AIRC                   | Elective from the following courses:<br>AIRC 2004, AIRC 2030, AIRC 2040, AIRC 2070, AIRC 2080, AIRC 2090 |   | 3              |

## ACK1 Air Conditioning Electrical Technician Technical Certificate of Credit

Minimum Credit Hours for Graduation

12

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

| <b>Program Courses</b> |      |  | <b>Credits</b> |
|------------------------|------|--|----------------|
| AIRC                   | 1030 | HVACR Electrical Fundamentals            | 4              |
| AIRC                   | 1040 | HVACR Electrical Motors                  | 4              |
| AIRC                   | 1050 | HVACR Electrical Components and Controls | 4              |

## AZ31 Air Conditioning Technician Assistant Technical Certificate of Credit

Minimum Credit Hours for Graduation

12

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

| <b>Program Courses</b> |      |  | <b>Credits</b> |
|------------------------|------|--|----------------|
| AIRC                   | 1005 | Refrigeration Fundamentals             | 4              |
| AIRC                   | 1010 | Refrigeration Principles and Practices | 4              |
| AIRC                   | 1020 | Refrigeration Systems Components       | 4              |



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## Programs of Study

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### Automotive Technology

#### AT23 Automotive Technology ASSOCIATE OF APPLIED SCIENCE

Minimum Credit Hours for Graduation

62

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

| <b>Program Courses</b>  |                                     |   | <b>Credits</b> |
|---|-------------------------------------|---|----------------|
| General Education Core (required minimum: 15 Semester Credit Hours) |                                     |   |                |
| ENGL  | 1101                                | Composition and Rhetoric                          | 3              |
| Select one of the following:  |                                     |   |                |
| MATH  | 1100                                | Quantitative Skills and Reasoning                 | 3              |
| MATH  | 1101                                | Mathematical Modeling                             | 3              |
| MATH  | 1111                                | College Algebra                                   | 3              |
| Area II   | Social/Behavioral Sciences Elective |   | 3              |
| Area IV   | Humanities/Fine Arts Elective       |   | 3              |
| Area I, II, III, or IV Elective                                     |                                     |   | 3              |
| Occupational courses  |                                     |   |                |
| 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              |

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## AT14 Automotive Technology Diploma

Minimum Credit Hours for Graduation

55

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

| <b>Program Courses</b> |      |  | <b>Credits</b> |
|------------------------|------|--|----------------|
| Basic Skills courses   |      |  |                |
| ENGL                   | 1010 | Fundamentals of English I                            | 3              |
| EMPL                   | 1000 | Interpersonal Relations and Professional Development | 2              |
| MATH                   | 1012 | Foundations of Mathematics                           | 3              |
| Occupational courses   |      |  |                |
| AUTT                   | 1010 | Automotive Technology Introduction                   | 2              |
| AUTT                   | 1020 | Automotive Electrical Systems                        | 7              |
| AUTT                   | 1030 | Automotive Brake Systems                             | 4              |
| AUTT                   | 1040 | Automotive Engine Performance                        | 7              |
| AUTT                   | 1050 | Automotive Suspension and Steering Systems           | 4              |
| AUTT                   | 1060 | Automotive Climate Control Systems                   | 5              |
| AUTT                   | 2010 | Automotive Engine Repair                             | 6              |
| AUTT                   | 2020 | Automotive Manual Drive Train and Axles              | 4              |
| AUTT                   | 2030 | Automotive Automatic Transmissions and Transaxles    | 5              |
| COMP                   | 1000 | Introduction to Computers                            | 3              |

## AF12 Automotive Fundamentals Diploma

Minimum Credit Hours for Graduation

40

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

| <b>Program Courses</b> |      |  | <b>Credits</b> |
|------------------------|------|--|----------------|
| Basic Skills courses   |      |  |                |
| ENGL                   | 1010 | Fundamentals of English I                            | 3              |
| EMPL                   | 1000 | Interpersonal Relations and Professional Development | 2              |
| MATH                   | 1012 | Foundations of Mathematics                           | 3              |
| Occupational courses   |      |  |                |
| AUTT                   | 1010 | Automotive Technology Introduction                   | 2              |
| AUTT                   | 1020 | Automotive Electrical Systems                        | 7              |
| AUTT                   | 1030 | Automotive Brake Systems                             | 4              |
| AUTT                   | 1040 | Automotive Engine Performance                        | 7              |
| AUTT                   | 1050 | Automotive Suspension and Steering Systems           | 4              |
| AUTT                   | 1060 | Automotive Climate Control Systems                   | 5              |
| COMP                   | 1000 | Introduction to Computers                            | 3              |

## MLV2 Mobility/Light Vehicle Technician Diploma

Minimum Credit Hours for Graduation 50

**Program Description:** The Mobility Light Vehicle Technician Diploma program is a sequence of courses designed to prepare students for careers in the mobility bus / light vehicle service and repair profession. Learning opportunities enable students to develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of bus mechanical theory and practical application necessary for successful employment. Program graduates receive a Mobility Light Vehicle diploma that qualifies them as entry-level technicians.

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

### AA71 Automotive Transmission/Transaxle Tech Specialist Technical Certificate of Credit

Minimum Credit Hours for Graduation 18

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

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

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### **ABM1 Auto Basic Maintenance and Detailing Technician Technical Certificate of Credit**

Minimum Credit Hours for Graduation 9

**Program Description:** This certificate program includes automobile system inspection and maintenance as well as vehicle exterior and interior inspection and reconditioning. Major topics include: safety in the shop, basic tools and equipment, basic vehicle maintenance procedures, and vehicle detailing equipment and procedures. Graduates of this program are prepared to enter the auto service industry as entry level basic maintenance and detailing technicians.

| <b>Program Courses</b> |      |                                       | <b>Credits</b> |
|------------------------|------|---------------------------------------|----------------|
| ACRP                   | 1000 | Introduction to Auto Collision Repair | 4              |
| ACRP                   | 1030 | Car Detailing                         | 3              |
| AUTT                   | 1010 | Automotive Technology Introduction    | 2              |

### **AE41 Auto Electrical/Electronic Systems Technician Technical Certificate of Credit**

Minimum Credit Hours for Graduation 9

**Program Description:** This certificate program provides students with the knowledge and skills necessary to diagnose, service, and repair basic electrical/electronic automotive systems as an entry level technician. Topics covered include automotive shop safety, electrical theory and circuit diagnosis, automotive batteries, starting and charging systems, instrumentation, lighting, and various vehicle accessories.

| <b>Program Courses</b> |      |                                    | <b>Credits</b> |
|------------------------|------|------------------------------------|----------------|
| AUTT                   | 1010 | Automotive Technology Introduction | 2              |
| AUTT                   | 1020 | Automotive Electrical Systems      | 7              |

### **AE51 Automotive Engine Performance Technician Technical Certificate of Credit**

Minimum Credit Hours for Graduation 16

**Program Description:** The Automotive Engine Performance Technician certificate program introduces students to the knowledge and skills they will need as entry level automotive engine performance technicians. Topics covered include: shop safety, electrical/electronics diagnosis, and diagnosis and service of fuel, ignition, emission and electronic engine controls.

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

### **AE61 Automotive Engine Repair Technician Technical Certificate of Credit**

Minimum Credit Hours for Graduation 15

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

| <b>Program Courses</b> |      |                                    | <b>Credits</b> |
|------------------------|------|------------------------------------|----------------|
| AUTT                   | 1010 | Automotive Technology Introduction | 2              |
| AUTT                   | 1020 | Automotive Electrical Systems      | 7              |
| AUTT                   | 2010 | Automotive Engine Repair           | 6              |

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**AH21 Automotive Climate Control Technician  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 14

**Program Description:** The Automotive Climate Control Technician certificate program provides students with skills for entering the automotive service industry as an entry level climate control technician. Topics covered include: basic shop safety, electrical/electronic theory and diagnosis, and the theory, operation, diagnosis and servicing of automotive climate control systems.

| <b>Program Courses</b> |      |                                    | <b>Credits</b> |
|------------------------|------|------------------------------------|----------------|
| AUTT                   | 1010 | Automotive Technology Introduction | 2              |
| AUTT                   | 1020 | Automotive Electrical Systems      | 7              |
| AUTT                   | 1060 | Automotive Climate Control Systems | 5              |

**ASG1 Automotive Chassis Technician Specialist  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 17

**Program Description:** The Automotive Chassis Technician Specialist certificate program provides students with skills needed to enter the automotive industry as an entry level chassis technician. Topics covered include: shop safety, basic electrical/electronic theory and diagnosis, chassis components and types, steering system components and service, alignment theory and procedures, and brake system operation, diagnosis and repair.

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

**ALR1 Auto Maintenance and Light Repair Tech  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 20

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

| <b>Program Courses</b> |      |   | <b>Credits</b> |
|------------------------|------|---|----------------|
| AUTT                   | 1010 | Automotive Technology Introduction        | 2              |
| AUTT                   | 1011 | Basic Auto Maintenance and Light Repair I | 6              |
| AUTT                   | 1012 | Auto Maintenance and Light Repair II      | 6              |
| AUTT                   | 1013 | Auto Maintenance and Light Repair III     | 6              |

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## Programs of Study

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### Banking and Finance

#### **BAF3 Banking and Finance ASSOCIATE OF APPLIED SCIENCE**

Minimum Credit Hours for Graduation

64

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

#### **Program Courses**

#### **Credits**

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

ENGL 1101 Composition and Rhetoric 3

Select one of the following:

MATH 1100 Quantitative Skills and Reasoning 3

MATH 1101 Mathematical Modeling 3

MATH 1111 College Algebra 3

Select one of the following:

ECON 1101 Principles of Economics 3

ECON 2105 Macroeconomics 3

ECON 2106 Microeconomics 3

Area IV Humanities/Fine Arts Elective 3

Area I, II, III, or IV Elective 3

Occupational courses

ACCT 1100 Financial Accounting I 4

ACCT 1105 Financial Accounting II 4

ACCT 1120 Spreadsheet Applications 4

BAFN 1100 Introduction to Banking and Finance 3

BAFN 1105 Bank Business and Information Systems 3

BAFN 1110 Money and Banking 3

BAFN 1115 Personal Financial Planning 3

BAFN 2200 Finance 3

BAFN 2205 Real Estate Finance 3

BAFN 2210 Contemporary Bank Management 3

BAFN 2215 Investments 3

BUSN 1440 Document Production 4

MKTG 1130 Business Regulations and Compliance 3

Technical Elective from the following courses:

BAFN 1300, MGMT 1100, MKTG 1100, MKTG 1160, MKTG 2010,

or in consultation with your Faculty Advisor 3

COMP 1000 Introduction to Computers 3

## BAF2 Banking and Finance Diploma

Minimum Credit Hours for Graduation 51

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

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

## BA11 Banking and Finance Fundamentals Technical Certificate of Credit

Minimum Credit Hours for Graduation 20

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

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

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**FA11 Financial and Investment Services  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation

16

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

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



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## Programs of Study

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### Barbering

#### BA12 Barbering Diploma

Minimum Credit Hours for Graduation

52

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

#### **Program Courses**

#### **Credits**

##### Basic Skills courses

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

##### Occupational courses

|      |      |   |   |
|------|------|---|---|
| BARB | 1000 | Introduction to Barber/Styling Implements             | 3 |
| BARB | 1010 | Science: Sterilization, Sanitation, and Bacteriology  | 3 |
| BARB | 1020 | Introduction to Haircutting and Shampooing            | 5 |
| BARB | 1030 | Haircutting/Basic Styling                             | 3 |
| BARB | 1040 | Shaving   | 2 |
| BARB | 1050 | Science: Anatomy and Physiology                       | 3 |
| BARB | 1060 | Introduction to Color Theory/Color Application        | 3 |
| BARB | 1070 | Chemical Restructuring of Hair                        | 5 |
| BARB | 1080 | Advanced Haircutting/Styling                          | 5 |
| BARB | 1090 | Structures of Skin, Scalp, Hair and Facial Treatments | 3 |
| BARB | 1100 | Barber/Styling Practicum and Internship               | 3 |
| BARB | 1110 | Shop Management/Ownership                             | 3 |
| COMP | 1000 | Introduction to Computers                             | 3 |

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## Programs of Study

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### Building Automation Systems Technology

#### **BAS3 Building Automation Systems Technology ASSOCIATE OF APPLIED SCIENCE**

Minimum Credit Hours for Graduation

63

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

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

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## BAS4 Building Automation Systems Technology Diploma

Minimum Credit Hours for Graduation

51

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

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

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**ST31 Sustainable Technologies Core  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation

23

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

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

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## Programs of Study

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Business Administration

### **BA13 Business Administration ASSOCIATE OF APPLIED SCIENCE**

Minimum Credit Hours for Graduation

63

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

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

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## Programs of Study

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### Business and Office Technology

#### **BA23 Business Technology ASSOCIATE OF APPLIED SCIENCE**

Minimum Credit Hours for Graduation

64

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

#### **Program Courses**

#### **Credits**

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

ENGL 1101 Composition and Rhetoric 3

Select one of the following:

MATH 1100 Quantitative Skills and Reasoning

MATH 1101 Mathematical Modeling

MATH 1111 College Algebra

Area II Social/Behavioral Sciences Elective 3

Area IV Humanities/Fine Arts Elective 3

Area I, II, III, or IV Elective 3

Occupational courses

ACCT 1100 Financial Accounting I 4

BUSN 1190 Digital Technologies in Business 2

BUSN 1240 Office Procedures 3

BUSN 1400 Word Processing Applications 4

BUSN 1410 Spreadsheet Concepts and Applications 4

BUSN 1420 Database Applications 4

BUSN 1430 Desktop Publishing and Presentation Applications 4

BUSN 1440 Document Production 4

BUSN 2160 Electronic Mail Applications 2

BUSN 2190 Business Document Proofreading and Editing 3

BUSN 2210 Applied Office Procedures 3

MGMT 1100 Principles of Management 3

BUSN Electives – 6 credits from the following courses:

BUSN 1100, BUSN 1180, BUSN 1230, BUSN 1250, BUSN 1310,

BUSN 1320, BUSN 1330, BUSN 1340, BUSN 2170, BUSN 2220,

BUSN 2230, BUSN 2240, BUSN 2250, or in consultation with your

Faculty Advisor 6

COMP 1000 Introduction to Computers 3

## BA22 Business Technology Diploma

Minimum Credit Hours for Graduation

50

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

| <b>Program Courses</b>  | <b>Credits</b> |
|---|----------------|
| <b>Basic Skills courses</b>   |                |
| ENGL 1010 Fundamentals of English I   | 3              |
| Select one of the followings  |                |
| EMPL 1000 Interpersonal Relations and Professional Development  | 2              |
| PSYC 1010 Basic Psychology  | 3              |
| Select one of the following:  |                |
| MATH 1011 Business Math   | 3              |
| MATH 1012 Foundations of Mathematics  | 3              |
| <b>Occupational courses</b>   |                |
| ACCT 1100 Financial Accounting I  | 4              |
| BUSN 1400 Word Processing Applications  | 4              |
| BUSN 1440 Document Production   | 4              |
| BUSN 2190 Business Document Proofreading and Editing  | 3              |
| COMP 1000 Introduction to Computers   | 3              |
| <b><u>Select one of the following specializations:</u></b>  |                |
| <b>Business Administrative Assistant</b>  |                |
| BUSN 1190 Digital Technologies in Business  | 2              |
| BUSN 1240 Office Procedures   | 3              |
| BUSN 1410 Spreadsheet Concepts and Applications   | 4              |
| BUSN 1430 Desktop Publishing and Presentation Applications  | 4              |
| BUSN 2160 Electronic Mail Applications  | 2              |
| BUSN 2210 Applied Office Procedures   | 3              |
| BUSN Electives – 6 credits from the following courses:<br>BUSN 1100, BUSN 1180, BUSN 1230, BUSN 1250,<br>BUSN 1310, BUSN 1320, BUSN 1330, BUSN 1340,<br>BUSN 2170, BUSN 2220, BUSN 2230, BUSN<br>2240, BUSN 2250,<br>or in consultation with your Faculty Advisor | 6              |
| <b>Medical Administrative Assistant</b>   |                |
| ALHS 1010 Introduction to Anatomy and Physiology  | 4              |
| ALHS 1090 Medical Terminology for Allied Health Sciences  | 2              |
| BUSN 2340 Medical Administrative Procedures   | 4              |
| BUSN 2370 Medical Office Billing/Coding/Insurance   | 3              |
| MAST 1120 Human Diseases  | 3              |

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

**LA11 Legal Administrative Assistant  
 Technical Certificate of Credit**

Minimum Credit Hours for Graduation 30

**Program Description:** This certificate program is intended to prepare student for immediate employment as entry-level office assistants in law offices and government and corporate legal departments. The program provides students with the knowledge, skills, and attitudes necessary for success in legal offices as receptionists and as office assistants and prepares students in the areas of legal office etiquette, word processing, English grammar, and legal document preparation. Students who complete the certificate should acquire the skills and knowledge to successfully sit for the Professional Legal Secretary certification exam.

| <b>Program Courses</b> |           |   | <b>Credits</b> |
|------------------------|-----------|---|----------------|
| ENGL                   | 1010      | Fundamentals of English I   | 3              |
| ACCT                   | 1100      | Financial Accounting I  | 4              |
| BUSN                   | 1230      | Legal Terminology   | 3              |
| BUSN                   | 1240      | Office Procedures   | 3              |
| BUSN                   | 1400      | Word Processing Applications  | 4              |
| BUSN                   | 1440      | Document Production   | 4              |
| BUSN                   | 2220      | Legal Administrative Procedures   | 3              |
| BUSN                   | Electives | – 6 credits from the following courses:<br>BUSN 1100, BUSN 1180, BUSN 1230, BUSN 1250, BUSN 1310,<br>BUSN 1320, BUSN 1330, BUSN 1340, BUSN 2170, BUSN 2220,<br>BUSN 2230, BUSN 2240, BUSN 2250, or in consultation with your<br>Faculty Advisor | 6              |
| COMP                   | 1000      | Introduction to Computers   | 3              |

**MB21 Medical Billing Clerk  
 Technical Certificate of Credit**

Minimum Credit Hours for Graduation 20

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

| <b>Program Courses</b>   |           |   | <b>Credits</b> |
|--------------------------|-----------|---|----------------|
| Select one of following: |           |   |                |
| ALHS                     | 1010      | Introduction to Anatomy and Physiology  | 4              |
| ALHS                     | 1011      | Structure and Function of the Human Body  | 5              |
| ALHS                     | 1090      | Medical Terminology for Allied Health Sciences  | 2              |
| BUSN                     | 1440      | Document Production   | 4              |
| BUSN                     | 2370      | Medical Office Billing/Coding/Insurance   | 3              |
| BUSN                     | Electives | – 5 credits from the following courses:<br>BUSN 1100, BUSN 1180, BUSN 1230, BUSN 1250, BUSN 1310,<br>BUSN 1320, BUSN 1330, BUSN 1340, BUSN 2170, BUSN 2220,<br>BUSN 2230, BUSN 2240, BUSN 2250, or in consultation with your<br>Faculty Advisor | 5              |
| COMP                     | 1000      | Introduction to Computers   | 3              |



**MF21 Medical Front Office Assistant  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 22

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

| <b>Program Courses</b> |           |   | <b>Credits</b> |
|------------------------|-----------|---|----------------|
| ENGL                   | 1010      | Fundamentals of English I   | 3              |
| ALHS                   | 1090      | Medical Terminology for Allied Health Sciences  | 2              |
| BUSN                   | 1440      | Document Production   | 4              |
| BUSN                   | 2340      | Medical Administrative Procedures   | 4              |
| BUSN                   | Electives | – 6 credits from the following courses:<br>BUSN 1100, BUSN 1180, BUSN 1230, BUSN 1250, BUSN 1310,<br>BUSN 1320, BUSN 1330, BUSN 1340, BUSN 2170, BUSN 2220,<br>BUSN 2230, BUSN 2240, BUSN 2250, or in consultation with your<br>Faculty Advisor | 6              |
| COMP                   | 1000      | Introduction to Computers   | 3              |

**MF41 Microsoft Office Application Professional  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 22

**Program Description:** The Microsoft Office Applications Professional certificate program provides students with the knowledge and skills to perform word processing, spreadsheet, database, and presentation applications in an office environment. It is designed to provide hands-on instruction for developing foundation skills for office assistant careers as well as to prepare students for Microsoft Certified Application Specialist (MCAS) certification. Graduates of the program receive a Microsoft Office Applications Professional Technical Certificate of Credit.

| <b>Program Courses</b> |          |  | <b>Credits</b> |
|------------------------|----------|--|----------------|
| BUSN                   | 1400     | Word Processing Applications                     | 4              |
| BUSN                   | 1410     | Spreadsheet Concepts and Applications            | 4              |
| BUSN                   | 1420     | Database Applications                            | 4              |
| BUSN                   | 1430     | Desktop Publishing and Presentation Applications | 4              |
| BUSN                   | Elective | – any other BUSN Course                          | 3              |
| COMP                   | 1000     | Introduction to Computers                        | 3              |

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## **Programs of Study**

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Business Management

**MD13 Business Management  
ASSOCIATE OF APPLIED SCIENCE**

Minimum Credit Hours for Graduation 63

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

| <b>Program Courses</b>  | <b>Credits</b> |
|---|----------------|
| <b>General Education Core (required minimum: 15 Semester Credit Hours)</b>          |                |
| ENGL 1101 Composition and Rhetoric  | 3              |
| Select one of the following:  |                |
| MATH 1100 Quantitative Skills and Reasoning   | 3              |
| MATH 1101 Mathematical Modeling   | 3              |
| MATH 1111 College Algebra   | 3              |
| Area II Social/Behavioral Sciences Elective   | 3              |
| Area IV Humanities/Fine Arts Elective   | 3              |
| Area I, II, III, or IV Elective   | 3              |
| <b>Occupational courses</b>   |                |
| Select one of the following:  |                |
| ACCT 1100 Financial Accounting I  | 4              |
| MGMT 1135 Managerial Accounting and Finance   | 3              |
| Select one of the following:  |                |
| MGMT 1110 Employment Rules & Regulations  | 3              |
| MKTG 1130 Business Regulations and Compliance                                       | 3              |
| MGMT 1100 Principles of Management  | 3              |
| MGMT 1105 Organizational Behavior   | 3              |
| MGMT 1115 Leadership  | 3              |
| MGMT 1120 Introduction to Business  | 3              |
| MGMT 1125 Business Ethics   | 3              |
| MGMT 2115 Human Resource Management   | 3              |
| MGMT 2125 Performance Management  | 3              |
| MGMT 2215 Team Project  | 3              |
| COMP 1000 Introduction to Computers   | 3              |
| <b><u>Select one of the following specializations:</u></b>                          |                |
| <b>General Management</b>   |                |
| MGMT 2145 Business Plan Development   | 3              |
| MGMT 2155 Quality Management Principles   | 3              |
| MGMT 2205 Service Sector Management   | 3              |
| Technical Electives from courses selected in consultation with your Faculty Advisor | 6              |
| <b>Human Resources Management</b>   |                |
| MGMT 2120 Labor Management Relations  | 3              |
| MGMT 2130 Employee Training and Development   | 3              |
| Select one of the following:  |                |
| MGMT 2205 Service Sector Management   | 3              |
| MGMT 2210 Project Management  | 3              |
| Technical Elective from course selected in consultation with your Faculty Advisor   | 3              |

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**Property Management**

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

**Service Sector Management**

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

**MD12 Business Management  
Diploma**

Minimum Credit Hours for Graduation 47

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

**Program Courses** **Credits**

## Basic Skills courses

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

## Occupational courses

|                              |      |                                     |   |
|------------------------------|------|-------------------------------------|---|
| ACCT                         | 1100 | Financial Accounting I              | 4 |
| MGMT                         | 1100 | Principles of Management            | 3 |
| MGMT                         | 1105 | Organizational Behavior             | 3 |
| MGMT                         | 1115 | Leadership                          | 3 |
| MGMT                         | 1120 | Introduction to Business            | 3 |
| MGMT                         | 1125 | Business Ethics                     | 3 |
| MGMT                         | 2115 | Human Resource Management           | 3 |
| MGMT                         | 2125 | Performance Management              | 3 |
| MGMT                         | 2215 | Team Project                        | 3 |
| COMP                         | 1000 | Introduction to Computers           | 3 |
| Select one of the following: |      |                                     |   |
| MGMT                         | 1110 | Employment Rules & Regulations      | 3 |
| MKTG                         | 1130 | Business Regulations and Compliance | 3 |

## TSM2 Transit Systems Manager Diploma

Minimum Credit Hours for Graduation 39

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

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

## AI21 Apartment Industry Management Technical Certificate of Credit

Minimum Credit Hours for Graduation 15

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

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

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**MAL1 Management and Leadership Specialist  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 18

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

| <b>Program Courses</b>       |      |                                     | <b>Credits</b> |
|------------------------------|------|-------------------------------------|----------------|
| MGMT                         | 1100 | Principles of Management            | 3              |
| MGMT                         | 1115 | Leadership                          | 3              |
| MGMT                         | 2125 | Performance Management              | 3              |
| MGMT                         | 2130 | Employee Training and Development   | 3              |
| Select one of the following: |      |                                     |                |
| MGMT                         | 1110 | Employment Rules & Regulations      | 3              |
| MGMT                         | 2120 | Labor Management Relations          | 3              |
| MKTG                         | 1130 | Business Regulations and Compliance | 3              |
| COMP                         | 1000 | Introduction to Computers           | 3              |

**SS31 Supervisor/Management Specialist  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 12

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

| <b>Program Courses</b>       |      |                                     | <b>Credits</b> |
|------------------------------|------|-------------------------------------|----------------|
| MGMT                         | 1100 | Principles of Management            | 3              |
| MGMT                         | 1115 | Leadership                          | 3              |
| MGMT                         | 2115 | Human Resource Management           | 3              |
| Select one of the following: |      |                                     |                |
| MGMT                         | 1110 | Employment Rules & Regulations      | 3              |
| MGMT                         | 2120 | Labor Management Relations          | 3              |
| MKTG                         | 1130 | Business Regulations and Compliance | 3              |

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**SSM1 Service Sector Management Specialist  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 18

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

| <b>Program Courses</b>       |      |                                   | <b>Credits</b> |
|------------------------------|------|-----------------------------------|----------------|
| MGMT                         | 1100 | Principles of Management          | 3              |
| MGMT                         | 2125 | Performance Management            | 3              |
| MGMT                         | 2130 | Employee Training and Development | 3              |
| MGMT                         | 2205 | Service Sector Management         | 3              |
| Select one of the following: |      |                                   |                |
| MGMT                         | 2140 | Retail Management                 | 3              |
| MGMT                         | 2210 | Project Management                | 3              |
| COMP                         | 1000 | Introduction to Computers         | 3              |

**TS21 Transit Supervisory Certification  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 13

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

| <b>Program Courses</b> |      |                                | <b>Credits</b> |
|------------------------|------|--------------------------------|----------------|
| MGMT                   | 1100 | Principles of Management       | 3              |
| MGMT                   | 1110 | Employment Rules & Regulations | 3              |
| MGMT                   | 2115 | Human Resource Management      | 3              |
| MGMT                   | 2120 | Labor Management Relations     | 3              |
| TRST                   | 1000 | Transit Industry Fundamentals  | 1              |

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## Programs of Study

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### Clinical Laboratory Technology

#### **CLT3 Clinical Laboratory Technology ASSOCIATE OF APPLIED SCIENCE**

Minimum Credit Hours for Graduation

73

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

| <b>Program Courses</b>   | <b>Credits</b> |
|--|----------------|
| General Education Core (required minimum: 15 Semester Credit Hours)                |                |
| ENGL 1101 Composition and Rhetoric   | 3              |
| Select one of the following:   |                |
| MATH 1101 Mathematical Modeling  | 3              |
| MATH 1111 College Algebra  | 3              |
| PSYC 1101 Introductory Psychology  | 3              |
| Area IV Humanities/Fine Arts Elective  | 3              |
| Area I, II, III, or IV Elective  | 3              |
| Non General Education Degree courses:  |                |
| BIOL 2113 Anatomy and Physiology I   | 3              |
| BIOL 2113L Anatomy and Physiology Lab I  | 1              |
| BIOL 2114 Anatomy and Physiology II  | 3              |
| BIOL 2114L Anatomy and Physiology Lab II   | 1              |
| Occupational courses   |                |
| Chemistry Requirements-Select CHEM 1211/L- or CHEM 1151/L                          |                |
| CHEM 1211 Chemistry I  | 3              |
| CHEM 1211L Chemistry Lab I   | 1              |
| CHEM 1151 Survey of Inorganic Chemistry  | 3              |
| CHEM 1151L Survey of Inorganic Chemistry Lab                                       | 1              |
| CLBT 1010 Introduction to Clinical Laboratory Technology                           | 2              |
| CLBT 1030 Urinalysis/Body Fluids   | 2              |
| CLBT 1040 Hematology/Coagulation   | 5              |
| CLBT 1050 Serology/Immunology  | 3              |
| CLBT 1060 Immunohematology   | 4              |
| CLBT 1070 Clinical Chemistry   | 4              |
| CLBT 1080 Microbiology   | 5              |
| CLBT 2090 Clinical Urinalysis, Serology and Preanalytic Specimen Process Practicum | 3              |
| CLBT 2100 Clinical Immunohematology Practicum                                      | 4              |
| CLBT 2110 Clinical Hematology/Coagulation Practicum                                | 4              |
| CLBT 2120 Clinical Microbiology Practicum  | 4              |
| CLBT 2130 Clinical Chemistry Practicum   | 4              |
| CLBT 2200 CLT Certification Review   | 2              |

**The Clinical Laboratory Technology program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences 9NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL 60018, (773) 714-8880, [www.naacles.org](http://www.naacles.org).**



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*Clinical Laboratory Technology practicum hospital/clinical sites*

*DeKalb Medical Center  
2701 North Decatur Road  
Decatur, GA 30033  
Children's Healthcare of Atlanta  
1001 Johnson Ferry Road N.E.  
Atlanta, GA 30342*

*Grady Health Systems  
80 Butler Street  
Atlanta, GA 30335*

*Georgia Cancer Specialists  
1872 Montreal Road  
Tucker, GA 30084*

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

*Northside Hospital  
1000 Johnson Ferry Road NE  
Atlanta, GA 30342*

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

*Piedmont Hospital  
1968 Piedmont Road  
Atlanta, GA 30306*

*Quest Diagnostics  
1777 Montreal Circle  
Tucker, GA 30084*

*Rockdale Hospital  
1412 Milstead Avenue, NE  
Conyers, GA 30012*

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

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**PT21 Phlebotomy Technician  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation

24

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

| <b>Program Courses</b> |      |  | <b>Credits</b> |
|------------------------|------|--|----------------|
| ENGL                   | 1010 | Fundamentals of English I                      | 3              |
| ALHS                   | 1011 | Structure and Function of the Human Body       | 5              |
| ALHS                   | 1040 | Introduction to Health Care                    | 3              |
| ALHS                   | 1090 | Medical Terminology for Allied Health Sciences | 2              |
| PHLT                   | 1030 | Introduction to Venipuncture                   | 3              |
| PHLT                   | 1050 | Clinical Practice                              | 5              |
| COMP                   | 1000 | Introduction to Computers                      | 3              |

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## Programs of Study

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### Commercial Refrigeration

#### CR13 Commercial Refrigeration ASSOCIATE OF APPLIED SCIENCE

Minimum Credit Hours for Graduation

71

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

#### Program Courses

#### Credits

| General Education Core (required minimum: 15 Semester hours) |                            |  |   |
|--|----------------------------|--|---|
| ENGL   | 1101                       | Composition and Rhetoric                               | 3 |
| SPCH   | 1101                       | Public Speaking  | 3 |
| Area II  | Social/Behavioral Sciences |  | 3 |
| MATH   | 1111                       | College Algebra  | 3 |
| Select one of the following: 3 – 4 credits                   |                            |  |   |
| MATH   | 1113                       | Precalculus  | 3 |
| PHYS   | 1111                       | Introductory Physics I <b>AND</b>                      | 3 |
| PHYS   | 1111L                      | Introductory Physics Lab I                             | 1 |
| HUMN   | 1101                       | Introduction to Humanities                             | 3 |
| Occupational courses   |                            |  |   |
| AIRC   | 1005                       | Refrigeration Fundamentals                             | 4 |
| AIRC   | 1010                       | Refrigeration Principles and Practices                 | 4 |
| AIRC   | 1020                       | Refrigeration Systems Components                       | 4 |
| AIRC   | 1030                       | HVACR Electrical Fundamentals                          | 4 |
| AIRC   | 1040                       | HVACR Electrical Motors                                | 4 |
| AIRC   | 1050                       | HVACR Electrical Components and Controls               | 4 |
| AIRC   | 2004                       | Thermodynamics of Refrigeration                        | 2 |
| AIRC   | 2030                       | Light Commercial Air Conditioning Internship/Practicum | 8 |
| AIRC   | 2070                       | Commercial Refrigeration Design                        | 4 |
| AIRC   | 2080                       | Commercial Refrigeration Application                   | 4 |
| AIRC   | 2090                       | Troubleshooting and Servicing Commercial Refrigeration | 4 |
| ELCR   | 1010                       | Direct Current Circuits                                | 6 |
| Technical Elective3  |                            |  |   |

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## CR12 Commercial Refrigeration Diploma

Minimum Credit Hours for Graduation 55

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

| <b>Program Courses</b>          |      |  | <b>Credits</b> |
|---------------------------------|------|--|----------------|
| Basic Skills courses            |      |  |                |
| ENGL                            | 1010 | Fundamentals of English I                              | 3              |
| EMPL                            | 1000 | Interpersonal Relations and Professional Development   | 2              |
| MATH                            | 1012 | Foundations of Mathematics                             | 3              |
| Occupational courses            |      |  |                |
| AIRC                            | 1005 | Refrigeration Fundamentals                             | 4              |
| AIRC                            | 1010 | Refrigeration Principles and Practices                 | 4              |
| AIRC                            | 1020 | Refrigeration Systems Components                       | 4              |
| AIRC                            | 1030 | HVACR Electrical Fundamentals                          | 4              |
| AIRC                            | 1040 | HVACR Electrical Motors                                | 4              |
| AIRC                            | 1050 | HVACR Electrical Components and Controls               | 4              |
| AIRC                            | 2004 | Thermodynamics of Refrigeration                        | 2              |
| AIRC                            | 2070 | Commercial Refrigeration Design                        | 4              |
| AIRC                            | 2080 | Commercial Refrigeration Application                   | 4              |
| AIRC                            | 2090 | Troubleshooting and Servicing Commercial Refrigeration | 4              |
| ELCR                            | 1010 | Direct Current Circuits                                | 6              |
| Technical Elective <sup>3</sup> |      |  |                |

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## Programs of Study

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### Commercial Truck Driving

#### **CSQ1 Commercial Straight Truck and Passenger Driving Technical Certificate of Credit**

Minimum Credit Hours for Graduation

9

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

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

#### **CT61 Commercial Truck Driving Technical Certificate of Credit**

Minimum Credit Hours for Graduation

9

**Program Description:** The Commercial Truck Driving certificate program provides basic training in the principles and skills of commercial truck operations. The program is based on the definition of a truck driver as one who operates a commercial motor vehicle of all different sizes and descriptions on all types of roads. The CTD program prepares students for the Georgia CDL Skills Exam.

| <b>Program Courses</b> |      |  | <b>Credits</b> |
|------------------------|------|--|----------------|
| CTDL                   | 1010 | Fundamentals of Commercial Driving                 | 3              |
| CTDL                   | 1020 | Combination Vehicle Basic Operation and Range Work | 2              |
| CTDL                   | 1030 | Combination Vehicle Advanced Operations            | 4              |

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## Programs of Study

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Computer Graphics and Design

### **DT13 Drafting Technology ASSOCIATE OF APPLIED SCIENCE**

Minimum Credit Hours for Graduation

60

**Program Description:** The Drafting Technology Associate of Applied Science degree program prepares students for employment in a variety of positions in the drafting field, such as drafter or CAD operator based on the specialization area a student chooses to complete. The program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or retrain in drafting practices and software.

#### **Program Courses**

**Credits**

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

|  |                                       |    |
|--|---------------------------------------|----|
| ENGL 1101  | Composition and Rhetoric              | 3  |
| MATH 1111  | College Algebra                       | 3  |
| Select one of the following:                               |                                       |    |
| MATH 1112  | College Trigonometry                  | 3  |
| MATH 1113  | Precalculus                           | 3  |
| Area II  | Social/Behavioral Sciences Elective   | 3  |
| Area IV  | Humanities/Fine Arts Elective         | 3  |
| Occupational courses                                       |                                       |    |
| DFTG 1101  | CAD Fundamentals                      | 4  |
| DFTG 1103  | Multiview/Basic Dimensioning          | 4  |
| <b><u>Select one of the following specializations:</u></b> |                                       |    |
| <b>Mechanical Drafting</b>                                 |                                       |    |
| DFTG 1105  | 3D Mechanical Modeling                | 4  |
| DFTG 1107  | Advanced Dimensioning/Sectional Views | 4  |
| DFTG 1109  | Auxiliary Views/Surface Development   | 4  |
| DFTG 1111  | Fasteners                             | 4  |
| DFTG 1113  | Assembly Drawings                     | 4  |
| Technical Electives 17 Hours                               |                                       | 17 |
| <b>Architectural Drafting</b>                              |                                       |    |
| DFTG 1125  | Architectural Fundamentals            | 4  |
| DFTG 1127  | Architectural 3D Modeling             | 4  |
| DFTG 1129  | Residential Drawing I                 | 4  |
| DFTG 1131  | Residential Drawing II                | 4  |
| DFTG 1133  | Commercial Drawing I                  | 4  |
| Technical Electives 17 Hours                               |                                       | 17 |

## DT12 Drafting Technology Diploma

Minimum Credit Hours for Graduation

46

**Program Description:** The Drafting Technology diploma program prepares students for employment in a variety of positions in the drafting field, such as drafter, CAD operator or Civil Tech based on the specialization area a student chooses to complete. The program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or retrain in drafting practices and software.

| <b>Program Courses</b>   | <b>Credits</b> |
|--|----------------|
| <b>Basic Skills courses</b>                                    |                |
| ENGL 1010 Fundamentals of English I                            | 3              |
| EMPL 1000 Interpersonal Relations and Professional Development | 2              |
| Select one of the following:                                   |                |
| MATH 1012 Foundations of Mathematics                           | 3              |
| MATH 1013 Algebraic Concepts                                   | 3              |
| <b>Occupational courses</b>                                    |                |
| DFTG 1015 Practical Mathematics for Drafting Technology        | 3              |
| DFTG 1101 CAD Fundamentals                                     | 4              |
| DFTG 1103 Multiview/Basic Dimensioning                         | 4              |
| Technical Elective   | 3              |
| <b><u>Select one of the following specializations:</u></b>     |                |
| <b>Mechanical Drafting</b>                                     |                |
| DFTG 1105 3D Mechanical Modeling                               | 4              |
| DFTG 1109 Auxiliary Views/Surface Development                  | 4              |
| DFTG 1107 Advanced Dimensioning/Sectional Views                | 4              |
| DFTG 1111 Fasteners  | 4              |
| DFTG 1113 Assembly Drawings                                    | 4              |
| Technical Elective <sup>4</sup>                                |                |
| <b>Architectural Drafting</b>                                  |                |
| DFTG 1125 Architectural Fundamentals                           | 4              |
| DFTG 1127 Architectural 3D Modeling                            | 4              |
| DFTG 1129 Residential Drawing I                                | 4              |
| DFTG 1131 Residential Drawing II                               | 4              |
| DFTG 1133 Commercial Drawing I                                 | 4              |
| Technical Elective   | 4              |



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**CP61 CAD Operator Mechanical  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 11

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

| <b>Program Courses</b> |                                     |  | <b>Credits</b> |
|------------------------|-------------------------------------|--|----------------|
| DFTG 1103              | Multiview/Basic Dimensioning        |  | 4              |
| DFTG 1109              | Auxiliary Views/Surface Development |  | 4              |
| Technical Elective3    |                                     |  |                |

**DA31 Drafter's Assistant  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 11

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

| <b>Program Courses</b> |                              |  | <b>Credits</b> |
|------------------------|------------------------------|--|----------------|
| DFTG 1101              | CAD Fundamentals             |  | 4              |
| DFTG 1103              | Multiview/Basic Dimensioning |  | 4              |
| Technical Elective3    |                              |  |                |

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## Programs of Study

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### Computer Information Systems

#### **CP23 Computer Programming ASSOCIATE OF APPLIED SCIENCE**

Minimum Credit Hours for Graduation

65

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

| <b>Program Courses</b>  | <b>Credits</b> |
|---|----------------|
| <b>General Education Core (required minimum: 15 Semester Credit Hours)</b>                  |                |
| ENGL 1101 Composition and Rhetoric  | 3              |
| Select one of the following:  |                |
| MATH 1100 Quantitative Skills and Reasoning   | 3              |
| MATH 1101 Mathematical Modeling   | 3              |
| MATH 1111 College Algebra   | 3              |
| Area II Social/Behavioral Sciences Elective   | 3              |
| Area IV Humanities/Fine Arts Elective   | 3              |
| Area I, II, III, or IV Elective   | 3              |
| <b>Occupational courses</b>   |                |
| CIST 1001 Computer Concepts   | 4              |
| Select one of the following:  |                |
| CIST 1210 Introduction to Oracle Databases  | 4              |
| 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              |
| Technical Elective <sup>3</sup>   |                |
| Select one of the following:  |                |
| ACCT 1100 Financial Accounting I  | 4              |
| BUSN 1300 Introduction to Business  | 3              |
| MGMT 1120 Introduction to Business  | 3              |
| COMP 1000 Introduction to Computers   | 3              |
| <b>Programming Language Courses (required 20 credits with at least two Tier II courses)</b> |                |
| <b>Programming Language Courses Tier I</b>  |                |
| CIST 2311 Visual Basic I  | 4              |
| CIST 2341 C# Programming I  | 4              |
| CIST 2371 Java Programming I  | 4              |
| CIST 2361 C++ Programming I   | 4              |
| <b>Programming Language Courses Tier II</b>   |                |
| CIST 2312 Visual Basic II   | 4              |
| CIST 2313 Visual Basic III  | 4              |
| CIST 2342 C# Programming II   | 4              |
| CIST 2362 C++ Programming II  | 4              |
| CIST 2372 Java Programming II   | 4              |
| CIST 2373 Java Programming III  | 4              |

## CP24 Computer Programming Diploma

Minimum Credit Hours for Graduation 52

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

| <b>Program Courses</b>  | <b>Credits</b> |
|---|----------------|
| <b>Basic Skills courses</b>   |                |
| ENGL 1010 Fundamentals of English I   | 3              |
| EMPL 1000 Interpersonal Relations and Professional Development                              | 2              |
| MATH 1012 Foundations of Mathematics  | 3              |
| <b>Occupational courses</b>   |                |
| CIST 1001 Computer Concepts   | 4              |
| Select one of the following:  |                |
| CIST 1210 Introduction to Oracle Databases  | 4              |
| 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              |
| <b>Programming Language Courses (required 20 credits with at least two Tier II courses)</b> |                |
| <b>Programming Courses Tier I</b>   |                |
| CIST 2311 Visual Basic I  | 4              |
| CIST 2341 C# Programming I  | 4              |
| CIST 2361 C++ Programming I   | 4              |
| CIST 2371 Java Programming I  | 4              |
| <b>Programming Courses Tier II</b>  |                |
| CIST 2312 Visual Basic II   | 4              |
| CIST 2313 Visual Basic III  | 4              |
| CIST 2342 C# Programming II   | 4              |
| CIST 2362 C++ Programming II  | 4              |
| CIST 2372 Java Programming II   | 4              |
| CIST 2373 Java Programming III  | 4              |

**CS23 Computer Support Specialist  
ASSOCIATE OF APPLIED SCIENCE**

Minimum Credit Hours for Graduation

62

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

| <b>Program Courses</b>  |                                     |   | <b>Credits</b> |
|---|-------------------------------------|---|----------------|
| General Education Core (required minimum: 15 Semester Credit Hours) |                                     |   |                |
| ENGL  | 1101                                | Composition and Rhetoric                    | 3              |
| Select one of the following:  |                                     |   |                |
| MATH  | 1100                                | Quantitative Skills and Reasoning           | 3              |
| MATH  | 1101                                | Mathematical Modeling                       | 3              |
| MATH  | 1111                                | College Algebra                             | 3              |
| Area II   | Social/Behavioral Sciences Elective |   | 3              |
| Area IV   | Humanities/Fine Arts Elective       |   | 3              |
| Area I, II, III, or IV Elective                                     |                                     |   | 3              |
| Occupational courses  |                                     |   |                |
| CIST  | 1001                                | Computer Concepts                           | 4              |
| CIST  | 1122                                | Hardware Installation and Maintenance       | 4              |
| CIST  | 1130                                | Operating Systems Concepts                  | 3              |
| Select one of the following:  |                                     |   |                |
| CIST  | 1210                                | Introduction to Oracle Databases            | 4              |
| 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           | 3              |
| CIST  | 2130                                | Desktop Support Concepts                    | 3              |
| CIST  | 2921                                | IT Analysis, Design, and Project Management | 4              |
| COMP  | 1000                                | Introduction to Computers                   | 3              |

## CS14 Computer Support Specialist Diploma

Minimum Credit Hours for Graduation

55

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

| <b>Program Courses</b>       |      |  | <b>Credits</b> |
|------------------------------|------|--|----------------|
| Basic Skills courses         |      |  |                |
| ENGL                         | 1010 | Fundamentals of English I                            | 3              |
| EMPL                         | 1000 | Interpersonal Relations and Professional Development | 2              |
| MATH                         | 1012 | Foundations of Mathematics                           | 3              |
| Occupational courses         |      |  |                |
| CIST                         | 1001 | Computer Concepts                                    | 4              |
| CIST                         | 1122 | Hardware Installation and Maintenance                | 4              |
| CIST                         | 1130 | Operating Systems Concepts                           | 3              |
| Select one of the following: |      |  |                |
| CIST                         | 1210 | Introduction to Oracle Databases                     | 4              |
| 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                    | 3              |
| CIST                         | 2130 | Desktop Support Concepts                             | 3              |
| CIST                         | 2921 | IT Analysis, Design, and Project Management          | 4              |
| COMP                         | 1000 | Introduction to Computers                            | 3              |

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**CFT3 Cyber Forensics Technology  
ASSOCIATE OF APPLIED SCIENCE**

Minimum Credit Hours for Graduation 62

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

| <b>Program Courses</b>       |           |                                       | <b>Credits</b> |
|------------------------------|-----------|---------------------------------------|----------------|
| <b>Basic Skills courses</b>  |           |                                       |                |
| ENGL                         | 1101      | Composition and Rhetoric              | 3              |
| HUMN                         | 1101      | Introduction to Humanities            | 3              |
| MATH                         | 1111      | College Algebra                       | 3              |
| SPCH                         | 1101      | Public Speaking                       | 3              |
| Select one of the following: |           |                                       |                |
|                              | PSYC 1101 | Introductory Psychology               | 3              |
|                              | SOCI 1101 | Introduction to Sociology             | 3              |
| <b>Occupational courses</b>  |           |                                       |                |
| CIST                         | 1001      | Computer Concepts                     | 4              |
| CIST                         | 1122      | Hardware Installation and Maintenance | 4              |
| CIST                         | 1130      | Operating Systems Concepts            | 3              |
| CIST                         | 1305      | Program Design and Development        | 3              |
| CIST                         | 1401      | Computer Networking Fundamentals      | 4              |
| CIST                         | 1601      | Information Security Fundamentals     | 3              |
| CIST                         | 2602      | Network Security                      | 4              |
| CIST                         | 2612      | Computer Forensics                    | 4              |
| CRJU                         | 1010      | Introduction to Criminal Justice      | 3              |
| CRJU                         | 1040      | Principles of Law Enforcement         | 3              |
| CRJU                         | 1068      | Criminal Law for Criminal Justice     | 3              |
| CRJU                         | 2050      | Criminal Procedure                    | 3              |
| CRJU                         | 2150      | Cybercrime Investigations             | 3              |
| COMP                         | 1000      | Introduction to Computers             | 3              |

**DS13 Database Specialist  
ASSOCIATE OF APPLIED SCIENCE**

Minimum Credit Hours for Graduation

60

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

| <b>Program Courses</b>  |   | <b>Credits</b> |
|---|---|----------------|
| General Education Core (required minimum: 15 Semester Credit Hours) |   |                |
| ENGL 1101   | Composition and Rhetoric                    | 3              |
| Select one of the following:  |   |                |
| MATH 1100   | Quantitative Skills and Reasoning           | 3              |
| MATH 1101   | Mathematical Modeling                       | 3              |
| MATH 1111   | College Algebra                             | 3              |
| Area II   | Social/Behavioral Sciences Elective         | 3              |
| Area IV   | Humanities/Fine Arts Elective               | 3              |
| Area I, II, III, or IV Elective                                     |   | 3              |
| Occupational courses  |   |                |
| CIST 1001   | Computer Concepts                           | 4              |
| CIST 1130   | Operating Systems Concepts                  | 3              |
| CIST 1200   | Database Management                         | 4              |
| Select one of the following:  |   |                |
| CIST 1210   | Introduction to Oracle Databases            | 4              |
| CIST 1220   | Structured Query Language (SQL)             | 4              |
| CIST 1305   | Program Design and Development              | 3              |
| CIST 1601   | Information Security Fundamentals           | 3              |
| Select one of the following:  |   |                |
| CIST 2311   | Visual Basic I                              | 4              |
| CIST 2341   | C# Programming I                            | 4              |
| CIST 2361   | C++ Programming I                           | 4              |
| CIST 2371   | Java Programming I                          | 4              |
| CIST 2921   | IT Analysis, Design, and Project Management | 4              |
| COMP 1000   | Introduction to Computers                   | 3              |
| <b><u>Select one of the following specializations:</u></b>          |   |                |
| <b>Oracle</b>   |   |                |
| CIST 2212   | Oracle Database Administration I            | 4              |
| CIST 2214   | Oracle Database Administration II           | 4              |



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|                   |      |      |  |   |
|-------------------|------|------|--|---|
|                   | CIST | 2216 | Oracle Advanced Topics   | 4 |
|                   | CIST | 2431 | Linux/Unix Introduction  | 4 |
| <b>SQL Server</b> |      |      |  |   |
|                   | CIST | 2222 | Administering Microsoft SQL Server                             | 4 |
|                   | CIST | 2224 | Designing and Implementing Databases with Microsoft SQL Server | 4 |
|                   | CIST | 2411 | Microsoft Client   | 4 |
|                   | CIST | 2414 | Microsoft Server Administrator                                 | 4 |

## DS14 Database Specialist Diploma

Minimum Credit Hours for Graduation

53

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

| <b>Program Courses</b>                                     |      |  | <b>Credits</b> |
|--|------|--|----------------|
| Basic Skills courses                                       |      |  |                |
| ENGL   | 1010 | Fundamentals of English I                            | 3              |
| EMPL   | 1000 | Interpersonal Relations and Professional Development | 2              |
| MATH   | 1012 | Foundations of Mathematics                           | 3              |
| Occupational courses                                       |      |  |                |
| CIST   | 1001 | Computer Concepts                                    | 4              |
| CIST   | 1130 | Operating Systems Concepts                           | 3              |
| CIST   | 1200 | Database Management                                  | 4              |
| Select one of the following:                               |      |  |                |
| CIST   | 1210 | Introduction to Oracle Databases                     | 4              |
| CIST   | 1220 | Structured Query Language (SQL)                      | 4              |
| CIST   | 1305 | Program Design and Development                       | 3              |
| CIST   | 1601 | Information Security Fundamentals                    | 3              |
| Select one of the following:                               |      |  |                |
| CIST   | 2311 | Visual Basic I                                       | 4              |
| CIST   | 2341 | C# Programming I                                     | 4              |
| CIST   | 2361 | C++ Programming I                                    | 4              |
| CIST   | 2371 | Java Programming I                                   | 4              |
| CIST   | 2921 | IT Analysis, Design, and Project Management          | 4              |
| COMP   | 1000 | Introduction to Computers                            | 3              |
| <b><u>Select one of the following specializations:</u></b> |      |  |                |
| <b>Oracle</b>  |      |  |                |
| 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              |
| <b>SQL Server</b>  |      |  |                |
| CIST   | 2222 | Administering Microsoft SQL Server                   | 4              |

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|      |      |  |   |
|------|------|--|---|
| CIST | 2224 | Designing and Implementing Databases with Microsoft SQL Server | 4 |
| CIST | 2411 | Microsoft Client   | 4 |
| CIST | 2414 | Microsoft Server Administrator                                 | 4 |

**NS13 Networking Specialist  
ASSOCIATE OF APPLIED SCIENCE**

Minimum Credit Hours for Graduation 66

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

| <b>Program Courses</b>   | <b>Credits</b> |
|--|----------------|
| <b>General Education Core (required minimum: 15 Semester Credit Hours)</b> |                |
| ENGL 1101 Composition and Rhetoric   | 3              |
| Select one of the following:   |                |
| MATH 1100 Quantitative Skills and Reasoning                                | 3              |
| MATH 1101 Mathematical Modeling  | 3              |
| MATH 1111 College Algebra  | 3              |
| Area II Social/Behavioral Sciences Elective                                | 3              |
| Area IV Humanities/Fine Arts Elective                                      | 3              |
| Area I, II, III, or IV Elective  | 3              |
| <b>Occupational courses</b>  |                |
| CIST 1001 Computer Concepts  | 4              |
| CIST 1122 Hardware Installation and Maintenance                            | 4              |
| CIST 1130 Operating Systems Concepts                                       | 3              |
| CIST 1305 Program Design and Development                                   | 3              |
| Select one of the following:   |                |
| CIST 1210 Introduction to Oracle Databases                                 | 4              |
| CIST 1220 Structured Query Language (SQL)                                  | 4              |
| CIST 1401 Computer Networking Fundamentals                                 | 4              |
| CIST 1601 Information Security Fundamentals                                | 3              |
| CIST 2122 A+ Preparation   | 3              |
| Select one of the following:   |                |
| CIST 2311 Visual Basic I   | 4              |
| CIST 2341 C# Programming I   | 4              |
| CIST 2361 C++ Programming I  | 4              |
| CIST 2371 Java Programming I   | 4              |
| COMP 1000 Introduction to Computers  | 3              |
| <b><u>Select one of the following specializations:</u></b>                 |                |
| <b>Linux/Unix</b>  |                |
| CIST 2431 UNIX/Linux Introduction  | 4              |

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|                          |      |  |   |
|--------------------------|------|--|---|
| CIST                     | 2432 | UNIX/Linux Server                      | 4 |
| CIST                     | 2433 | UNIX/Linux Advanced Server             | 4 |
| CIST                     | 2434 | UNIX/Linux Scripting                   | 4 |
| <b>Microsoft</b>         |      |  |   |
| CIST                     | 2411 | Microsoft Client                       | 4 |
| CIST                     | 2412 | Microsoft Server Directory Services    | 4 |
| CIST                     | 2413 | Microsoft Server Infrastructure        | 4 |
| CIST                     | 2414 | Microsoft Server Administrator         | 4 |
| <b>Cisco Exploration</b> |      |  |   |
| CIST                     | 2451 | Cisco Network Fundamentals             | 4 |
| CIST                     | 2452 | Cisco Routing and Switching Essentials | 4 |
| CIST                     | 2453 | Cisco Scaling Networks                 | 4 |
| CIST                     | 2454 | Cisco Connecting Networks              | 4 |

## NS14 Networking Specialist Diploma

Minimum Credit Hours for Graduation

55

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

| <b>Program Courses</b>                                     |      |  | <b>Credits</b> |
|--|------|--|----------------|
| Basic Skills courses                                       |      |  |                |
| ENGL   | 1010 | Fundamentals of English I                            | 3              |
| EMPL   | 1000 | Interpersonal Relations and Professional Development | 2              |
| MATH   | 1012 | Foundations of Mathematics                           | 3              |
| Occupational courses                                       |      |  |                |
| CIST   | 1001 | Computer Concepts                                    | 4              |
| CIST   | 1122 | Hardware Installation and Maintenance                | 4              |
| CIST   | 1130 | Operating Systems Concepts                           | 3              |
| Select one of the following:                               |      |  |                |
| CIST   | 1210 | Introduction to Oracle Databases                     | 4              |
| 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              |
| COMP   | 1000 | Introduction to Computers                            | 3              |
| <b><u>Select one of the following specializations:</u></b> |      |  |                |
| <b>Linux/Unix</b>  |      |  |                |
| CIST   | 2431 | UNIX/Linux Introduction                              | 4              |
| CIST   | 2432 | UNIX/Linux Server                                    | 4              |
| CIST   | 2433 | UNIX/Linux Advanced Server                           | 4              |
| CIST   | 2434 | UNIX/Linux Scripting                                 | 4              |
| <b>Microsoft</b>   |      |  |                |
| CIST   | 2411 | Microsoft Client                                     | 4              |
| CIST   | 2412 | Microsoft Server Directory Services                  | 4              |
| CIST   | 2413 | Microsoft Server Infrastructure                      | 4              |
| CIST   | 2414 | Microsoft Server Administrator                       | 4              |
| <b>Cisco Exploration</b>                                   |      |  |                |
| CIST   | 2451 | Cisco Network Fundamentals                           | 4              |

|      |      |  |   |
|------|------|--|---|
| CIST | 2452 | Cisco Routing and Switching Essentials | 4 |
| CIST | 2453 | Cisco Scaling Networks                 | 4 |
| CIST | 2454 | Cisco Connecting Networks              | 4 |

**CA71 CompTIA A+ Certified Technician Preparation  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 17

**Program Description:** The CompTIA A+ Certified Technician Preparation technical certificate of credit program is designed to provide computer users with the skills and knowledge necessary to take the CompTIA A+ certification exam. Earning CompTIA A+ certification shows that the individual possesses the knowledge, technical skills and customer relations skills essential for working as a successful entry-level computer service technician.

| <b>Program Courses</b> |      |                                       | <b>Credits</b> |
|------------------------|------|---------------------------------------|----------------|
| COMP                   | 1000 | Introduction to Computers             | 3              |
| CIST                   | 1001 | Computer Concepts                     | 4              |
| CIST                   | 1122 | Hardware Installation and Maintenance | 4              |
| CIST                   | 1130 | Operating Systems Concepts            | 3              |
| CIST                   | 2122 | A+ Preparation                        | 3              |

**CN71 Cisco Network Specialist  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 27

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

| <b>Program Courses</b> |      |  | <b>Credits</b> |
|------------------------|------|--|----------------|
| CIST                   | 1001 | Computer Concepts                      | 4              |
| CIST                   | 1401 | Computer Networking Fundamentals       | 4              |
| CIST                   | 2451 | Cisco Network Fundamentals             | 4              |
| CIST                   | 2452 | Cisco Routing and Switching Essentials | 4              |
| CIST                   | 2453 | Cisco Scaling Networks                 | 4              |
| CIST                   | 2454 | Cisco Connecting Networks              | 4              |
| COMP                   | 1000 | Introduction to Computers              | 3              |

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**CP21 C++ Programmer  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 15

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

| <b>Program Courses</b>       |      |                                       | <b>Credits</b> |
|------------------------------|------|---------------------------------------|----------------|
| CIST                         | 1305 | Program Design and Development        | 3              |
| Select one of the following: |      |                                       |                |
|                              | CIST | 1210 Introduction to Oracle Databases | 4              |
|                              | CIST | 1220 Structured Query Language (SQL)  | 4              |
| CIST                         | 2361 | C++ Programming I                     | 4              |
| CIST                         | 2362 | C++ Programming II                    | 4              |

**HD41 Help Desk Specialist  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 27

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

| <b>Program Courses</b> |      |  | <b>Credits</b> |
|------------------------|------|--|----------------|
| CIST                   | 1001 | Computer Concepts                      | 4              |
| CIST                   | 1122 | Hardware Installation and Maintenance  | 4              |
| CIST                   | 1130 | Operating Systems Concepts             | 3              |
| CIST                   | 1401 | Computer Networking Fundamentals       | 4              |
| CIST                   | 2127 | Comprehensive Word Processing Concepts | 3              |
| CIST                   | 2128 | Comprehensive Spreadsheet Concepts     | 3              |
| CIST                   | 2130 | Desktop Support Concepts               | 3              |
| COMP                   | 1000 | Introduction to Computers              | 3              |



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**JP11 Java Programmer  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 22

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

| <b>Program Courses</b>       |      |                                       | <b>Credits</b> |
|------------------------------|------|---------------------------------------|----------------|
| CIST                         | 1305 | Program Design and Development        | 3              |
| CIST                         | 1510 | Web Development I                     | 3              |
| Select one of the following: |      |                                       |                |
|                              | CIST | 1210 Introduction to Oracle Databases | 4              |
|                              | CIST | 1220 Structured Query Language (SQL)  | 4              |
| CIST                         | 2371 | Java Programming I                    | 4              |
| CIST                         | 2372 | Java Programming II                   | 4              |
| CIST                         | 2373 | Java Programming III                  | 4              |

**LA31 Linux/UNIX System Administrator  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 27

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

| <b>Program Courses</b> |      |                                  | <b>Credits</b> |
|------------------------|------|----------------------------------|----------------|
| CIST                   | 1001 | Computer Concepts                | 4              |
| CIST                   | 1130 | Operating Systems Concepts       | 3              |
| CIST                   | 1401 | Computer Networking Fundamentals | 4              |
| CIST                   | 2431 | UNIX/Linux Introduction          | 4              |
| CIST                   | 2432 | UNIX/Linux Server                | 4              |
| CIST                   | 2433 | UNIX/Linux Advanced Server       | 4              |
| CIST                   | 2434 | UNIX/Linux Scripting             | 4              |

**MS11 Microsoft Network Administrator  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation

27

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

| <b>Program Courses</b> |      |                                     | <b>Credits</b> |
|------------------------|------|-------------------------------------|----------------|
| 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              |

**OD11 Oracle Database Administrator  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation

31

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

| <b>Program Courses</b>       |      |                                   | <b>Credits</b>                   |   |
|------------------------------|------|-----------------------------------|----------------------------------|---|
| CIST                         | 1001 | Computer Concepts                 | 4                                |   |
| CIST                         | 1200 | Database Management               | 4                                |   |
| Select one of the following: |      |                                   |                                  |   |
|                              | CIST | 1210                              | Introduction to Oracle Databases | 4 |
|                              | CIST | 1220                              | Structured Query Language (SQL)  | 4 |
| CIST                         | 1305 | Program Design and Development    | 3                                |   |
| CIST                         | 2212 | Oracle Database Administration I  | 4                                |   |
| CIST                         | 2214 | Oracle Database Administration II | 4                                |   |
| CIST                         | 2216 | Oracle Advanced Topics            | 4                                |   |
| Select one of the following: |      |                                   |                                  |   |
|                              | CIST | 2311                              | Visual Basic I                   | 4 |
|                              | CIST | 2341                              | C# Programming I                 | 4 |
|                              | CIST | 2361                              | C++ Programming I                | 4 |
|                              | CIST | 2371                              | Java Programming I               | 4 |

**PR21 PC Repair and Network Technician  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 15

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

| <b>Program Courses</b> |      |                                       | <b>Credits</b> |
|------------------------|------|---------------------------------------|----------------|
| CIST                   | 1001 | Computer Concepts                     | 4              |
| CIST                   | 1122 | Hardware Installation and Maintenance | 4              |
| CIST                   | 1130 | Operating Systems Concepts            | 3              |
| CIST                   | 1401 | Computer Networking Fundamentals      | 4              |

**SSD1 SQL Server Database  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 31

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

| <b>Program Courses</b>       |      |  | <b>Credits</b> |
|------------------------------|------|--|----------------|
| CIST                         | 1001 | Computer Concepts  | 4              |
| Select one of the following: |      |  |                |
|                              | CIST | 1210 Introduction to Oracle Databases                          | 4              |
|                              | CIST | 1220 Structured Query Language (SQL)                           | 4              |
| CIST                         | 1305 | Program Design and Development                                 | 3              |
| CIST                         | 2222 | Administering Microsoft SQL Server                             | 4              |
| CIST                         | 2224 | Designing and Implementing Databases with Microsoft SQL Server | 4              |
| Select one of the following: |      |  |                |
|                              | CIST | 2311 Visual Basic I  | 4              |
|                              | CIST | 2341 C# Programming I  | 4              |
|                              | CIST | 2361 C++ Programming I   | 4              |
|                              | CIST | 2371 Java Programming I  | 4              |
| CIST                         | 2411 | Microsoft Client   | 4              |
| CIST                         | 2414 | Microsoft Server Administrator                                 | 4              |

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**VB11 Visual Basic Programmer  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 22

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

| <b>Program Courses</b> |      |                                       | <b>Credits</b> |
|------------------------|------|---------------------------------------|----------------|
| CIST                   | 1305 | Program Design and Development        | 3              |
| CIST                   | 1510 | Web Development I                     | 3              |
| SQL Option             |      |                                       |                |
|                        | CIST | 1210 Introduction to Oracle Databases | 4              |
|                        | CIST | 1220 Structured Query Language (SQL)  | 4              |
| CIST                   | 2311 | Visual Basic I                        | 4              |
| CIST                   | 2312 | Visual Basic II                       | 4              |
| CIST                   | 2313 | Visual Basic III                      | 4              |

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## Programs of Study

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### Cosmetology

#### CO12 Cosmetology Diploma

Minimum Credit Hours for Graduation

54

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

#### **Program Courses**

**Credits**

##### Basic Skills courses

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

##### Occupational courses

|      |      |                                    |   |
|------|------|------------------------------------|---|
| COSM | 1000 | Introduction to Cosmetology Theory | 4 |
| COSM | 1010 | Chemical Texture Services          | 3 |
| COSM | 1020 | Hair Care and Treatment            | 3 |
| COSM | 1030 | Haircutting                        | 3 |
| COSM | 1040 | Styling                            | 3 |
| COSM | 1050 | Hair Color                         | 3 |
| COSM | 1060 | Fundamentals of Skin Care          | 3 |
| COSM | 1070 | Nail Care and Advanced Techniques  | 3 |
| COSM | 1080 | Physical Hair Services Practicum   | 3 |
| COSM | 1090 | Hair Services Practicum I          | 3 |
| COSM | 1100 | Hair Services Practicum II         | 3 |
| COSM | 1110 | Hair Services Practicum III        | 3 |
| COSM | 1115 | Hair Services Practicum IV         | 2 |
| COSM | 1120 | Salon Management                   | 3 |
| COSM | 1125 | Skin and Nail Care Practicum       | 2 |
| COMP | 1000 | Introduction to Computers          | 3 |

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### **CI21 Cosmetology Instructor Training Technical Certificate of Credit**

Minimum Credit Hours for Graduation 24

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

| <b>Program Courses</b> |      |  | <b>Credits</b> |
|------------------------|------|--|----------------|
| 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              |

### **ST11 Shampoo Technician Technical Certificate of Credit**

Minimum Credit Hours for Graduation 11

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

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

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## Programs of Study

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Criminal Justice

### **CJT3 Criminal Justice Technology ASSOCIATE OF APPLIED SCIENCE**

Minimum Credit Hours for Graduation

60

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

| <b>Program Courses</b>  |   | <b>Credits</b> |
|---|---|----------------|
| General Education Core (required minimum: 15 Semester Credit Hours) |   |                |
| ENGL 1101   | Composition and Rhetoric                              | 3              |
| Select one of the following:  |   |                |
| MATH 1100   | Quantitative Skills and Reasoning                     | 3              |
| MATH 1101   | Mathematical Modeling                                 | 3              |
| MATH 1111   | College Algebra                                       | 3              |
| Area II   | Social/Behavioral Sciences Elective                   | 3              |
| Area IV   | Humanities/Fine Arts Elective                         | 3              |
| Area I, II, III, or IV Elective                                     |   | 3              |
| Occupational courses  |   |                |
| CRJU 1010   | Introduction to Criminal Justice                      | 3              |
| CRJU 1030   | Corrections   | 3              |
| CRJU 1040   | Principles of Law Enforcement                         | 3              |
| CRJU 1068   | Criminal Law for Criminal Justice                     | 3              |
| CRJU 1400   | Ethics and Cultural Perspectives for Criminal Justice | 3              |
| CRJU 2020   | Constitutional Law for Criminal Justice               | 3              |
| CRJU 2050   | Criminal Procedure                                    | 3              |
| CRJU 2070   | Juvenile Justice                                      | 3              |
| COMP 1000   | Introduction to Computers                             | 3              |
| Select one of the following:  |   |                |
| CRJU 2090   | Criminal Justice Practicum                            | 3              |
| CRJU 2100   | Criminal Justice Externship                           | 3              |
| Technical Electives: Select five courses, minimum 15 credits        |   |                |
| CRJU 1021   | Private Security                                      | 3              |
| CRJU 1043   | Probation and Parole                                  | 3              |
| CRJU 1052   | Criminal Justice Administration                       | 3              |
| CRJU 1062   | Methods of Criminal Investigation                     | 3              |
| CRJU 1065   | Community-Oriented Policing                           | 3              |
| CRJU 1075   | Report Writing  | 3              |
| CRJU 2060   | Criminology   | 3              |
| CRJU 2110   | Homeland Security                                     | 3              |
| CRJU 2201   | Criminal Courts                                       | 3              |
| FOSC 1206   | Introduction to Forensic Science                      | 3              |
| FOSC 2010   | Crime Scene Investigation I                           | 4              |
| FOSC 2011   | Crime Scene Investigation II                          | 4              |
| FOSC 2014   | Documentation and Report Preparation                  | 4              |
| FOSC 2150   | Case Preparation and Courtroom Testimony              | 4              |



## CJT2 Criminal Justice Technology Diploma

Minimum Credit Hours for Graduation

58

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

| <b>Program Courses</b>  |      |   | <b>Credits</b> |
|---|------|---|----------------|
| Basic Skills courses  |      |   |                |
| ENGL  | 1010 | Fundamentals of English I                             | 3              |
| PSYC  | 1010 | Basic Psychology                                      | 3              |
| MATH  | 1012 | Foundations of Mathematics                            | 3              |
| Occupational courses  |      |   |                |
| CRJU  | 1010 | Introduction to Criminal Justice                      | 3              |
| CRJU  | 1030 | Corrections   | 3              |
| CRJU  | 1040 | Principles of Law Enforcement                         | 3              |
| CRJU  | 1068 | Criminal Law for Criminal Justice                     | 3              |
| CRJU  | 1400 | Ethics and Cultural Perspectives for Criminal Justice | 3              |
| CRJU  | 2020 | Constitutional Law for Criminal Justice               | 3              |
| CRJU  | 2050 | Criminal Procedure                                    | 3              |
| CRJU  | 2070 | Juvenile Justice                                      | 3              |
| COMP  | 1000 | Introduction to Computers                             | 3              |
| Select one of the following:                                    |      |   |                |
| CRJU  | 2090 | Criminal Justice Practicum                            | 3              |
| CRJU  | 2100 | Criminal Justice Externship                           | 3              |
| Technical Electives: Select three courses, minimum of 9 credits |      |   |                |
| CRJU  | 1021 | Private Security                                      | 3              |
| CRJU  | 1043 | Probation and Parole                                  | 3              |
| CRJU  | 1052 | Criminal Justice Administration                       | 3              |
| CRJU  | 1062 | Methods of Criminal Investigation                     | 3              |
| CRJU  | 1065 | Community-Oriented Policing                           | 3              |
| CRJU  | 1075 | Report Writing  | 3              |
| CRJU  | 2060 | Criminology   | 3              |

|      |      |  |   |
|------|------|--|---|
| CRJU | 2110 | Homeland Security                        | 3 |
| CRJU | 2201 | Criminal Courts                          | 3 |
| FOSC | 1206 | Introduction to Forensic Science         | 3 |
| FOSC | 2010 | Crime Scene Investigation I              | 4 |
| FOSC | 2011 | Crime Scene Investigation II             | 4 |
| FOSC | 2014 | Documentation and Report Preparation     | 4 |
| FOSC | 2150 | Case Preparation and Courtroom Testimony | 4 |

**BL11 Basic Law Enforcement  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 42

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

| <b>Program Courses</b> |      |  | <b>Credits</b> |
|------------------------|------|--|----------------|
| LETA                   | 1010 | Health & Life Safety for Basic Law Enforcement                     | 2              |
| LETA                   | 1012 | Ethics and Liability for Basic Law Enforcement                     | 2              |
| LETA                   | 1014 | Firearms Training for Basic Law Enforcement                        | 4              |
| LETA                   | 1016 | Emergency Vehicle Operations for Basic Law Enforcement             | 4              |
| LETA                   | 1018 | Defensive Tactics for Basic Law Enforcement                        | 2              |
| LETA                   | 1020 | Police Patrol Operations for Basic Law Enforcement                 | 4              |
| LETA                   | 1022 | Methods of Criminal Investigation for Basic Law Enforcement        | 4              |
| LETA                   | 1024 | Criminal Law for Criminal Justice for Basic Law Enforcement        | 4              |
| LETA                   | 1026 | Criminal Procedure for Basic Law Enforcement                       | 4              |
| LETA                   | 1028 | Police Traffic Control and Investigation for Basic Law Enforcement | 3              |
| LETA                   | 1030 | Principles of Law Enforcement for Basic Law Enforcement            | 3              |
| LETA                   | 1032 | Introduction to Criminal Justice for Basic Law Enforcement         | 3              |
| LETA                   | 1034 | Constitutional Law for Criminal Justice for Basic Law Enforcement  | 3              |

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### **CB71 Crime Scene Investigation Technical Certificate of Credit**

Minimum Credit Hours for Graduation 19

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

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

### **CJ71 Criminal Justice Fundamentals Technical Certificate of Credit**

Minimum Credit Hours for Graduation 12

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

| <b>Program Courses</b> |      |                                  | <b>Credits</b> |
|------------------------|------|----------------------------------|----------------|
| CRJU                   | 1010 | Introduction to Criminal Justice | 3              |
| CRJU                   | 1030 | Corrections                      | 3              |
| CRJU                   | 1040 | Principles of Law Enforcement    | 3              |
| COMP                   | 1000 | Introduction to Computers        | 3              |

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**CZ51 Crime Scene Technician  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 21

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

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

**FCS1 Forensic Computer Science  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 37

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

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

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## Programs of Study

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### Diesel Equipment Technology

#### BMT2 Bus Maintenance Technician Diploma

Minimum Credit Hours for Graduation

54

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

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

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**Programs of Study**

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Early Childhood Care and Education

**EC13 Early Childhood Care/Education  
ASSOCIATE OF APPLIED SCIENCE**

Minimum Credit Hours for Graduation

72

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

| <b>Program Courses</b>  | <b>Credits</b> |
|---|----------------|
| <b>General Education Core (required minimum: 18 Semester hours)</b> |                |
| ENGL 1101 Composition and Rhetoric                                  | 3              |
| PSYC 1101 Introductory Psychology                                   | 3              |
| Area I Language Arts/Communications Elective                        | 3              |
| Select one of the following:  |                |
| MATH 1101 Mathematical Modeling                                     | 3              |
| MATH 1111 College Algebra   | 3              |
| MATH 1100 Quantitative Skills and Reasoning                         | 3              |
| Area IV Humanities and Fine Arts Elective                           | 3              |
| Area I, II, III, or IV Elective                                     | 3              |
| <b>Occupational courses</b>   |                |
| ECCE 1101 Introduction to Early Childhood Care and Education        | 3              |
| ECCE 1103 Child Growth and Development                              | 3              |
| ECCE 1105 Health, Safety and Nutrition                              | 3              |
| ECCE 1112 Curriculum and Assessment                                 | 3              |
| ECCE 1113 Creative Activities for Children                          | 3              |
| ECCE 1121 Early Childhood Care and Education Practicum              | 3              |
| ECCE 2115 Language and Literacy                                     | 3              |
| ECCE 2116 Math and Science  | 3              |
| ECCE 2201 Exceptionalities  | 3              |
| ECCE 2202 Social Issues and Family Involvement                      | 3              |
| ECCE 2203 Guidance and Classroom Management                         | 3              |
| ECCE 2240 Early Childhood Care and Education Internship             | 12             |
| COMP 1000 Introduction to Computers                                 | 3              |
| <b><u>Select one of the following specializations:</u></b>          |                |
| <b>Arts Integration – Select 2 of the 3 courses (6 hours)</b>       |                |
| ECCE 2370 Visual Arts Integration                                   | 3              |

|                                   |           |   |   |
|-----------------------------------|-----------|---|---|
|                                   | ECCE 2372 | Music and Movement Integration  | 3 |
|                                   | ECCE 2374 | Drama Integration   | 3 |
| <b>Exceptionalities</b>           |           |   |   |
|                                   | ECCE 2360 | Classroom Strategies for Exceptional Children                         | 3 |
|                                   | ECCE 2362 | Exploring Your Role in the Exceptional Environment                    | 3 |
| <b>Infant/Toddler Development</b> |           |   |   |
|                                   | ECCE 2330 | Infant/Toddler Development  | 3 |
|                                   | ECCE 2332 | Infant/Toddler Group Care and Curriculum                              | 3 |
| <b>Paraprofessional</b>           |           |   |   |
|                                   | ECCE 2310 | Paraprofessional Methods and Materials                                | 3 |
|                                   | ECCE 2312 | Paraprofessional Roles and Practices                                  | 3 |
| <b>Program Administration</b>     |           |   |   |
|                                   | ECCE 2320 | Program Administration and Facility Management                        | 3 |
|                                   | ECCE 2322 | Personnel Management  | 3 |
| <b>School Age and Youth Care</b>  |           |   |   |
|                                   | ECCE 2350 | Early Adolescent Development  | 3 |
|                                   | ECCE 2352 | Designing Programs and Environments for School Age Children and Youth | 3 |



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## ECC2 Early Childhood Care/Education Diploma

Minimum Credit Hours for Graduation 53

**Program Description:** The Early Childhood Care and Education Diploma program is a sequence of courses designed to prepare students for a variety of careers in the field of early childhood education. The program emphasizes a combination of early childhood care and education theory and practical application as well as limited general core competencies necessary for successful employment. Graduates have qualifications to be employed in early care and education settings including child care centers and Head Start.

| <b>Program Courses</b>       |      |   | <b>Credits</b> |
|------------------------------|------|---|----------------|
| <b>Basic Skills courses</b>  |      |   |                |
| ENGL                         | 1010 | Fundamentals of English I                                 | 3              |
| Select one of the following: |      |   |                |
|                              | EMPL | 1000 Interpersonal Relations and Professional Development | 2              |
|                              | PSYC | 1010 Basic Psychology                                     | 3              |
| MATH                         | 1012 | Foundations of Mathematics                                | 3              |
| <b>Occupational courses</b>  |      |   |                |
| ECCE                         | 1101 | Introduction to Early Childhood Care and Education        | 3              |
| ECCE                         | 1103 | Child Growth and Development                              | 3              |
| ECCE                         | 1105 | Health, Safety and Nutrition                              | 3              |
| ECCE                         | 1112 | Curriculum and Assessment                                 | 3              |
| ECCE                         | 1113 | Creative Activities for Children                          | 3              |
| ECCE                         | 1121 | Early Childhood Care and Education Practicum              | 3              |
| ECCE                         | 2115 | Language and Literacy                                     | 3              |
| ECCE                         | 2116 | Math and Science  | 3              |
| ECCE                         | 2202 | Social Issues and Family Involvement                      | 3              |
| ECCE                         | 2203 | Guidance and Classroom Management                         | 3              |
| ECCE                         | 2240 | Early Childhood Care and Education Internship             | 12             |
| COMP                         | 1000 | Introduction to Computers                                 | 3              |

**All1 Arts Integration in Early Childhood Care and Education  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 12

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

| <b>Program Courses</b> |      |                                  | <b>Credits</b> |
|------------------------|------|----------------------------------|----------------|
| ECCE                   | 1113 | Creative Activities for Children | 3              |
| ECCE                   | 2370 | Visual Arts Integration          | 3              |
| ECCE                   | 2372 | Music and Movement Integration   | 3              |
| ECCE                   | 2374 | Drama Integration                | 3              |

**CD61 Child Development Specialist  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 14

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

| <b>Program Courses</b>       |      |  | <b>Credits</b> |
|------------------------------|------|--|----------------|
| 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              |
| Select one of the following: |      |  |                |
| ECCE                         | 1121 | Early Childhood Care and Education Practicum         | 3              |
| EMPL                         | 1000 | Interpersonal Relations and Professional Development | 2              |

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**CE71 CDA Preparation TCC**  
**Technical Certificate of Credit**

Minimum Credit Hours for Graduation 11

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

| <b>Program Courses</b> |      |   | <b>Credits</b> |
|------------------------|------|---|----------------|
| ECCE                   | 1101 | Introduction to Early Childhood Care and Education  | 3              |
| ECCE                   | 1103 | Child Growth and Development                        | 3              |
| ECCE                   | 1105 | Health, Safety and Nutrition                        | 3              |
| ECCE                   | 1125 | Professionalism Through CDA Certificate Preparation | 2              |

**EC31 Early Childhood Care and Education Basics**  
**Technical Certificate of Credit**

Minimum Credit Hours for Graduation 9

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

| <b>Program Courses</b> |      |  | <b>Credits</b> |
|------------------------|------|--|----------------|
| ECCE                   | 1101 | Introduction to Early Childhood Care and Education | 3              |
| ECCE                   | 1103 | Child Growth and Development                       | 3              |
| ECCE                   | 1105 | Health, Safety and Nutrition                       | 3              |

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**EC41 Early Childhood Exceptionalities  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 9

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

| <b>Program Courses</b> |      |  | <b>Credits</b> |
|------------------------|------|--|----------------|
| ECCE                   | 2201 | Exceptionalities                                   | 3              |
| ECCE                   | 2360 | Classroom Strategies for Exceptional Children      | 3              |
| ECCE                   | 2362 | Exploring Your Role in the Exceptional Environment | 3              |

**ECP1 Early Childhood Program Administration  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 9

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

| <b>Program Courses</b> |      |  | <b>Credits</b> |
|------------------------|------|--|----------------|
| ECCE                   | 1103 | Child Growth and Development                   | 3              |
| ECCE                   | 2320 | Program Administration and Facility Management | 3              |
| ECCE                   | 2322 | Personnel Management                           | 3              |

**IC31 Infant/Toddler Child Care Specialist  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 15

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

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

**SA21 School Age and Youth Care  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 18

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

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

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## Programs of Study

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### Electrical Construction and Maintenance

#### **EL11 Electrical Lineworker Technical Certificate of Credit**

Minimum Credit Hours for Graduation 12

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

| <b>Program Courses</b> |      |   | <b>Credits</b> |
|------------------------|------|---|----------------|
| ELCR                   | 1800 | Electrical Lineworker Organization Principles | 3              |
| ELCR                   | 1820 | Electrical Lineworker Workplace Skills        | 2              |
| ELCR                   | 1840 | Electrical Lineworker Automation Skills       | 2              |
| ELCR                   | 1860 | Electrical Lineworker Occupational Skills     | 5              |

#### **RW21 Residential Wiring Technician Technical Certificate of Credit**

Minimum Credit Hours for Graduation 16

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

| <b>Program Courses</b>                                  |      |  | <b>Credits</b> |
|---|------|--|----------------|
| IDFC  | 1007 | Industrial Safety Procedures               | 2              |
| ELTR  | 1060 | Electrical Prints, Schematics, and Symbols | 2              |
| IDSY  | 1101 | DC Circuit Analysis                        | 3              |
| Select one of the following AC courses:                 |      |  |                |
| ELTR  | 1020 | Electrical Systems Basics I                | 3              |
| IDSY  | 1105 | AC Circuit Analysis                        | 3              |
| Select one of the following Residential Wiring Clusters |      |  |                |
| ELTR 1205/1210 Cluster                                  |      |  |                |
| ELTR  | 1205 | Residential Wiring I                       | 3              |
| ELTR  | 1210 | Residential Wiring II                      | 3              |
| ELTR 1200/1215 Cluster                                  |      |  |                |
| ELTR  | 1200 | Basic Residential Wiring                   | 4              |
| ELTR  | 1215 | Advanced Residential Wiring                | 4              |

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## Programs of Study

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Electronics-Computer Engineering Technology

### **EE13 Electrical/Computer Engineering Technology ASSOCIATE OF APPLIED SCIENCE**

Minimum Credit Hours for Graduation

61

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

| <b>Program Courses</b>   |                                     |  | <b>Credits</b> |
|--|-------------------------------------|--|----------------|
| <b>General Education Core (required minimum: 19 Semester Credit Hours)</b> |                                     |  |                |
| ENGL   | 1101                                | Composition and Rhetoric               | 3              |
| MATH   | 1111                                | College Algebra                        | 3              |
| MATH   | 1113                                | Precalculus                            | 3              |
| PHYS   | 1111                                | Introductory Physics I                 | 3              |
| PHYS   | 1111L                               | Introductory Physics Lab I             | 1              |
| Area II  | Social/Behavioral Sciences Elective |  | 3              |
| Area IV  | Humanities/Fine Arts Elective       |  | 3              |
| <b>Occupational courses</b>  |                                     |  |                |
| ENGT   | 1000                                | Introduction to Engineering Technology | 3              |
| ECET   | 1101                                | Circuit Analysis I                     | 4              |
| ECET   | 1110                                | Digital Systems I                      | 4              |
| ECET   | 1191                                | Computer Programming Fundamentals      | 3              |
| ECET   | 2101                                | Circuit Analysis II                    | 4              |
| Technical Electives  |                                     |  | 8              |
| <b><u>Select one of the following specializations:</u></b>                 |                                     |  |                |
| <b>Computer Engineering Technology – 17 credits</b>                        |                                     |  |                |
| ECET   | 1210                                | Networking Systems I                   | 4              |
| ECET   | 2110                                | Digital Systems II                     | 4              |
| ECET   | 2120                                | Electronic Circuits I                  | 4              |
| ECET   | 2210                                | Networking Systems II                  | 4              |
| ENGT   | 2300                                | Capstone Project                       | 1              |
| <b>Electronics Engineering Technology – 17 credits</b>                     |                                     |  |                |
| ECET   | 1210                                | Networking Systems I                   | 4              |
| ECET   | 2110                                | Digital Systems II                     | 4              |
| ECET   | 2120                                | Electronic Circuits I                  | 4              |
| ECET   | 2220                                | Electronic Circuits II                 | 4              |
| ENGT   | 2300                                | Capstone Project                       | 1              |
| <b>Broadcast Engineering Technology – 17 credits</b>                       |                                     |  |                |
| BCET   | 2121                                | Video and Audio Systems                | 4              |
| BCET   | 2201                                | Digital Video and System Design        | 4              |
| BCET   | 2202                                | RF Systems                             | 4              |
| BCET   | 2905                                | Broadcast Practicum/Internship         | 4              |
| ENGT   | 2300                                | Capstone Project                       | 1              |



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### **CET1 Computer Engineering Technology Technical Certificate of Credit**

Minimum Credit Hours for Graduation

14

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

| <b>Program Courses</b> |      |  | <b>Credits</b> |
|------------------------|------|--|----------------|
| ENGT                   | 1000 | Introduction to Engineering Technology | 3              |
| ECET                   | 1101 | Circuit Analysis I                     | 4              |
| ECET                   | 1110 | Digital Systems I                      | 4              |
| ECET                   | 1191 | Computer Programming Fundamentals      | 3              |

### **CZ11 Computer System Design Specialist Technical Certificate of Credit**

Minimum Credit Hours for Graduation

33

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

| <b>Program Courses</b> |      |  | <b>Credits</b> |
|------------------------|------|--|----------------|
| MATH                   | 1111 | College Algebra                        | 3              |
| MATH                   | 1113 | Precalculus                            | 3              |
| ENGT                   | 1000 | Introduction to Engineering Technology | 3              |
| ECET                   | 1101 | Circuit Analysis I                     | 4              |
| ECET                   | 1110 | Digital Systems I                      | 4              |
| ECET                   | 1220 | Computer System Maintenance            | 4              |
| ECET                   | 2101 | Circuit Analysis II                    | 4              |
| ECET                   | 2110 | Digital Systems II                     | 4              |

**NDT1 Network Design Technology Specialist  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation

27

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

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

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**NS21 Network Specialist  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation

16

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

| <b>Program Courses</b> |      |                             | <b>Credits</b> |
|------------------------|------|-----------------------------|----------------|
| ECET                   | 1210 | Networking Systems I        | 4              |
| ECET                   | 1220 | Computer System Maintenance | 4              |
| ECET                   | 2210 | Networking Systems II       | 4              |
| ECET                   | 2230 | Network Systems Design      | 4              |

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## Programs of Study

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Electronics and Telecommunications

### **ET13 Electronics Technology ASSOCIATE OF APPLIED SCIENCE**

Minimum Credit Hours for Graduation

61

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

| <b>Program Courses</b>  | <b>Credits</b> |
|---|----------------|
| General Education Core (required minimum: 15 Semester Credit Hours)                   |                |
| ENGL 1101 Composition and Rhetoric  | 3              |
| MATH 1111 College Algebra   | 3              |
| Select one of the following:  |                |
| MATH 1112 College Trigonometry  | 3              |
| MATH 1113 Precalculus   | 3              |
| Area II Social/Behavioral Sciences Elective   | 3              |
| Area IV Humanities/Fine Arts Elective   | 3              |
| Occupational courses  |                |
| ELCR 1005 Soldering Technology  | 1              |
| ELCR 1010 Direct Current Circuits   | 6              |
| ELCR 1020 Alternating Current Circuits  | 7              |
| ELCR 1030 Solid State Devices   | 5              |
| ELCR 1040 Digital and Microprocessor Fundamentals                                     | 5              |
| ELCR 1060 Linear Integrated Circuits  | 3              |
| COMP 1000 Introduction to Computers   | 3              |
| <b><u>Select one of the following specializations:</u></b>                            |                |
| <b>Communications Electronics Technology – 17 credits</b>                             |                |
| ELCR 2210 Analog Communications   | 5              |
| ELCR 2220 Digital Communications  | 3              |
| ELCR 2230 Antenna and Transmission Lines  | 3              |
| ELCR 2240 Microwave Communications and Radar  | 3              |
| ELCR 2250 Optical Communications Techniques   | 3              |
| <b>Telecommunications Electronics Technology – 18 credits</b>                         |                |
| ELCR 2170 Computer Hardware   | 5              |
| ELCR 2190 Networking I  | 3              |
| ELCR 2590 Fiber Optic Systems   | 3              |
| ELCR 2600 Telecommunication and Data Cabling  | 3              |
| ELCR 2620 Telecommunications Systems Installation, Programming, and Data Transmission | 4              |
| <b>Field Occupation – 16 credits</b>  |                |
| Technical Electives   | 16             |

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## EF12 Electronics Fundamentals Diploma

Minimum Credit Hours for Graduation

38

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

### **Program Courses**

**Credits**

#### Basic Skills courses

|                                      |      |  |   |
|--------------------------------------|------|--|---|
| ENGL                                 | 1010 | Fundamentals of English I                            | 3 |
| EMPL                                 | 1000 | Interpersonal Relations and Professional Development | 2 |
| Select one of the following courses: |      |  |   |
| MATH                                 | 1012 | Foundations of Mathematics                           | 3 |
| MATH                                 | 1013 | Algebraic Concepts                                   | 3 |
| MATH                                 | 1111 | College Algebra                                      | 3 |

#### Occupational courses

|      |      |   |   |
|------|------|---|---|
| ELCR | 1005 | Soldering Technology                    | 1 |
| ELCR | 1010 | Direct Current Circuits                 | 6 |
| ELCR | 1020 | Alternating Current Circuits            | 7 |
| ELCR | 1030 | Solid State Devices                     | 5 |
| ELCR | 1040 | Digital and Microprocessor Fundamentals | 5 |
| ELCR | 1060 | Linear Integrated Circuits              | 3 |
| COMP | 1000 | Introduction to Computers               | 3 |

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## EPT2 Transit Electric Power/Equipment Technician Diploma

Minimum Credit Hours for Graduation 50

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

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

## ET14 Electronics Technology Diploma

Minimum Credit Hours for Graduation

54

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

| <b>Program Courses</b>   | <b>Credits</b> |
|--|----------------|
| <b>Basic Skills courses</b>                                    |                |
| ENGL 1010 Fundamentals of English I                            | 3              |
| EMPL 1000 Interpersonal Relations and Professional Development | 2              |
| Select one of the following courses:                           |                |
| MATH 1012 Foundations of Mathematics                           | 3              |
| MATH 1013 Algebraic Concepts                                   | 3              |
| MATH 1111 College Algebra                                      | 3              |
| <b>Occupational courses</b>                                    |                |
| ELCR 1005 Soldering Technology                                 | 1              |
| ELCR 1010 Direct Current Circuits                              | 6              |
| ELCR 1020 Alternating Current Circuits                         | 7              |
| ELCR 1030 Solid State Devices                                  | 5              |
| ELCR 1040 Digital and Microprocessor Fundamentals              | 5              |
| ELCR 1060 Linear Integrated Circuits                           | 3              |
| COMP 1000 Introduction to Computers                            | 3              |
| <b><u>Select one of the following specializations:</u></b>     |                |
| <b>Communications Electronics Technology – 17 credits</b>      |                |
| ELCR 2210 Analog Communications                                | 5              |
| ELCR 2220 Digital Communications                               | 3              |
| ELCR 2230 Antenna and Transmission Lines                       | 3              |
| ELCR 2240 Microwave Communications and Radar                   | 3              |
| ELCR 2250 Optical Communications Techniques                    | 3              |
| <b>Telecommunications Electronics Technology – 18 credits</b>  |                |
| ELCR 2170 Computer Hardware                                    | 5              |
| ELCR 2190 Networking I   | 3              |
| ELCR 2590 Fiber Optic Systems                                  | 3              |



|                                      |   |    |
|--------------------------------------|---|----|
| ELCR 2600                            | Telecommunication and Data Cabling  | 3  |
| ELCR 2620                            | Telecommunications Systems Installation, Programming, and Data Transmission | 4  |
| <b>Field Occupation – 16 credits</b> |   |    |
| Technical Electives                  |   | 16 |

### TET2 Transit Electronics Technician Diploma

Minimum Credit Hours for Graduation 57

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

| <b>Program Courses</b>               |  | <b>Credits</b> |
|--------------------------------------|--|----------------|
| Basic Skills courses                 |  |                |
| ENGL 1010                            | Fundamentals of English I                            | 3              |
| EMPL 1000                            | Interpersonal Relations and Professional Development | 2              |
| MATH 1013                            | Algebraic Concepts                                   | 3              |
| MATH 1015                            | Geometry and Trigonometry                            | 3              |
| Occupational courses                 |  |                |
| ELCR 1005                            | Soldering Technology                                 | 1              |
| ELCR 1010                            | Direct Current Circuits                              | 6              |
| ELCR 1020                            | Alternating Current Circuits                         | 7              |
| ELCR 1030                            | Solid State Devices                                  | 5              |
| ELCR 1040                            | Digital and Microprocessor Fundamentals              | 5              |
| ELCR 1060                            | Linear Integrated Circuits                           | 3              |
| IDFC 1007                            | Industrial Safety Procedures                         | 2              |
| IDSY 1110                            | Industrial Motor Controls I                          | 4              |
| IDSY 1120                            | Basic Industrial PLC's                               | 4              |
| TRST 1000                            | Transit Industry Fundamentals                        | 1              |
| TRST 1040                            | Transit Fiber Optics Controls                        | 2              |
| COMP 1000                            | Introduction to Computers                            | 3              |
| Select one of the following courses: |  |                |
| CIST 1401                            | Computer Networking Fundamentals                     | 4              |
| ELCR 2190                            | Networking I   | 3              |

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**BE41 Basic Electronic Assembler  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 9

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

| <b>Program Courses</b>               |      |                            | <b>Credits</b> |
|--------------------------------------|------|----------------------------|----------------|
| Select one of the following courses: |      |                            |                |
| MATH                                 | 1012 | Foundations of Mathematics | 3              |
| MATH                                 | 1013 | Algebraic Concepts         | 3              |
| MATH                                 | 1111 | College Algebra            | 3              |
| ELCR                                 | 1005 | Soldering Technology       | 1              |
| ELCR                                 | 1010 | Direct Current Circuits    | 5              |

**ME61 Mobile Electronics Technician  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 10

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

| <b>Program Courses</b>               |      |                                | <b>Credits</b> |
|--------------------------------------|------|--------------------------------|----------------|
| ELCR                                 | 1005 | Soldering Technology           | 1              |
| ELCR                                 | 1300 | Mobile Audio and Video Systems | 3              |
| IDSY                                 | 1101 | DC Circuit Analysis            | 3              |
| Select one of the following courses: |      |                                |                |
| ELTR                                 | 1020 | Electrical Systems Basics I    | 3              |
| IDSY                                 | 1105 | AC Circuit Analysis            | 3              |

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**TS41 Telecommunications Service and Operations  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 19

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

| <b>Program Courses</b> |      |                              | <b>Credits</b> |
|------------------------|------|------------------------------|----------------|
| MATH                   | 1012 | Foundations of Mathematics   | 3              |
| ELCR                   | 1010 | Direct Current Circuits      | 6              |
| ELCR                   | 1020 | Alternating Current Circuits | 7              |
| COMP                   | 1000 | Introduction to Computers    | 3              |

## Programs of Study

Film, Television and Media Production

### DAM3 Design and Media Production Technology ASSOCIATE OF APPLIED SCIENCE

Minimum Credit Hours for Graduation

60

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

#### **Program Courses** **Credits**

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

ENGL 1101 Composition and Rhetoric 3

Select one of the following:

MATH 1100 Quantitative Skills and Reasoning 3

MATH 1101 Mathematical Modeling 3

MATH 1111 College Algebra 3

Area II Social/Behavioral Sciences Elective 3

Area IV Humanities/Fine Arts Elective 3

Area I, II, III, or IV Elective 3

Occupational courses

1000 Intr

roduction to Design and Media Production 6

DMPT 1005 Vector Graphics 5

DMPT 1010 Raster Imaging 5

DMPT 2930 Exit Review 4

COMP 1000 Introduction to Computers 3

#### **Select one of the following specializations:**

##### **Computer Animation – 28 Credits**

DMPT 2400 Basic 3D Modeling and Animation 4

DMPT 2405 Intermediate 3D Modeling 4

Select 5 of the following 6 courses for a minimum of 20 Credits

DMPT 2410 Digital, Texture and Lighting 4

DMPT 2415 Character Rigging 4

DMPT 2420 3D Production and Animation 4

DMPT Elective 4

DMPT Elective 4

DMPT Elective 4

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**Graphic Design and Prepress – 28 Credits**

|      |          |                                    |   |
|------|----------|------------------------------------|---|
| DMPT | 2100     | Identity Design                    | 4 |
| DMPT | 2105     | Page Layout                        | 4 |
| DMPT | 2110     | Publication Design                 | 4 |
| DMPT | 2115     | Advertising and Promotional Design | 4 |
| DMPT | 2120     | Prepress and Output                | 4 |
| DMPT | 2905     | Practicum/Internship II            | 4 |
| DMPT | Elective |                                    | 4 |

**Motion Graphics – 32 Credits**

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

Select one of the following:

|      |      |                                  |   |
|------|------|----------------------------------|---|
| DMPT | 1600 | Introduction to Video Production | 4 |
| DMPT | 2300 | Foundations of Interface Design  | 4 |

Select 5 of the following 9 courses for a total of 20 Credits:

|      |      |  |   |
|------|------|--|---|
| DMPT | 2300 | Foundations of Interface Design                        | 4 |
| DMPT | 2305 | Web Interface Design                                   | 4 |
| DMPT | 2310 | Animation for Web                                      | 4 |
| DMPT | 2610 | Intermediate Video Compositing and Broadcast Animation | 4 |

|      |           |                                      |   |
|------|-----------|--------------------------------------|---|
| DMPT | 2615      | Intermediate Video Editing           | 4 |
| DMPT | 2620      | Intermediate Graphics for Television | 4 |
| DMPT | 2625      | DVD Authoring                        | 4 |
| DMPT | 2905      | Practicum/Internship II              | 4 |
| DMPT | Elective. |                                      | 4 |

**Television Production – 28 Credits**

|      |      |   |   |
|------|------|---|---|
| DMPT | 1500 | Introduction to Television Production   | 4 |
| DMPT | 1505 | Introduction to Digital Post Production | 4 |
| DMPT | 2505 | Intermediate Digital Post Production    | 4 |
| DMPT | 2510 | Field Video Production                  | 4 |
| DMPT | 2520 | Lighting for Television                 | 4 |
| DMPT | 2525 | Writing for Broadcast                   | 4 |

Select of the following:

|      |            |                        |   |
|------|------------|------------------------|---|
| DMPT | 2900       | Practicum/Internship I | 3 |
| DMPT | Elective 3 |                        |   |

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**Web Interface Design – 28 Credits**

|   |                                 |   |
|---|---------------------------------|---|
| DMPT 2300   | Foundations of Interface Design | 4 |
| DMPT 2305   | Web Interface Design            | 4 |
| Select 5 of the following 6 courses for a total of 20 Credits |                                 |   |
| DMPT 2310   | Animation for Web               | 4 |
| DMPT 2315   | Dynamic Web Design              | 4 |
| DMPT 2320   | Interactive Multimedia for Web  | 4 |
| DMPT  | Elective 4                      |   |
| DMPT  | Elective 4                      |   |
| DMPT  | Elective 4                      |   |

## DAM2 Design and Media Production Technology Diploma

Minimum Credit Hours for Graduation 51

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

### **Program Courses** **Credits**

#### Basic Skills courses

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

#### Occupational courses

|      |      |   |   |
|------|------|---|---|
| DMPT | 1000 | Introduction to Design and Media Production | 6 |
| DMPT | 1005 | Vector Graphics                             | 5 |
| DMPT | 1010 | Raster Imaging                              | 5 |
| DMPT | 2930 | Exit Review                                 | 4 |
| COMP | 1000 | Introduction to Computers                   | 3 |

#### **Select one of the following specializations:**

##### **Computer Animation – 20 credits**

|  |      |                                    |   |
|--|------|------------------------------------|---|
| DMPT   | 2400 | Basic 3D Modeling and Animation    | 4 |
| DMPT   | 2405 | Intermediate 3D Modeling           | 4 |
| Select 3 of the following 4 courses for a minimum of 12 credits. |      |                                    |   |
|  | DMPT | 2410 Digital, Texture and Lighting | 4 |
|  | DMPT | 2415 Character Rigging             | 4 |
|  | DMPT | 2420 3D Production and Animation   | 4 |
|  | DMPT | Elective 4                         |   |

##### **Graphic Design and Prepress – 20 credits.**

|   |      |   |   |
|---|------|---|---|
| DMPT  | 2100 | Identity Design                         | 4 |
| DMPT  | 2105 | Page Layout                             | 4 |
| DMPT  | 2120 | Prepress and Output                     | 4 |
| Select 2 of the following courses for a minimum of 8 credits. |      |   |   |
|   | DMPT | 2110 Publication Design                 | 4 |
|   | DMPT | 2115 Advertising and Promotional Design | 4 |
|   | DMPT | Elective 4                              |   |

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**Motion Graphics – 20 credits**

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

Select one of the following:

|      |      |                                  |   |
|------|------|----------------------------------|---|
| DMPT | 1600 | Introduction to Video Production | 4 |
| DMPT | 2300 | Foundations of Interface Design  | 4 |

Select 2 of the following 9 courses for a minimum of 8 credits.

|      |      |  |   |
|------|------|--|---|
| DMPT | 2300 | Foundations of Interface Design                        | 4 |
| DMPT | 2305 | Web Interface Design                                   | 4 |
| DMPT | 2310 | Animation for Web                                      | 4 |
| DMPT | 2610 | Intermediate Video Compositing and Broadcast Animation | 4 |
| DMPT | 2615 | Intermediate Video Editing                             | 4 |
| DMPT | 2620 | Intermediate Graphics for Television                   | 4 |
| DMPT | 2625 | DVD Authoring  | 4 |
| DMPT | 2905 | Practicum/Internship II                                | 4 |
| DMPT |      | Elective 4   |   |

**Television Production – 28 Credits**

|      |      |   |   |
|------|------|---|---|
| DMPT | 1500 | Introduction to Television Production   | 4 |
| DMPT | 1505 | Introduction to Digital Post Production | 4 |
| DMPT | 2505 | Intermediate Digital Post Production    | 4 |
| DMPT | 2510 | Field Video Production                  | 4 |
| DMPT | 2520 | Lighting for Television                 | 4 |
| DMPT | 2525 | Writing for Broadcast                   | 4 |

Select one of the following courses:

|      |      |                        |   |
|------|------|------------------------|---|
| DMPT | 2900 | Practicum/Internship I | 3 |
| DMPT |      | Elective 3             |   |

**Video Production – 20 Credits**

|      |      |                                  |   |
|------|------|----------------------------------|---|
| DMPT | 1600 | Introduction to Video Production | 4 |
| DMPT | 2600 | Basic Video Editing              | 4 |
| DMPT | 2800 | Intermediate Video Production    | 4 |

Select two of the following courses for 8 Credits:

|      |      |                                    |   |
|------|------|------------------------------------|---|
| DMPT | 2115 | Advertising and Promotional Design | 4 |
| DMPT | 2805 | Narrative Filmmaking               | 4 |
| DMPT |      | Elective 4                         |   |



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**Web Interface Design – 20 credits.**

|   |      |                                 |   |
|---|------|---------------------------------|---|
| DMPT  | 2300 | Foundations of Interface Design | 4 |
| DMPT  | 2305 | Web Interface Design            | 4 |
| Select three of the following courses for a minimum of 12 hours |      |                                 |   |
| DMPT  | 2130 | Advanced Vector Graphics        | 4 |
| DMPT  | 2310 | Animation for Web               | 4 |
| DMPT  | 2315 | Dynamic Web Design              | 4 |
| DMPT  | 2320 | Interactive Multimedia for Web  | 4 |
| DMPT  |      | Elective 4                      |   |

**RAT3 Recording Arts Technology  
ASSOCIATE OF APPLIED SCIENCE**

Minimum Credit Hours for Graduation 63

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

| <b>Program Courses</b>  |                                     |   | <b>Credits</b> |
|---|-------------------------------------|---|----------------|
| General Education Core (required minimum: 15 Semester Credit Hours) |                                     |   |                |
| ENGL  | 1101                                | Composition and Rhetoric                                | 3              |
| Select one of the following:  |                                     |   |                |
| MATH  | 1100                                | Quantitative Skills and Reasoning                       | 3              |
| MATH  | 1101                                | Mathematical Modeling                                   | 3              |
| MATH  | 1111                                | College Algebra   | 3              |
| Area II   | Social/Behavioral Sciences Elective |   | 3              |
| Area IV   | Humanities/Fine Arts Elective       |   | 3              |
| Area I, II, III, or IV Elective                                     |                                     |   | 3              |
| Occupational courses  |                                     |   |                |
| DMPT  | 1000                                | Introduction to Design                                  | 4              |
| Select one of the following courses:                                |                                     |   |                |
| DMPT  | 1005                                | Vector Graphics   | 4              |
| DMPT  | 1010                                | Raster Imaging  | 4              |
| DMPT  | 2900                                | Practicum/Internship I                                  | 3              |
| DMPT  | 2930                                | Exit Review   | 4              |
| RART  | 1100                                | Introduction to the Music Industry                      | 3              |
| RART  | 1200                                | Introduction to Sound Production                        | 3              |
| RART  | 1300                                | Introduction to Audio Recording                         | 4              |
| RART  | 1350                                | Advanced Audio Recording                                | 4              |
| RART  | 2100                                | Digital Sound Engineering and Movie Making              | 4              |
| RART  | 2200                                | Podcast/Internet Radio and Alternative Audio Production | 4              |
| RART  | 2300                                | Live Event Production                                   | 4              |
| RART  | 2500                                | Television Sound Production                             | 4              |
| COMP  | 1000                                | Introduction to Computers                               | 3              |

**3M11 3D Modeling & Rendering  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 20

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

| <b>Program Courses</b>                                | <b>Credits</b> |
|---|----------------|
| DMPT 1000 Introduction to Design and Media Production | 4              |
| DMPT 2400 Basic 3D Modeling and Animation             | 4              |
| DMPT 2405 Intermediate 3D Modeling                    | 4              |
| DMPT 2410 Digital, Texture and Lighting               | 4              |
| DMPT 2415 Character Rigging                           | 4              |

**CK71 Animation Technology  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 28

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

| <b>Program Courses</b>                    | <b>Credits</b> |
|---|----------------|
| DMPT 2400 Basic 3D Modeling and Animation | 4              |
| DMPT 2405 Intermediate 3D Modeling        | 4              |
| Complete four of the following courses:   |                |
| minimum 20 credits.                       |                |
| DMPT 2410 Digital, Texture and Lighting   | 4              |
| DMPT 2415 Character Rigging               | 4              |
| DMPT 2420 3D Production and Animation     | 4              |
| DMPT Elective.                            | 4              |
| DMPT Elective.                            | 4              |

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**DAM1 Design and Media Production Specialist  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 12

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

| <b>Program Courses</b> |      |                        | <b>Credits</b> |
|------------------------|------|------------------------|----------------|
| DMPT                   | 1000 | Introduction to Design | 4              |
| DMPT                   | 1005 | Vector Graphics        | 4              |
| DMPT                   | 1010 | Raster Imaging         | 4              |

**MG21 Motion Graphics Assistant  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 28

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

| <b>Program Courses</b> |             |   | <b>Credits</b> |
|------------------------|-------------|---|----------------|
| DMPT                   | 1000        | Introduction to Design                                    | 4              |
| DMPT                   | 1005        | Vector Graphics   | 4              |
| DMPT                   | 1010        | Raster Imaging  | 4              |
| DMPT                   | 2600        | Basic Video Editing                                       | 4              |
| DMPT                   | 2605        | Introduction to Video Compositing and Broadcast Animation | 4              |
| DMPT                   | Electives 8 |   |                |

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**Programs of Study**

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Fire Science Technology

**FF11 Firefighter I  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation

15

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

| <b>Program Courses</b> |      |   | <b>Credits</b> |
|------------------------|------|---|----------------|
| 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              |

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## Programs of Study

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Health Information Management Technology

### HI13 Health Information Management Technology ASSOCIATE OF APPLIED SCIENCE

Minimum Credit Hours for Graduation

63

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

| <b>Program Courses</b>  |                                     |  | <b>Credits</b> |
|---|-------------------------------------|--|----------------|
| General Education Core (required minimum: 15 Semester Credit Hours) |                                     |  |                |
| ENGL  | 1101                                | Composition and Rhetoric                       | 3              |
| Select one of the following:  |                                     |  |                |
| MATH  | 1100                                | Quantitative Skills and Reasoning              | 3              |
| MATH  | 1101                                | Mathematical Modeling                          | 3              |
| MATH  | 1111                                | College Algebra                                | 3              |
| Area II   | Social/Behavioral Sciences Elective |  | 3              |
| Area IV   | Humanities/Fine Arts Elective       |  | 3              |
| Area I, II, III, or IV Elective                                     |                                     |  | 3              |
| Occupational courses  |                                     |  |                |
| ALHS  | 1090                                | Medical Terminology for Allied Health Sciences | 2              |
| BIOL  | 2113                                | Anatomy and Physiology I                       | 3              |
| BIOL  | 2113L                               | Anatomy and Physiology Lab I                   | 1              |
| BIOL  | 2114                                | Anatomy and Physiology II                      | 3              |
| BIOL  | 2114L                               | Anatomy and Physiology Lab II                  | 1              |
| HIMT  | 1100                                | Introduction to Health Information Technology  | 3              |
| HIMT  | 1150                                | Computer Applications in Healthcare            | 3              |
| HIMT  | 1200                                | Legal Aspects of Healthcare                    | 3              |
| HIMT  | 1250                                | Health Record Content and Structure            | 2              |
| HIMT  | 1350                                | Pharmacotherapy                                | 2              |
| HIMT  | 1400                                | Coding and Classification – ICD Basic          | 4              |
| HIMT  | 1410                                | Coding and Classification – ICD Advanced       | 3              |
| HIMT  | 2150                                | Healthcare Statistics                          | 3              |
| HIMT  | 2200                                | Performance Improvement                        | 3              |
| HIMT  | 2400                                | Coding and Classification – CPT/HCPCS          | 3              |
| HIMT  | 2410                                | Revenue Cycle Management                       | 3              |
| HIMT  | 2460                                | Health Information Technology Practicum        | 3              |
| MAST  | 1120                                | Human Diseases                                 | 3              |

## HI12 Health Information Management Coding Diploma

Minimum Credit Hours for Graduation 48

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

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



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## Programs of Study

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### Hotel-Restaurant-Travel Management

#### **HM21 Hotel Management Specialist Technical Certificate of Credit**

Minimum Credit Hours for Graduation

15

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

| <b>Program Courses</b> |      |  | <b>Credits</b> |
|------------------------|------|--|----------------|
| HRTM                   | 1140 | Hotel Operations Management                            | 3              |
| HRTM                   | 1150 | Event Planning   | 3              |
| HRTM                   | 1201 | Hospitality Marketing                                  | 3              |
| HRTM                   | 1210 | Hospitality Law  | 3              |
| HRTM                   | 1220 | Supervision and Leadership in the Hospitality Industry | 3              |

#### **HP31 Hospitality Operations Associate Technical Certificate of Credit**

Minimum Credit Hours for Graduation

12

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

| <b>Program Courses</b> |          |   | <b>Credits</b> |
|------------------------|----------|---|----------------|
| HRTM                   | 1100     | Introduction to Hotel, Restaurant, and Tourism Management | 3              |
| HRTM                   | 1160     | Food and Beverage Management                              | 3              |
| HRTM                   | 1201     | Hospitality Marketing                                     | 3              |
| HRTM                   | Elective | 3   |                |

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## Programs of Study

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Human Resources Management

### **HR13 Human Resource Management ASSOCIATE OF APPLIED SCIENCE**

Minimum Credit Hours for Graduation

64

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

| <b>Program Courses</b>  | <b>Credits</b> |
|---|----------------|
| General Education Core (required minimum: 15 Semester Credit Hours) |                |
| ENGL 1101 Composition and Rhetoric                                  | 3              |
| Select one of the following:  |                |
| MATH 1100 Quantitative Skills and Reasoning                         | 3              |
| MATH 1111 College Algebra   | 3              |
| Select one of the following:  |                |
| ECON 1101 Principles of Economics                                   | 3              |
| ECON 2105 Macroeconomics  | 3              |
| ECON 2106 Microeconomics  | 3              |
| Area IV Humanities/Fine Arts Elective                               | 3              |
| Area I, II, III, or IV Elective                                     | 3              |
| Occupational courses  |                |
| ACCT 1100 Financial Accounting I                                    | 4              |
| MGMT 1100 Principles of Management                                  | 3              |
| MGMT 1105 Organizational Behavior                                   | 3              |
| MGMT 1110 Employment Rules & Regulations                            | 3              |
| MGMT 1111 Employee Compensation and Benefits                        | 3              |
| MGMT 1115 Leadership  | 3              |
| MGMT 1125 Business Ethics   | 3              |
| MGMT 2115 Human Resource Management                                 | 3              |
| MGMT 2120 Labor Management Relations                                | 3              |
| MGMT 2125 Performance Management                                    | 3              |
| MGMT 2130 Employee Training and Development                         | 3              |
| MGMT 2135 Management Communication Techniques                       | 3              |
| MGMT 2210 Project Management  | 3              |
| MKTG 1130 Business Regulations and Compliance                       | 3              |
| Technical Elective3   |                |
| COMP 1000 Introduction to Computers                                 | 3              |

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## HR12 Human Resource Management Diploma

Minimum Credit Hours for Graduation

57

**Program Description:** This program will emphasize specific professional knowledge, theory, and skills required for job acquisition, retention, and advancement in the Human Resources area.

Graduates who are currently employed will benefit through enhancement of career potential.

Graduates not yet employed in field will be prepared to pursue diverse opportunities in Human Resource Management.

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

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**HRM1 Human Resource Management Specialist  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 18

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

| <b>Program Courses</b>       |                                     |  | <b>Credits</b> |
|------------------------------|-------------------------------------|--|----------------|
| MGMT 1105                    | Organizational Behavior             |  | 3              |
| MGMT 2115                    | Human Resource Management           |  | 3              |
| MGMT 2125                    | Performance Management              |  | 3              |
| MGMT 2130                    | Employee Training and Development   |  | 3              |
| Select one of the following: |                                     |  |                |
| MGMT 1110                    | Employment Rules & Regulations      |  | 3              |
| MGMT 2120                    | Labor Management Relations          |  | 3              |
| MKTG 1130                    | Business Regulations and Compliance |  | 3              |
| Technical Elective3          |                                     |  |                |

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## Programs of Study

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Marketing Management

### **MM13 Marketing Management ASSOCIATE OF APPLIED SCIENCE**

Minimum Credit Hours for Graduation

62

**Program Description:** The Marketing program is designed to prepare students for employment in a variety of positions in today's marketing and management fields. The Marketing program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of marketing. Graduates of the program receive a Marketing degree with specializations in entrepreneurship, marketing management, professional selling, or retail management.

| <b>Program Courses</b>   | <b>Credits</b> |
|--|----------------|
| <b>General Education Core (required minimum: 15 Semester Credit Hours)</b> |                |
| ENGL 1101 Composition and Rhetoric   | 3              |
| Select one of the following:   |                |
| MATH 1100 Quantitative Skills and Reasoning                                | 3              |
| MATH 1101 Mathematical Modeling  | 3              |
| MATH 1111 College Algebra  | 3              |
| Area II Social/Behavioral Sciences Elective                                | 3              |
| Area IV Humanities/Fine Arts Elective                                      | 3              |
| Area I, II, III, or IV Elective  | 3              |
| <b>Occupational courses</b>  |                |
| ACCT 1100 Financial Accounting I   | 4              |
| MGMT 1100 Principles of Management   | 3              |
| MKTG 1100 Principles of Marketing  | 3              |
| MKTG 1130 Business Regulations and Compliance                              | 3              |
| MKTG 1160 Professional Selling   | 3              |
| MKTG 1190 Integrated Marketing Communications                              | 3              |
| MKTG 2090 Marketing Research   | 3              |
| <b>Technical Elective3</b>   |                |
| Select two of the following courses:                                       |                |
| MKTG 2000 Global Marketing   | 3              |
| MKTG 2290 Marketing Internship/Practicum                                   | 3              |
| MKTG 2300 Marketing Management   | 3              |
| Select one of the following courses:                                       |                |
| BUSN 1430 Desktop Publishing and Presentation Applications                 | 4              |
| BUSN 1190 Digital Technologies in Business                                 | 2              |
| MKTG 2030 Digital Publishing and Design                                    | 3              |
| COMP 1000 Introduction to Computers  | 3              |
| <b><u>Select one of the following specializations:</u></b>                 |                |
| <b>Entrepreneurship</b>  |                |
| MKTG 2010 Small Business Management  | 3              |
| MKTG 2210 Entrepreneurship   | 6              |
| <b>Marketing Management</b>  |                |
| MKTG 1370 Consumer Behavior  | 3              |
| MKTG 2060 Marketing Channels   | 3              |
| MKTG Elective  | 3              |
| <b>Professional Selling</b>  |                |
| MKTG 1210 Services Marketing   | 3              |
| MKTG 1370 Consumer Behavior  | 3              |
| MKTG 2160 Advanced Selling   | 3              |

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**Retail Management**

|           |                              |   |
|-----------|------------------------------|---|
| MKTG 1270 | Visual Merchandising         | 3 |
| MKTG 1370 | Consumer Behavior            | 3 |
| MKTG 2270 | Retail Operations Management | 3 |



## MM12 Marketing Management Diploma

Minimum Credit Hours for Graduation 42

**Program Description:** The Marketing program is designed to prepare students for employment in a variety of positions in today's marketing and management fields. The Marketing program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of marketing. Graduates of the program receive a diploma with specializations in entrepreneurship, marketing management, professional selling, or retail management.

| <b>Program Courses</b>   | <b>Credits</b> |
|--|----------------|
| <b>Basic Skills courses</b>                                    |                |
| ENGL 1010 Fundamentals of English I                            | 3              |
| Select one of the following courses:                           |                |
| EMPL 1000 Interpersonal Relations and Professional Development | 2              |
| PSYC 1010 Basic Psychology                                     | 3              |
| Select one of the following courses:                           |                |
| MATH 1011 Business Math  | 3              |
| MATH 1012 Foundations of Mathematics                           | 3              |
| <b>Occupational courses</b>                                    |                |
| MKTG 1100 Principles of Marketing                              | 3              |
| MKTG 1130 Business Regulations and Compliance                  | 3              |
| MKTG 1160 Professional Selling                                 | 3              |
| MKTG 1190 Integrated Marketing Communications                  | 3              |
| MKTG 2090 Marketing Research                                   | 3              |
| Select one   |                |
| BUSN 1190 Digital Technologies in Business                     | 2              |
| BUSN 1430 Desktop Publishing and Presentation Applications     | 4              |
| MKTG 2030 Digital Publishing and Design                        | 3              |
| Select one   |                |
| MKTG 2290 Marketing Internship/Practicum                       | 3              |
| MKTG 2300 Marketing Management                                 | 3              |
| Technical Elective3  |                |
| COMP 1000 Introduction to Computers                            | 3              |
| <b><u>Select one of the following specializations:</u></b>     |                |
| <b>Entrepreneurship</b>  |                |
| MKTG 2010 Small Business Management                            | 3              |
| MKTG 2210 Entrepreneurship                                     | 6              |

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**Marketing Management**

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

**Professional Selling**

|      |      |                    |   |
|------|------|--------------------|---|
| MKTG | 1210 | Services Marketing | 3 |
| MKTG | 1370 | Consumer Behavior  | 3 |
| MKTG | 2160 | Advanced Selling   | 3 |

**Retail Management**

|      |      |                              |   |
|------|------|------------------------------|---|
| MKTG | 1270 | Visual Merchandising         | 3 |
| MKTG | 1370 | Consumer Behavior            | 3 |
| MKTG | 2270 | Retail Operations Management | 3 |

**EN11 Entrepreneurship  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 12

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

**Program Courses** **Credits**

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|            |      |                                     |   |
|------------|------|-------------------------------------|---|
| MKTG       | 1130 | Business Regulations and Compliance | 3 |
| MKTG       | 2210 | Entrepreneurship                    | 6 |
| Select one |      |                                     |   |
| MGMT       | 1100 | Principles of Management            | 3 |
| MKTG       | 2010 | Small Business Management           | 3 |

**MS21 Marketing Specialist  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 12

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

**Program Courses** **Credits**

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|      |          |                                     |   |
|------|----------|-------------------------------------|---|
| MKTG | 1100     | Principles of Marketing             | 3 |
| MKTG | 1160     | Professional Selling                | 3 |
| MKTG | 1190     | Integrated Marketing Communications | 3 |
| MKTG | Elective | 3                                   |   |

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**RMM1 Retail Merchandise Manager  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 15

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

| <b>Program Courses</b> |      |                              | <b>Credits</b> |
|------------------------|------|------------------------------|----------------|
| MKTG                   | 1270 | Visual Merchandising         | 3              |
| MKTG                   | 1370 | Consumer Behavior            | 3              |
| MKTG                   | 2070 | Buying and Merchandising     | 3              |
| MKTG                   | 2270 | Retail Operations Management | 3              |
| Select one             |      |                              |                |
| MGMT                   | 1100 | Principles of Management     | 3              |
| MKTG                   | 2010 | Small Business Management    | 3              |

**SB51 Small Business Marketing Manager  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 15

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

| <b>Program Courses</b> |      |                                     | <b>Credits</b> |
|------------------------|------|-------------------------------------|----------------|
| MKTG                   | 1100 | Principles of Marketing             | 3              |
| MKTG                   | 1130 | Business Regulations and Compliance | 3              |
| MKTG                   | 1160 | Professional Selling                | 3              |
| MKTG                   | 1190 | Integrated Marketing Communications | 3              |
| MKTG                   | 2010 | Small Business Management           | 3              |

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## Programs of Study

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Medical Assisting

### MA23 Medical Assisting ASSOCIATE OF APPLIED SCIENCE

Minimum Credit Hours for Graduation

63

**Program Description:** The Medical Assisting degree program prepares students for employment in a variety of positions in today's medical offices. The Medical Assisting program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement.

Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of medical assisting. Graduates of the program receive a Medical Assisting degree.

| <b>Program Courses</b>  |                               |  | <b>Credits</b> |
|---|-------------------------------|--|----------------|
| General Education Core (required minimum: 15 Semester Credit Hours) |                               |  |                |
| ENGL  | 1101                          | Composition and Rhetoric                         | 3              |
| Select one of the following:  |                               |  |                |
| MATH  | 1100                          | Quantitative Skills and Reasoning                | 3              |
| MATH  | 1101                          | Mathematical Modeling                            | 3              |
| MATH  | 1111                          | College Algebra                                  | 3              |
| PSYC  | 1101                          | Introductory Psychology                          | 3              |
| Area IV   | Humanities/Fine Arts Elective |  | 3              |
| Area I, II, III, or IV  | Elective                      |  | 3              |
| Occupational courses  |                               |  |                |
| ALHS  | 1090                          | Medical Terminology for Allied Health Sciences   | 2              |
| BIOL  | 2113                          | Anatomy and Physiology I                         | 3              |
| BIOL  | 2113L                         | Anatomy and Physiology Lab I                     | 1              |
| BIOL  | 2114                          | Anatomy and Physiology II                        | 3              |
| BIOL  | 2114L                         | Anatomy and Physiology Lab II                    | 1              |
| MAST  | 1010                          | Legal and Ethical Concerns in the Medical Office | 2              |
| MAST  | 1030                          | Pharmacology in the Medical Office               | 4              |
| MAST  | 1060                          | Medical Office Procedures                        | 4              |
| MAST  | 1080                          | Medical Assisting Skills I                       | 4              |
| MAST  | 1090                          | Medical Assisting Skills II                      | 4              |
| MAST  | 1100                          | Medical Insurance Management                     | 2              |
| MAST  | 1110                          | Administrative Practice Management               | 3              |
| MAST  | 1120                          | Human Diseases                                   | 3              |
| MAST  | 1170                          | Medical Assisting Externship                     | 6              |
| MAST  | 1180                          | Medical Assisting Seminar                        | 3              |
| COMP  | 1000                          | Introduction to Computers                        | 3              |

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## MA22 Medical Assisting Diploma

Minimum Credit Hours for Graduation

54

**Program Description:** The Medical Assisting program prepares students for employment in a variety of positions in today's medical offices. The Medical Assisting program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of medical assisting. Graduates of the program receive a Medical Assisting diploma.

| <b>Program Courses</b> |  | <b>Credits</b> |
|------------------------|--|----------------|
| Basic Skills courses   |  |                |
| ENGL 1010              | Fundamentals of English I                        | 3              |
| PSYC 1010              | Basic Psychology                                 | 3              |
| MATH 1012              | Foundations of Mathematics                       | 3              |
| Occupational courses   |  |                |
| ALHS 1011              | Structure and Function of the Human Body         | 5              |
| ALHS 1090              | Medical Terminology for Allied Health Sciences   | 2              |
| MAST 1010              | Legal and Ethical Concerns in the Medical Office | 2              |
| MAST 1030              | Pharmacology in the Medical Office               | 4              |
| MAST 1060              | Medical Office Procedures                        | 4              |
| MAST 1080              | Medical Assisting Skills I                       | 4              |
| MAST 1090              | Medical Assisting Skills II                      | 4              |
| MAST 1100              | Medical Insurance Management                     | 2              |
| MAST 1110              | Administrative Practice Management               | 3              |
| MAST 1120              | Human Diseases                                   | 3              |
| MAST 1170              | Medical Assisting Externship                     | 6              |
| MAST 1180              | Medical Assisting Seminar                        | 3              |
| COMP 1000              | Introduction to Computers                        | 3              |

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## Programs of Study

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### Motorcycle Service Technology

#### MST2 Motorcycle Service Technology Diploma

Minimum Credit Hours for Graduation

48

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

#### **Program Courses**

#### **Credits**

##### Basic Skills courses

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

##### Occupational courses

|      |      |   |   |
|------|------|---|---|
| MCST | 1000 | Introduction to Motorcycle Technology     | 4 |
| MCST | 1010 | Motorcycle Engines and Drive Trains       | 6 |
| MCST | 1020 | Motorcycle Electrical Systems             | 6 |
| MCST | 1030 | Motorcycle Fuel and Exhaust Systems       | 4 |
| MCST | 1040 | Motorcycle Chassis and Suspension Systems | 4 |
| MCST | 1110 | Motorcycle Maintenance                    | 5 |
| MCST | 1120 | Troubleshooting and Diagnostics           | 5 |
| COMP | 1000 | Introduction to Computers                 | 3 |

##### Select one of the Following:

|      |      |  |   |
|------|------|--|---|
| MCST | 1050 | Customer Service and Product Awareness | 3 |
| MCST | 2000 | Motorcycle Technology Internship       | 4 |
| MCST | 1200 | Power Equipment Repair                 | 4 |

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## Programs of Study

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### Ophthalmic Dispensing

#### OP13 Opticianry ASSOCIATE OF APPLIED SCIENCE

Minimum Credit Hours for Graduation

71

**Program Description:** The Opticianry program prepares students for employment in a variety of positions in today's Opticianry field. A licensed dispensing optician (LDO) can be described as a visual pharmacist who fills the written prescription orders of Ophthalmologists and Optometrists. The opticianry program teaches students how to fabricate prescription lenses, from semi-finished lens blanks, to be inserted into fashionable eyewear worn by the patient. Adjusting and fitting eyewear as well as frame selection and dispensing are also part of the curriculum. The Opticianry program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of Opticianry management. Graduates of the program receive an Opticianry degree.



| <b>Program Courses</b>  |   | <b>Credits</b> |
|---|---|----------------|
| General Education Core (required minimum: 15 Semester Credit Hours) |   |                |
| ENGL 1101   | Composition and Rhetoric                  | 3              |
| Select one of the following:  |   |                |
| MATH 1100   | Quantitative Skills and Reasoning         | 3              |
| MATH 1101   | Mathematical Modeling                     | 3              |
| MATH 1111   | College Algebra                           | 3              |
| Area II   | Social/Behavioral Sciences Elective       | 3              |
| Area IV   | Humanities/Fine Arts Elective             | 3              |
| Area I, II, III, or IV Elective                                     |   | 3              |
| Occupational courses  |   |                |
| OPHD 1010   | Introduction to Ophthalmic Optics         | 3              |
| OPHD 1020   | Eye Anatomy and Physiology                | 3              |
| OPHD 1030   | Applied Optical Theory                    | 2              |
| OPHD 1060   | Optical Laboratory Techniques I           | 6              |
| OPHD 1070   | Optical Laboratory Techniques II          | 6              |
| OPHD 1080   | Contact Lens I                            | 5              |
| OPHD 2090   | Frame Selection                           | 5              |
| OPHD 2120   | Lens Selection                            | 6              |
| OPHD 2130   | Contact Lens II                           | 5              |
| OPHD 2170   | Contact Lens Review                       | 3              |
| OPHD 2180   | Opticianry Review                         | 3              |
| OPHD 2190   | Opticianry Occupational Based Instruction | 6              |
| COMP 1000   | Introduction to Computers                 | 3              |

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## OP14 Opticianry Diploma

Minimum Credit Hours for Graduation

59

**Program Description:** The Opticianry program prepares students for employment in a variety of positions in today's Opticianry field. A licensed dispensing optician (LDO) can be described as a visual pharmacist who fills the written prescription orders of Ophthalmologists and Optometrists. The opticianry program teaches students how to fabricate prescription lenses, from semi-finished lens blanks, to be inserted into fashionable eyewear worn by the patient. Adjusting and fitting eyewear as well as frame selection and dispensing are also part of the curriculum. The Opticianry program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of Opticianry management. Graduates of the program receive an Opticianry diploma.

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

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**CL31 Contact Lens Technician  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 13

**Program Description:** The Contact Lens Technician Technical Certificate of Credit is a short-term program designed to provide the basic knowledge and skills needed to gain employment as a contact lens technician.

The program also provides the opportunity for individuals in the optical field to obtain formal education in a specialized area

| <b>Program Courses</b> |      |                                   | <b>Credits</b> |
|------------------------|------|-----------------------------------|----------------|
| OPHD                   | 1010 | Introduction to Ophthalmic Optics | 3              |
| OPHD                   | 1080 | Contact Lens I                    | 5              |
| OPHD                   | 2130 | Contact Lens II                   | 5              |

**EDS1 Eyewear Dispensing Specialist  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 30

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

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

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**OA51 Opticians Assistant  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 35

**Program Description:** The Opticians Assistant Technical Certificate of Credit teaches students to assist the licensed optician in the fabrication of prescription lenses, from semi-finished lens blanks, to be inserted into fashionable eyewear worn by the patient. Adjusting and fitting eyewear as well as frame selection and dispensing are also part of the curriculum. State of the art equipment is used for hands on involvement. Graduates of this program receive an Opticians Assistant Technical Certificate of Credit.

| <b>Program Courses</b> |      |                                   | <b>Credits</b> |
|------------------------|------|-----------------------------------|----------------|
| ENGL                   | 1010 | Fundamentals of English I         | 3              |
| MATH                   | 1011 | Business Math                     | 3              |
| OPHD                   | 1010 | Introduction to Ophthalmic Optics | 3              |
| OPHD                   | 1020 | Eye Anatomy and Physiology        | 3              |
| OPHD                   | 1060 | Optical Laboratory Techniques I   | 6              |
| OPHD                   | 1070 | Optical Laboratory Techniques II  | 6              |
| OPHD                   | 1080 | Contact Lens I                    | 5              |
| OPHD                   | 2090 | Frame Selection                   | 6              |

**OLT1 Optical Laboratory Technician  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 18

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

| <b>Program Courses</b> |      |                                   | <b>Credits</b> |
|------------------------|------|-----------------------------------|----------------|
| OPHD                   | 1010 | Introduction to Ophthalmic Optics | 3              |
| OPHD                   | 1020 | Eye Anatomy and Physiology        | 3              |
| OPHD                   | 1060 | Optical Laboratory Techniques I   | 6              |
| OPHD                   | 1070 | Optical Laboratory Techniques II  | 6              |

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## Programs of Study

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Paralegal Studies

### PS13 Paralegal Studies ASSOCIATE OF APPLIED SCIENCE

Minimum Credit Hours for Graduation

69

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

| <b>Program Courses</b>  |  | <b>Credits</b> |
|---|--|----------------|
| General Education Core (required minimum: 15 Semester Credit Hours) |  |                |
| ENGL 1101   | Composition and Rhetoric                             | 3              |
| Select one of the following:  |  |                |
| MATH 1100   | Quantitative Skills and Reasoning                    | 3              |
| MATH 1101   | Mathematical Modeling                                | 3              |
| MATH 1111   | College Algebra                                      | 3              |
| Area II   | Social/Behavioral Sciences Elective                  | 3              |
| Area IV   | Humanities/Fine Arts Elective                        | 3              |
| Area I, II, III, or IV Elective                                     |  | 3              |
| Occupational courses  |  |                |
| PARA 1100   | Introduction to Law and Ethics                       | 3              |
| PARA 1105   | Legal Research and Legal Writing I                   | 3              |
| PARA 1110   | Legal Research and Legal Writing II                  | 3              |
| PARA 1115   | Family Law   | 3              |
| PARA 1120   | Real Estate Law                                      | 3              |
| PARA 1125   | Criminal Law and Criminal Procedure                  | 3              |
| PARA 1130   | Civil Litigation                                     | 3              |
| PARA 1135   | Wills, Trusts, Probate, and Administration           | 3              |
| PARA 1140   | Tort Law   | 3              |
| PARA 1145   | Law Office Management                                | 3              |
| PARA 1150   | Contracts, Commercial Law and Business Organizations | 3              |
| PARA 2210   | Paralegal Internship I                               | 6              |
| COMP 1000   | Introduction to Computers                            | 3              |
| Select 9 credits from the following courses:                        |  |                |
| ENGL 1105   | Technical Communications                             | 3              |
| PARA 1200   | Bankruptcy/Debtor-Creditor Relations                 | 3              |
| PARA 1205   | Constitutional Law                                   | 3              |
| PARA 1210   | Legal and Policy Issues in Healthcare                | 3              |
| PARA 1215   | Administrative Law                                   | 3              |
| PARA 2205   | Advanced Legal Research and Writing                  | 3              |
| PARA 2215   | Paralegal Internship II                              | 6              |

**PS71 Paralegal Studies  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation

30

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

| <b>Program Courses</b>   |      |  | <b>Credits</b> |
|--|------|--|----------------|
| PARA   | 1100 | Introduction to Law and Ethics                       | 3              |
| PARA   | 1105 | Legal Research and Legal Writing I                   | 3              |
| PARA   | 1110 | Legal Research and Legal Writing II                  | 3              |
| PARA   | 1115 | Family Law   | 3              |
| PARA   | 1120 | Real Estate Law                                      | 3              |
| PARA   | 1125 | Criminal Law and Criminal Procedure                  | 3              |
| PARA   | 1130 | Civil Litigation                                     | 3              |
| PARA   | 1150 | Contracts, Commercial Law and Business Organizations | 3              |
| Paralegal Electives (Select 6 hours from among these courses): |      |  | 6              |
| PARA   | 1135 | Wills, Trusts, Probate, and Administration           | 3              |
| PARA   | 1145 | Law Office Management                                | 3              |
| PARA   | 1200 | Bankruptcy/Debtor-Creditor Relations                 | 3              |
| PARA   | 1210 | Legal and Policy Issues in Healthcare                | 3              |
| PARA   | 2210 | Paralegal Internship I                               | 6              |

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## Programs of Study

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Paramedic Technology

### PT13 Paramedicine ASSOCIATE OF APPLIED SCIENCE

Minimum Credit Hours for Graduation

67

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



| <b>Program Courses</b>  |  | <b>Credits</b> |
|---|--|----------------|
| General Education Core (required minimum: 15 Semester Credit Hours) |  |                |
| ENGL 1101   | Composition and Rhetoric                               | 3              |
| Select one of the following:  |  |                |
| MATH 1100   | Quantitative Skills and Reasoning                      | 3              |
| MATH 1101   | Mathematical Modeling                                  | 3              |
| MATH 1111   | College Algebra  | 3              |
| Area II   | Social/Behavioral Sciences Elective                    | 3              |
| Area IV   | Humanities/Fine Arts Elective                          | 3              |
| Area I, II, III, or IV Elective                                     |  | 3              |
| Occupational courses  |  |                |
| BIOL 2113   | Anatomy and Physiology I                               | 3              |
| BIOL 2113L  | Anatomy and Physiology Lab I                           | 1              |
| BIOL 2114   | Anatomy and Physiology II                              | 3              |
| BIOL 2114L  | Anatomy and Physiology Lab II                          | 1              |
| EMSP 2110   | Foundations of Paramedicine                            | 3              |
| EMSP 2120   | Applications of Pathophysiology for Paramedics         | 3              |
| EMSP 2130   | Advanced Resuscitative Skills for Paramedics           | 3              |
| EMSP 2140   | Advanced Cardiovascular Concepts                       | 4              |
| EMSP 2310   | Therapeutic Modalities of Cardiovascular Care          | 3              |
| EMSP 2320   | Therapeutic Modalities of Medical Care                 | 5              |
| EMSP 2330   | Therapeutic Modalities of Trauma Care                  | 4              |
| EMSP 2340   | Therapeutic Modalities for Special Patient Populations | 4              |
| EMSP 2510   | Clinical Applications for the Paramedic I              | 2              |
| EMSP 2520   | Clinical Applications for the Paramedic II             | 2              |
| EMSP 2530   | Clinical Applications for the Paramedic III            | 2              |
| EMSP 2540   | Clinical Applications for the Paramedic IV             | 1              |
| EMSP 2550   | Clinical Applications for the Paramedic V              | 1              |
| EMSP 2560   | Clinical Applications for the Paramedic VI             | 1              |
| EMSP 2570   | Clinical Applications for the Paramedic VII            | 1              |
| EMSP 2710   | Field Internship for the Paramedic                     | 2              |
| EMSP 2720   | Practical Applications for the Paramedic               | 3              |

## EP12 EMS Professions Diploma

Minimum Credit Hours for Graduation

42

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

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

## PT12 Paramedicine Diploma

Minimum Credit Hours for Graduation

58

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

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

|      |      |   |   |
|------|------|---|---|
| EMSP | 2560 | Clinical Applications for the Paramedic VI  | 1 |
| EMSP | 2570 | Clinical Applications for the Paramedic VII | 1 |
| EMSP | 2710 | Field Internship for the Paramedic          | 2 |
| EMSP | 2720 | Practical Applications for the Paramedic    | 3 |

**EB71 Emergency Medical Responder (EMR)  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 11

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

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

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

Minimum Credit Hours for Graduation 10

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

| <b>Program Courses</b> |      |  | <b>Credits</b> |
|------------------------|------|--|----------------|
| 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              |

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**EMJ1 Emergency Medical Technician (EMT)  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation

16

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

| <b>Program Courses</b> |      |   | <b>Credits</b> |
|------------------------|------|---|----------------|
| 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              |

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## Programs of Study

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### Practical Nursing and Related Programs

#### PN12 Practical Nursing Diploma

Minimum Credit Hours for Graduation

57

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

| <b>Program Courses</b> |      |  | <b>Credits</b> |
|------------------------|------|--|----------------|
| Basic Skills courses   |      |  |                |
| ENGL                   | 1010 | Fundamentals of English I                              | 3              |
| PSYC                   | 1010 | Basic Psychology                                       | 3              |
| MATH                   | 1012 | Foundations of Mathematics                             | 3              |
| Occupational courses   |      |  |                |
| ALHS                   | 1011 | Structure and Function of the Human Body               | 5              |
| ALHS                   | 1060 | Diet and Nutrition for Allied Health Sciences          | 2              |
| PNSG                   | 2010 | Introduction to Pharmacology and Clinical Calculations | 2              |
| PNSG                   | 2030 | Nursing Fundamentals                                   | 6              |
| PNSG                   | 2035 | Nursing Fundamentals Clinical                          | 2              |
| PNSG                   | 2210 | Medical-Surgical Nursing I                             | 4              |
| PNSG                   | 2220 | Medical-Surgical Nursing II                            | 4              |
| PNSG                   | 2230 | Medical-Surgical Nursing III                           | 4              |
| PNSG                   | 2240 | Medical-Surgical Nursing IV                            | 4              |
| PNSG                   | 2250 | Maternity Nursing                                      | 3              |
| PNSG                   | 2255 | Maternity Nursing Clinical                             | 1              |
| PNSG                   | 2310 | Medical-Surgical Nursing Clinical I                    | 2              |
| PNSG                   | 2320 | Medical-Surgical Nursing Clinical II                   | 2              |
| PNSG                   | 2330 | Medical-Surgical Nursing Clinical III                  | 2              |
| PNSG                   | 2340 | Medical-Surgical Nursing Clinical IV                   | 2              |
| PNSG                   | 2410 | Nursing Leadership                                     | 1              |
| PNSG                   | 2415 | Nursing Leadership Clinical                            | 2              |

**CN31 Nurse Aide  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 14

**Program Description:** The Nurse Aide Technical Certificate of Credit prepares students with classroom training and practice as well as the clinical experiences necessary to care for patients in various settings including general medical and surgical hospitals, nursing care facilities, community care facilities for the elderly, and home health care services. Students who successfully complete the Nurse Aide Technical Certificate of Credit may be eligible to sit for the National Nurse Aide Assessment program (NNAAP) which determines competency to become enrolled in the State nurse aide registry.

| <b>Program Courses</b> |      |  | <b>Credits</b> |
|------------------------|------|--|----------------|
| ALHS                   | 1011 | Structure and Function of the Human Body       | 5              |
| ALHS                   | 1090 | Medical Terminology for Allied Health Sciences | 2              |
| NAST                   | 1150 | Patient Care Fundamentals                      | 7              |



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## Programs of Study

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Technical Specialist

### TC31 Technical Specialist Technical Certificate of Credit

Minimum Credit Hours for Graduation

36

**Program Description:** The purpose of this certificate is to prepare students for positions in business that require technical proficiency to translate technical information to various audiences and in various formats using written and oral communication skills.

| <b>Program Courses</b>  |       |                                   | <b>Credits</b> |
|---|-------|-----------------------------------|----------------|
| COMP  | 1000  | Introduction to Computers         | 3              |
| Occupational Guided Electives (9 – 12 credits.) Specified by college advisor      |       |                                   |                |
| ENGL  | 1101  | Composition and Rhetoric          | 3              |
| Humanities/Fine Arts – Select two of the following:                               |       |                                   |                |
| ARTS  | 1101  | Art Appreciation                  | 3              |
| ENGL  | 2130  | American Literature               | 3              |
| MUSC  | 1101  | Music Appreciation                | 3              |
| HUMN  | 1101  | Introduction to Humanities        | 3              |
| Social/Behavioral Science – 6 credits. (Complete two of the following courses)    |       |                                   |                |
| PSYC  | 1101  | Introductory Psychology           | 3              |
| ECON  | 1101  | Principles of Economics           | 3              |
| ECON  | 2105  | Macroeconomics                    | 3              |
| ECON  | 2106  | Microeconomics                    | 3              |
| SOCI  | 1101  | Introduction to Sociology         | 3              |
| POLS  | 1101  | American Government               | 3              |
| HIST  | 1111  | World History I                   | 3              |
| HIST  | 1112  | World History II                  | 3              |
| HIST  | 2111  | U.S. History I                    | 3              |
| HIST  | 2112  | U.S. History II                   | 3              |
| Natural Sciences/Mathematics – 3 credits. (Complete one of the following courses) |       |                                   |                |
| MATH  | 1101  | Mathematical Modeling             | 3              |
| MATH  | 1112  | College Trigonometry              | 3              |
| MATH  | 1113  | Precalculus                       | 3              |
| MATH  | 1111  | College Algebra                   | 3              |
| Science Elective Courses – add the lab  |       |                                   |                |
| BIOL  | 1111  | Biology I                         | 3              |
| BIOL  | 1111L | Biology Lab I                     | 1              |
| BIOL  | 2107  | Biological Principles I           | 3              |
| BIOL  | 2107L | Biological Principles I Lab       | 1              |
| CHEM  | 1151  | Survey of Inorganic Chemistry     | 3              |
| CHEM  | 1151L | Survey of Inorganic Chemistry Lab | 1              |
| CHEM  | 1211  | Chemistry I                       | 3              |
| CHEM  | 1211L | Chemistry Lab I                   | 1              |
| PHYS  | 1110  | Conceptual Physics                | 3              |
| PHYS  | 1110L | Conceptual Physics Lab            | 1              |
| General Education Core Electives – (6 – 12 credits.) Specified by college         |       |                                   |                |

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## Programs of Study

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### Welding and Joining Technology

#### WAJ2 Welding and Joining Technology Diploma

Minimum Credit Hours for Graduation

50

**Program Description:** Program Description The Welding and Joining Technology diploma is designed to prepare students for careers in the welding industry. Program learning opportunities develop academic, technical, professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes welding theory and practical application necessary for successful employment. Program graduates receive a Welding and Joining Technology diploma, have the qualifications of a welding and joining technician, and are prepared to take qualification tests.

| <b>Program Courses</b>          |      |  | <b>Credits</b> |
|---------------------------------|------|--|----------------|
| Basic Skills courses            |      |  |                |
| ENGL                            | 1010 | Fundamentals of English I                            | 3              |
| EMPL                            | 1000 | Interpersonal Relations and Professional Development | 2              |
| MATH                            | 1012 | Foundations of Mathematics                           | 3              |
| Occupational courses            |      |  |                |
| WELD                            | 1000 | Introduction to Welding Technology                   | 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              |
| Technical Electives (6 credits) |      |  |                |
| IDFC                            | 1007 | Industrial Safety Procedures                         | 2              |
| WELD                            | 1020 | Oxyacetylene Welding                                 | 2              |
| WELD                            | 1150 | Advanced Gas Tungsten Arc Welding                    | 3              |
| WELD                            | 1151 | Fabrication Processes                                | 3              |
| WELD                            | 1152 | Pipe Welding   | 3              |
| WELD                            | 1153 | Flux Cored Arc Welding                               | 4              |
| WELD                            | 1154 | Plasma Cutting                                       | 3              |
| WELD                            | 1156 | Ornamental Iron Works                                | 3              |
| COMP                            | 1000 | Introduction to Computers                            | 3              |

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**FS31 Basic Shielded Metal Arc Welder  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 10

**Program Description:** The Basic Shielded Metal Arc Welder Technical Certificate of Credit prepares students for careers in the welding and joining industry. This certificate emphasizes arc welding in the flat position and is pre-requisite to the advanced certificate.

| <b>Program Courses</b> |      |                                    | <b>Credits</b> |
|------------------------|------|------------------------------------|----------------|
| WELD                   | 1000 | Introduction to Welding Technology | 3              |
| WELD                   | 1010 | Oxyfuel Cutting                    | 3              |
| WELD                   | 1040 | Flat Shielded Metal Arc Welding    | 4              |

**GM31 Gas Metal Arc Welder  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 13

**Program Description:** The Gas Metal Arc Welder Technical Certificate of Credit prepares students for welding careers in the MIG process. Topics include an introduction to welding technology, oxyfuel cutting techniques, and MIG welding techniques and processes.

| <b>Program Courses</b>               |      |  | <b>Credits</b> |
|--------------------------------------|------|--|----------------|
| WELD                                 | 1000 | Introduction to Welding Technology       | 3              |
| WELD                                 | 1010 | Oxyfuel Cutting                          | 3              |
| WELD                                 | 1090 | Gas Metal Arc Welding                    | 4              |
| Select one of the following courses: |      |  |                |
| WELD                                 | 1030 | Blueprint Reading for Welding Technology | 3              |
| WELD                                 | 1040 | Flat Shielded Metal Arc Welding          | 4              |
| WELD                                 | 1150 | Advanced Gas Tungsten Arc Welding        | 3              |
| WELD                                 | 1151 | Fabrication Processes                    | 3              |
| WELD                                 | 1152 | Pipe Welding                             | 3              |
| WELD                                 | 1153 | Flux Cored Arc Welding                   | 4              |
| WELD                                 | 1154 | Plasma Cutting                           | 3              |
| WELD                                 | 1156 | Ornamental Iron Works                    | 3              |

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**GTA1 Gas Tungsten Arc Welder  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 13

**Program Description:** The Gas Tungsten Arc Welder Technical Certificate of Credit provides instruction in TIG welding techniques. Topics include understanding the nature and culture of the welding industry, oxyfuel cutting techniques, and TIG welding processes.

| <b>Program Courses</b>               |  |  | <b>Credits</b> |
|--------------------------------------|--|--|----------------|
| WELD 1000                            | Introduction to Welding Technology       |  | 3              |
| WELD 1010                            | Oxyfuel Cutting                          |  | 3              |
| WELD 1110                            | Gas Tungsten Arc Welding                 |  | 4              |
| Select one of the following courses: |  |  |                |
| WELD 1030                            | Blueprint Reading for Welding Technology |  | 3              |
| WELD 1040                            | Flat Shielded Metal Arc Welding          |  | 4              |
| WELD 1150                            | Advanced Gas Tungsten Arc Welding        |  | 3              |
| WELD 1151                            | Fabrication Processes                    |  | 3              |
| WELD 1152                            | Pipe Welding                             |  | 3              |
| WELD 1153                            | Flux Cored Arc Welding                   |  | 4              |
| WELD 1154                            | Plasma Cutting                           |  | 3              |
| WELD 1156                            | Ornamental Iron Works                    |  | 3              |

**OI21 Ornamental Iron Fabricator  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 12

**Program Description:** The Ornamental Iron Fabricator Technical Certificate of Credit introduces students to ornamental iron welding and fabrication processes. Topics include oxyfuel cutting plasma cutting, and ornamental iron works.

| <b>Program Courses</b> |                                    |  | <b>Credits</b> |
|------------------------|------------------------------------|--|----------------|
| WELD 1000              | Introduction to Welding Technology |  | 3              |
| WELD 1010              | Oxyfuel Cutting                    |  | 3              |
| WELD 1154              | Plasma Cutting                     |  | 3              |
| WELD 1156              | Ornamental Iron Works              |  | 3              |

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**OT11 Oxyfuel Technician  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 11

**Program Description:** Oxyfuel Technician introduces students to gas cutting, welding, and plasma cutting.

| <b>Program Courses</b> |      |                                    | <b>Credits</b> |
|------------------------|------|------------------------------------|----------------|
| WELD                   | 1000 | Introduction to Welding Technology | 3              |
| WELD                   | 1010 | Oxyfuel Cutting                    | 3              |
| WELD                   | 1020 | Oxyacetylene Welding               | 2              |
| WELD                   | 1154 | Plasma Cutting                     | 3              |

**PW11 Pipe Welder  
Technical Certificate of Credit**

Minimum Credit Hours for Graduation 9

**Program Description:** The Pipe Welder Technical Certificate of Credit provides instruction in the specialized field of pipe welding. A good understanding and skill base is essential for the completion of this program. Topics include advanced gas tungsten arc welding practices, fabrication practices, and pipe welding techniques.

| <b>Program Courses</b> |      |                                   | <b>Credits</b> |
|------------------------|------|-----------------------------------|----------------|
| WELD                   | 1151 | Fabrication Processes             | 3              |
| WELD                   | 1152 | Pipe Welding                      | 3              |
| WELD                   | 1150 | Advanced Gas Tungsten Arc Welding | 3              |

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## COURSE DESCRIPTIONS

Opposite each course title are printed the number of semester credit hours awarded for the successful completion of the course.

### **ACCT Accounting**

ACCT 1100            Financial Accounting I (4)

Introduces the basic financial accounting concepts of the complete accounting cycle and provides the student with the necessary skills to maintain a set of books for a sole proprietorship. Topics include: accounting vocabulary and concepts, the accounting cycle for a personal service business, the accounting cycle for a merchandising business, inventory, cash control and receivables. Laboratory work demonstrates theory presented in class.

Pre-requisites: Program Admission or Advisor Approval

Co-requisites: None

ACCT 1105            Financial Accounting II (4)

Introduces the intermediate financial accounting concepts that provide the student with the necessary skills to maintain a set of books for a partnership and corporation. Topics include: Fixed and Intangible Assets, Current and Long-Term Liabilities (Notes Payable), Payroll, Accounting for a Partnership, Accounting for a Corporation, Statement of Cash Flows, and Financial Statement Analysis, Laboratory work demonstrates theory presented in class

Pre-requisites: Instructor approval for Provisional Students and

ACCT 1100 – Financial Accounting I with a minimum grade of “C”

Co-requisites: None

ACCT 1110            Managerial Accounting (3)

Emphasizes the interpretation of data by management in planning and controlling business activities. Topics include Managerial Accounting Concepts, Manufacturing Accounting using a Job Order Cost System, Manufacturing Accounting using a Process Cost System, Cost Behavior and Cost-Volume-Profit, Budgeting and Standard Cost Accounting, Flexible Budgets, Standard Costs and Variances, and Capital Investment Analysis and Budgeting. Laboratory work demonstrates theory presented in class.

Pre-requisites: ACCT 1105 – Financial Accounting II with a minimum grade of “C”

Co-requisites: None

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- ACCT 1115            Computerized Accounting (3)  
Emphasizes operation of computerized accounting systems from manual input forms. Topics include: company creation (service and merchandising), chart of accounts, customers transactions, vendors transactions, banking activities, merchandise inventory, employees and payroll, and financial reports. Laboratory work includes theoretical and technical application.  
Pre-requisites: All required with a minimum grade of "C"  
          ACCT 1100 – Financial Accounting I  
          COMP 1000 – Introduction to Computers  
Co-requisites: None
- ACCT 1120            Spreadsheet Applications (4)  
This course covers the knowledge and skills to use spreadsheet software through course demonstrations, laboratory exercises and projects. Topics and assignments will include: spreadsheet concepts, creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually and collaborating and securing data.  
Pre-requisites: COMP 1000 – Introduction to Computers with a minimum grade of "C"  
Co-requisites: None
- ACCT 1125            Individual Tax Accounting (3)  
Provides instruction for the preparation of individual federal income tax returns. Topics include: taxable income, income adjustments, schedules, standard deductions, itemized deductions, exemptions, tax credits, and tax calculations.  
Pre-requisites: Advisor Approval or ACCT 1100 – Financial Accounting I with a minimum grade of "C"  
Co-requisites: None
- ACCT 1130            Payroll Accounting (3)  
Provides an understanding of the laws that affect a company's payroll structure and practical application skills in maintaining payroll records. Topics include: payroll tax laws, payroll tax forms, payroll and personnel records, computing wages and salaries, taxes affecting employees and employers, and analyzing and journalizing payroll transactions.  
Pre-requisites: ACCT 1100 – Financial Accounting I with a minimum grade of "C"  
Co-requisites: None



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ACCT 2000            Managerial Accounting (3)

Emphasizes the interpretation of data by management in planning and controlling business activities. Topics include Managerial Accounting Concepts, Manufacturing Accounting using a Job Order Cost System, Manufacturing Accounting using a Process Cost System, Cost Behavior and Cost-Volume-Profit, Budgeting and Standard Cost Accounting, Flexible Budgets, Standard Costs and Variances, and Capital Investment Analysis and Budgeting. Laboratory work demonstrates theory presented in class.

Pre-requisites: ACCT 1105 – Financial Accounting II with a minimum grade of “C”

Co-requisites: None

ACCT 2100            Accounting Internship (3)

Introduces the application and reinforcement of accounting and employability principles in an actual job setting. Acquaints the student with realistic work situations and provides insights into accounting applications on the job. Topics include appropriate work habits, acceptable job performance, application of accounting knowledge and skills, interpersonal relations, and development of productivity. The half-time accounting internship is implemented through the use of written individualized training plans, written performance evaluation, and weekly documentation or seminars and/or other projects as required by the instructor.

Pre-requisites: All non-elective courses required for program completion and Advisor Approval

Co-requisites: None

ACCT 2110            Accounting Simulation (3)

Students assume the role of a business owner where he/she can directly experience the impact and importance of accounting in a business. At the end of the simulation course, the student will have completed the entire accounting cycle for a service business, merchandising business and a corporation using an Accounting Information System software (different from software used in ACCT 1115-Computerized Accounting). Emphasis placed on providing students with real-world opportunities for the application and demonstration of accounting skills by using Simulation Projects will enable them to build a foundation for understanding and interpreting financial statements. Topics include company creation, chart of accounts, customers transactions, vendors transactions, banking activities, merchandise inventory, employees and payroll, financial statements, preparation of payroll tax forms and preparation of income tax forms. Laboratory work includes theoretical and technical application.

Pre-requisites: All required with a minimum grade of “C”

ACCT 1105 – Financial Accounting II

ACCT 1115 – Computerized Accounting

ACCT 1120 – Spreadsheet Applications

Co-requisites: None

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- ACCT 2120 Business Tax Accounting (3)  
Provides instruction for preparation of both state and federal partnership, corporation and other business tax returns. Topics include: organization form, overview of taxation of partnership, special partnership issues, corporate tax elections, adjustments to income and expenses, tax elections, forms and schedules, tax credits, reconciliation of book and tax income, tax depreciation methods, and tax calculations.  
Pre-requisites: None  
Co-requisites: ACCT 1125 – Individual Tax Accounting
- ACCT 2135 Introduction to Governmental and Non-Profit Accounting (3)  
Provides an introduction to financial reporting and accounting principles for state/local governments and nonprofit entities.  
Pre-requisites: ACCT 1105 – Financial Accounting II with a minimal grade of “C”  
Co-requisites: None
- ACCT 2145 Personal Finance (3)  
Introduces practical applications of concepts and techniques used to manage personal finance. Topics include: cash management, time value of money, credit, major purchasing decisions, insurance, investments, retirement, and estate planning.  
Pre-requisites: Program Admission  
Co-requisites: None
- ACCT 2150 Principles of Auditing (3)  
Introduces the student to the auditor’s responsibilities in the areas of professional standards, reports, ethics and legal liability. Students learn about the technology of auditing; evidence gathering, audit/assurance processes, internal controls, and sampling techniques. The specific methods of auditing the revenue/receipts process, disbursement cycle, personnel and payroll procedures, asset changes, and debt and equity are learned. Finally procedures related to attest engagements and internal auditing are reviewed.  
Pre-requisites: ACCT 1105 – Financial Accounting II with a minimal grade of “C”  
Co-requisites: None
- ACCT 2155 Principles of Fraud Examination (3)  
Provides instruction of the basic principles and theories of occupational fraud. Topics include: fraud concepts, skimming, cash larceny, billing schemes, check tampering, payroll schemes, expense reimbursement schemes, register disbursement schemes, non-cash assets fraud, corruption schemes, and accounting principles and fraud.  
Pre-requisites: ACCT 1105 – Financial Accounting II with a minimal grade of “C”  
Co-requisites: None

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## **ACRP Automotive Collision Repair**

ACRP 1000 Introduction to Auto Collision Repair (4)  
Emphasizes the interpretation of data by management in planning and controlling business activities. Topics

This course provides instruction in procedures and practices necessary for safe and compliant operation of auto collision repair facilities. It introduces the structural configuration and identification of the structural members of various unibodies and frames used for automobiles as well as equipment and hand tools used in collision repair tasks.

Pre-requisites: Provisional Admission

Co-requisites: None

ACRP 1030 Car Detailing (3)

This course trains students to inspect and improve the appearance of vehicles to a reconditioned state by cleaning, polishing, waxing, treating, and spot painting the vehicle finish and components. Topics include: engine cleaning, interior care, exterior finishing, tire, fender-well and under-car cleaning, convertible/cloth top care, trunk detailing, and applying decals and pin stripes. Safety and appropriate use of materials will be emphasized. This course will also prepare students to properly interact with customers in order to generate repeat business.

Pre-requisites: Program Admission

Co-requisites: None

## **AIPM Apartment Industry Management**

AIPM 1101 Apartment Industry Foundations (3)

This course is designed to orient the student to the management responsibilities of the apartment industry. Topics include an introduction to the apartment industry, apartment marketing and leasing, financial reporting, legal and legislative issues, fair housing, risk management, property management, professional enrichment, and career development.

Pre-requisites: Program Admission

Co-requisites: None

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AIPM 1115            Apartment Industry Internship (4)  
This course is designed to give students an opportunity to experience the industry work environment and to apply the skills learned in the classroom. Topics include the application of classroom knowledge and skills, use of interpersonal skills, adaptability to the workplace environment, problem solving techniques, and safety.  
Pre-requisites: All required with a minimum grade of "C"  
    AIPM 1101 – Apartment Industry Foundations  
    MGMT 1100 – Principles of Management  
    MGMT 2120 – Labor Management Relations  
    MKTG 1130 – Business Regulations and Compliance  
Co-requisites: None

### **AIRC Air Conditioning Technology**

AIRC 1005            Refrigeration Fundamentals (4)  
Introduces the basic concepts, theories, and safety regulations and procedures of refrigeration. Topics include an introduction to OSHA, safety, first aid, laws of thermodynamics, pressure and temperature relationships, heat transfer, the refrigerant cycle, refrigerant identification, and types of AC systems.  
Pre-requisites: Provisional Admission  
Co-requisites: None

AIRC 1010            Refrigeration Principles and Practices (4)  
This course introduces the student to basic refrigeration system principles and practices. Topics include refrigeration tools, piping practices, service valves, leak testing, refrigerant recovery, recycling, and reclamation, evacuation, charging, and refrigeration safety.  
Pre-requisites: None  
Co-requisites: AIRC 1005 – Refrigeration Fundamentals

AIRC 1020            Refrigeration Systems Components (4)  
This course provides the student with the skills and knowledge and skills to install, test, and service major components of a refrigeration system. Topics include compressors, condensers, evaporators, metering devices, service procedures, refrigeration systems and safety.  
Pre-requisites: None  
Co-requisites: AIRC 1010 – Refrigeration Principles and Practices

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AIRC 1030 HVACR Electrical Fundamentals (4)

This course provides an introduction to fundamental electrical concepts and theories as applied to the air conditioning industry. Topics include AC and DC theory, electric meters, electrical diagrams, distribution systems, electrical panels, voltage circuits, code requirements, and safety.

Pre-requisites: All required

AIRC 1020 – Refrigeration Systems Components

MATH 1012 – Foundations of Math or Higher

Co-requisites: None

AIRC 1040 HVACR Electrical Motors (4)

This course provides the student with the skills and knowledge necessary for application and service of electric motors commonly used by the refrigeration and air conditioning industry. Topics include diagnostic techniques, capacitors, installation procedures, types of electric motors, electric motor service, and safety.

Pre-requisites: All required

AIRC 1030 – HVACR Electrical Fundamentals

MATH 1012 – Foundations of Math or Higher

Co-requisites: AIRC 1030 – HVACR Electrical Fundamentals

AIRC 1050 HVACR Electrical Components and Controls (4)

Provides instruction in safely identifying, installing, and testing commonly used electrical components and control systems used in an air conditioning system. Topics include identification, installation, application, diagnosis and safety procedures for: transformers, thermostats, pressure switches, control boards and commonly used HVACR controls and control systems.

Pre-requisites: None

Co-requisites: AIRC 1040 – HVACR Electrical Motors

AIRC 1060 Air Conditioning Systems Application and Installation (4)

Provides instruction on the design and installation of residential air conditioning systems. Topics include: heat load studies, duct design procedures, split systems, packaged systems, system wiring, control circuits, and safety.

Pre-requisites: None

Co-requisites: All required

AIRC 1050 – HVACR Electrical Components and Controls

MATH 1012 – Foundations of Math or Higher

AIRC 1070 Gas Heat (4)

This course introduces principles of combustion, installation and service requirements for gas heating systems. Topics include installation, servicing procedures, electrical controls, piping, gas valves, venting, code requirements, principles of combustion, and safety.

Pre-requisites: None

Co-requisites: AIRC 1060 – Air Conditioning Systems Application and Installation

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AIRC 1080 Heat Pumps and Related Systems (4)

This course provides instruction on the principles, applications, and operation of a residential heat pump system. Topics include installation and servicing procedures, electrical components, geothermal ground source energy supplies, dual fuel, reversing valves, and troubleshooting techniques.

Pre-requisites: All required

AIRC 1010 – Refrigeration Principles and Practices

AIRC 1030 – HVACR Electrical Fundamentals

Co-requisites: AIRC 1090 – Troubleshooting Air Conditioning Systems

AIRC 1090 Troubleshooting Air Conditioning Systems (4)

This course provides instruction on the troubleshooting and repair of major components of a residential air conditioning system. Topics include air flow, air filters, psychometrics, troubleshooting techniques, electrical controls, the refrigeration cycle, electrical servicing procedures, and safety.

Pre-requisites: All required

AIRC 1010 – Refrigeration Principles and Practices

AIRC 1030 – HVACR Electrical Fundamentals

Co-requisites: AIRC 1070 – Gas Heat

AIRC 2004 Thermodynamics of Refrigeration (2)

Course will explore the relationship between heat, work, and systems that analyze energy processes. Understand the Laws of Thermodynamics. Define terms and expressions related to thermodynamics such as: heat engines, steam turbines compressor, thermodynamic cycle, heat transfer, enthalpy, entropy, temperature, pressure, specific volume, sensible and latent heat, and thermal conductivity.

Pre-requisites: None

Co-requisites: AIRC 1050 – HVACR Electrical Components and Controls

AIRC 2030 Light Commercial Air Conditioning Internship/Practicum (8)

Provides students with occupation-based instruction that applies learned skills to actual work experiences. Topics include: application of commercial refrigeration knowledge and skills, appropriate employability skills, problem solving, adaptability to job equipment and technology, progressive productivity, and acceptable job performance. The Light Commercial Air Conditioning Internship/Practicum is implemented through student internship in an approved occupational setting or through student work in an occupational practicum. Written individualized training plans, written performance evaluations, and required integrative experiences are used to implement this course.

Pre-requisites: None

Co-requisites: One required:

AIRC 1090 – Troubleshooting Air Conditioning Systems

AIRC 1030 – HVACR Electrical Fundamentals

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AIRC 2040 Residential Systems Designs (5)  
Presents advanced refrigeration and electrical skills and theories. Topics include: heat gain and heat loss, duct design, zone control, equipment selection, and safety.  
Pre-requisites: AIRC 1080 – Heat Pumps and Related Systems  
Co-requisites: AIRC 1090 – Troubleshooting Air Conditioning Systems

AIRC 2070 Commercial Refrigeration Design (4)  
Provides an increased level of concepts and theory beyond AIRC 1020. Students are introduced to more design theory in commercial refrigeration. Topics include: refrigeration heat calculation, equipment selection, refrigeration piping, codes, and safety.  
Pre-requisites: None  
Co-requisites: One required:  
AIRC 1090 – Troubleshooting Air Conditioning Systems  
AIRC 2004 – Thermodynamics of Refrigeration

AIRC 2080 Commercial Refrigeration Application (4)  
Introduces the application of fundamental theories and concepts of refrigeration. Emphasis will be placed on equipment application and installation procedures. Topics include: equipment application, installation procedures, cycle controls, energy management, and safety.  
Pre-requisites: AIRC 2070 – Commercial Refrigeration Design  
Co-requisites: None

AIRC 2090 Troubleshooting and Servicing Commercial Refrigeration (3)  
Continues to provide experience in maintenance techniques in servicing light commercial refrigeration systems. Topics include: system clearing, troubleshooting procedures, replacement of components, and safety.  
Pre-requisites: None  
Co-requisites: AIRC 2080 – Commercial Refrigeration Application

### **ALHS Allied Health Science**

ALHS 1010 Introduction to Anatomy and Physiology (4)  
Provides a study of medical terminology and the basic study of structure and function of the human body. It provides an overview of the functions of each body system and the medical terminology associated with each system. This course is intended for students in non-medical programs and is designed to provide medical terminology and basic knowledge of anatomy and physiology.  
Pre-requisites: Program Admission  
Co-requisites: None





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## **ARTS Art**

### **ARTS 1101 Art Appreciation (3)**

Explores the visual arts and the relationship to human needs and aspirations. Students investigate the value of art, themes in art, the elements and principles of composition, and the materials and processes used for artistic expression. Well-known works of visual art are explored. The course encourages student interest in the visual arts beyond the classroom.

Pre-requisites: Appropriate Degree Level Writing (English) and Reading Placement Test Scores.

Co-requisites: None

## **AUTT Automotive Technology**

### **AUTT 1010 Automotive Technology Introduction (2)**

Introduces basic concepts and practices necessary for safe and effective automotive shop operations. Topics include: safety procedures; legal/ethical responsibilities; general service; hand tools; shop organization, management, and work flow systems.

Pre-requisites: Provisional Admission

Co-requisites: None

### **AUTT 1011 Basic Auto Maintenance and Light Repair I (6)**

This course introduces students to basic automotive system checks and inspection procedures practiced in virtually all service shops. Fundamental service procedures are also covered.

Pre-requisites: Provisional Admission

Co-requisites: AUTT 1010 – Automotive Technology Introduction

### **AUTT 1012 Auto Maintenance and Light Repair II (6)**

This course exposes students to the basic maintenance procedures and light repair operations performed by auto technicians on a regular basis on all eight areas of the vehicle.

Pre-requisites: All required

AUTT 1010 – Automotive Technology Introduction

AUTT 1011 – Basic Auto Maintenance and Light Repair I

Co-requisites: None

### **AUTT 1013 Auto Maintenance and Light Repair III (6)**

This course allows students to further study and practice basic maintenance procedures and diagnostic tests in all eight areas of light vehicle service.

Pre-requisites: AUTT 1012 – Auto Maintenance and Light Repair II

Co-requisites: None

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AUTT 1020 Automotive Electrical Systems (7)  
Introduces automotive electricity, emphasizes the basic principles, diagnosis, and service/repair of batteries, starting systems, starting system components, alternators and regulators, lighting system, gauges, horn, wiper/washer, and accessories.

Pre-requisites: None

Co-requisites: AUTT 1010 – Automotive Technology Introduction

AUTT 1030 Automotive Brake Systems (4)  
Introduces brake systems theory and its application to automotive systems and anti-lock brake system (ABS) to include ABS components and ABS operation, testing, and diagnosis. Topics include: hydraulic system diagnosis and repair; drum brake diagnosis and repair; disc brake diagnosis and repair; power assist units diagnosis and repair; miscellaneous brake components (wheel bearings, parking brakes, electrical, etc.) diagnosis and repair; test, diagnose, and service electronic brake control system.

Pre-requisites: AUTT 1020 – Automotive Electrical Systems

Co-requisites: AUTT 1010 – Automotive Technology Introduction

AUTT 1040 Automotive Engine Performance (7)  
Introduces basic engine performance systems which support and control four stroke gasoline engine operations and reduce emissions. Topics include: general engine diagnosis, computerized engine controls and diagnosis, ignition system diagnosis and repair, fuel and air induction, exhaust systems, and emission control systems diagnosis and repair.

Pre-requisites: AUTT 1020 – Automotive Electrical Systems

Co-requisites: None

AUTT 1050 Automotive Suspension and Steering Systems (4)  
Introduces students to principles of steering, suspension, wheel alignment, electronic steering, and electronic active suspension. Topics include: general suspension and steering systems diagnosis; steering systems diagnosis and repair; suspension systems diagnosis and repair; related suspension and steering service; wheel alignment diagnosis, adjustment and repair, wheel and tire diagnosis and repair.

Pre-requisites: AUTT 1020 – Automotive Electrical Systems

Co-requisites: AUTT 1010 – Automotive Technology Introduction

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AUTT 1060 Automotive Climate Control Systems (5)

Introduces the theory and operation of automotive heating and air conditioning systems. Students attain proficiency in inspection, testing, service, and repair of heating and air conditioning systems and related components. Topics include: a/c system diagnosis and repair; refrigeration system component diagnosis and repair; heating, ventilation, and engine cooling systems diagnosis and repair; operating systems and related controls diagnosis and repair; refrigerant recovery, recycling, and handling.

Pre-requisites: AUTT 1020 – Automotive Electrical Systems

Co-requisites: None

AUTT 1070 Automotive Technology Internship (4)

This elective course will provide the student with an opportunity to relate what they have learned in the classroom and lab to a real world situation either at a place of business or at a technical college. Under the supervision of an experienced ASE certified automotive technician or their instructor, the student will obtain a greater admiration and appreciation of the material learned in the classroom and lab. The internship will also serve the function of bridging the lessons learned at school and applying that to real world situations. The suitability of the work setting will be determined by having a conference with the automotive instructor and the prospective employer. The student will have the option to take the internship program at an approved place of employment or at the college if he or she wishes and perform all the live work duties of the service writer, parts department personnel, and technician to include writing the repair order, ordering parts (if applicable) and repairing the vehicle. Student must work minimum of 150 hours during the semester to receive credit for this course.

Pre-requisites: All required

AUTT 1030 – Automotive Brake Systems

AUTT 1050 – Automotive Suspension and Steering Systems

Co-requisites: None

AUTT 2010 Automotive Engine Repair (6)

This course introduces the student to automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques for both 2 cycle and 4 cycle internal combustion engines. Topics include general engine diagnosis; removal and reinstallation; cylinder heads and valve trains diagnosis and repair; engine blocks assembly diagnosis and repair; lubrication and cooling systems diagnosis and repair.

Pre-requisites: None

Co-requisites: AUTT 1010 – Automotive Technology Introduction



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- BAFN 1105            Bank Business and Information Systems (3)  
The course emphasizes basic calculator functions with problem solving, types of banking equipment, teller skills and duties and procedures for bank reconciliations.  
Pre-requisites: MATH 1011 (Diploma) or MATH 1111 (Degree)  
Co-requisites: None
- BAFN 1110            Money and Banking (3)  
The course emphasizes the relevance of monetary instruments, financial intermediaries, and the central banks as they impact local, state, national, and international economics. Topics include: the history and evolution of financial institutions, monetary instruments and flow; and central banking, operations, and policies.  
Pre-requisites: Program Admission  
Co-requisites: None
- BAFN 1115            Personal Financial Planning (3)  
This course provides knowledge and applications in the management of personal and consumer finance. Topics include: record keeping, budgeting, credit principles, investment principles, and forecasting.  
Pre-requisites: Program Admission  
Co-requisites: None
- BAFN 1300            Internship (3)  
This course introduces the application and reinforcement of banking and finance and employability principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into banking and finances applications on the job. The occupation-based instruction is implemented through the use of written individualized training plans, written performance evaluations, required weekly seminars, and required practiced or on-the-job training.  
Pre-requisites: All required  
          BAFN 1110 – Money and Banking  
          ENGL 1010 – Fundamentals of English I  
          MATH 1011 (Diploma) or MATH 1111 (Degree)  
Co-requisites: None



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## **BARB Barbering**

**BARB 1000** Introduction to Barber/Styling Implements (3)

Introduction to Barber/Styling Implements is designed to give an overview of the barbering profession. Students are also taught the fundamentals of each barber/styling implement. Emphasis will be placed on the maintenance and care of each implement. Topics include: Barbering history, personality development, professional barbering ethics, and professional barbering image, safety, and reception and telephone techniques, nomenclature, types and sizes, proper use and care, and maintenance.

Pre-requisites: Provisional Admission

Co-requisites: None

**BARB 1010** Science: Sterilization, Sanitation, and Bacteriology (3)

Introduces fundamental theories and practices of bacteriology, sterilization, sanitation, safety, and the welfare of the barber/stylist and patron. Topics include: sterilization, sanitation, safety, bacteriology, and Hazardous Duty Standards Act compliance.

Pre-requisites: None

Co-requisites: None

**BARB 1020** Introduction to Haircutting and Shampooing (5)

Introduces the theory and skills necessary to apply basic haircutting techniques. Safe use of haircutting implements will be stressed. Also introduces the fundamental theory and skills required to shampoo hair. Laboratory training includes shampooing a live model. Topics include: preparation of patron, haircutting terminology, safety and sanitation, implements, and basic haircutting techniques, shampoo chemistry, patron preparation, and shampoo procedures.

Pre-requisites: None

Co-requisites: None

**BARB 1030** Haircutting/Basic Styling (3)

Continues the theory and application of haircutting techniques and introduces hairstyling. Topics include: introduction to styling, client consultation, head and hair analysis, style cutting techniques, and implements for style cutting and tapering techniques

Pre-requisites: None

Co-requisites: None

**BARB 1040** Shaving (2)

Introduces the theory and skills necessary to prepare and shave a patron. Simulated shaving procedures will precede practice on live models. Topics include: patron preparation, beard preparation, shaving techniques, once-over shave techniques, and safety precautions.

Pre-requisites: None

Co-requisites: None





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BARB 1090 Structures of Skin, Scalp, Hair and Facial Treatments (3)

Introduces the theory, procedures, and products used in the care and treatment of the skin, scalp, and hair. Provides instruction on the theory and application of techniques in the treatment of the skin, scalp, and hair; and introduces the theory and skills required in massaging the face, preparing the patron for facial treatment, and giving facial treatments for various skin conditions. Benefits of facial treatments and massage will be emphasized. Emphasis will be placed on work with live models. Topics include: treatment theory, basic corrective hair and scalp treatments, plain facial, products and supplies, disease and disorders, implements, products and supplies, diseases and disorders, corrective hair and scalp treatments, facial procedures and manipulations, and safety precautions, theory of massage, preparation of patron for massage, massage procedures, facial treatment, types of facials, and facial treatment benefits.

Pre-requisites: None

Co-requisites: None

BARB 1100 Barber/Styling Practicum and Internship (3)

Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting or in a combination of a laboratory setting and an approved internship facility. Topics include: haircutting/styling, hairstyling texturizing, shaving, beard trimming, thermal waving, hairpiece fitting and styling, safety precautions, and licensure preparation.

Pre-requisites: None

Co-requisites: None

BARB 1110 Shop Management/Ownership (3)

Emphasizes the steps involved in opening and operating a privately owned cosmetology salon or barber/styling shop. Topics include: planning a salon/shop, business management, retailing, public relations, sales skills, client retention, and entrepreneurship.

Pre-requisites: None

Co-requisites: None



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BCET 2905 Broadcast Practicum/Internship (4)  
Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control.  
Pre-requisites: All required  
Program Instructor Approval  
BCET 2203 – Advanced Equipment Repair  
Co-requisites: None

### **BIOL Biology**

BIOL 1111 Biology I (3)  
Provides an introduction to basic biological concepts with a focus on living cells. Topics include chemical principles related to cells, cell structure and function, energy and metabolism, cell division, protein synthesis, genetics, and biotechnology.  
Pre-requisites: Regular Admission  
Co-requisites: BIOL 1111L – Biology Lab I

BIOL 1111L Biology Lab I (1)  
Selected laboratory exercises paralleling the topics in BIOL 1111. The laboratory exercises for this course include chemical principles related to cells, cell structure and function, energy and metabolism, cell division, protein synthesis, genetics, and biotechnology.  
Pre-requisites: Regular Admission  
Co-requisites: BIOL 1111 – Biology I  
*Natural Science Laboratory Fee*  
A \$20 laboratory fee is charged each semester to every full-time and part-time student enrolled in a Natural Science course. This fee is not waived for a student who repeats the course.

BIOL 1112 Biology II (3)  
Explores plant and animal diversity as it pertains to evolution and population dynamics. Topics include: principles of evolution classification and characterizations of organisms; plant structure and function; animal structure and function; principles of ecology; and biosphere.  
Pre-requisites: Regular Admission  
Co-requisites: BIOL 1112L – Biology Lab I

BIOL 1112L Biology Lab II (1)  
Selected laboratory exercises parallel topics in BIOL 1112. Laboratory exercises for this course include: principles of evolution; classification and characterizations of organisms; plant structure and function; animal structure and function; principles of ecology; biosphere, and use of basic laboratory techniques and equipment.  
Pre-requisites: Regular Admission  
Co-requisites: BIOL 1112 – Biology I  
*Natural Science Laboratory Fee*













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- BUSN 1240 Office Procedures (3)**  
Emphasizes essential skills required for the business office. Topics include: office protocol, time management, telecommunications and telephone techniques, office equipment, workplace mail, records management, travel/meeting arrangements, electronic mail, and workplace documents.  
Pre-requisites: COMP 1000 – Introduction to Computers with a minimum grade of “C”  
Co-requisites: None
- BUSN 1250 Records Management (3)**  
Introduces records management concepts for use in any office environment. Topics include: Basic Records Management Concepts; Alphabetic, Numeric, Subject, and Geographic Filing; and Records Retention, Transfer, and Disposition of Records.  
Pre-requisites: None  
Co-requisites: None
- BUSN 1300 Introduction to Business (3)**  
Introduces organization and management concepts of the business world and in the office environment. Topics include business in a global economy, starting and organizing a business, enterprise management, marketing strategies and financial management.  
Pre-requisites: Program Admission  
Co-requisites: None
- BUSN 1310 Introduction to Business Culture (3)**  
Provides skills and attitudes necessary to function effectively both professionally and interpersonally in the workplace. Topics include: health and wellness; exercise; stress, time, and money management; work ethics; wardrobe on the job; workplace communications; and business entertainment, travel, and international culture.  
Pre-requisites: Program Admission  
Co-requisites: None
- BUSN 1320 Business Interaction Skills (3)**  
This course equips participants with the tools to communicate and interact more effectively in person, in writing and on the telephone with both internal and external customers. Participants also learn how to work in teams to create a collaborative environment for accomplishing goals. This course consist of the following: language of business, communication skills, working with information, business writing, team and collaborative skills, and resolving interpersonal conflict.  
Pre-requisites: None  
Co-requisites: None



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BUSN 1420 Database Applications (4)

This course covers the knowledge and skills required to use database management software through course demonstrations, laboratory exercises and projects. Topics and assignments will include: database concepts, structuring databases, creating and formatting database elements, entering and modifying data, creating and modifying queries, presenting and sharing data and, managing and maintaining databases.

Pre-requisites: COMP 1000 – Introduction to Computers with a minimum grade of “C”

Co-requisites: None

BUSN 1430 Desktop Publishing and Presentation Applications (4)

This course covers the knowledge and skills required to use desktop publishing (DTP) software and presentation software to create business publications and presentations. Course work will include course demonstrations, laboratory exercises and projects. Topics include: desktop publishing concepts, basic graphic design, publication layout, presentation design, and practical applications.

Pre-requisites: COMP 1000 – Introduction to Computers with a minimum grade of “C”

Co-requisites: None

BUSN 1440 Document Production (4)

Reinforces the touch system of keyboarding placing emphasis on correct techniques with adequate speed and accuracy and producing properly formatted business documents. Topics include: reinforcing correct keyboarding technique, building speed and accuracy, formatting business documents, language arts, proofreading, and work area management.

Pre-requisites: The ability to key 25 gross words a minute on 3-minute timings with no more than 3 errors

.or BUSN 1100 Introduction to Keyboarding

Co-requisites: COMP 1000 – Introduction to Computers

BUSN 2160 Electronic Mail Applications (2)

This course provides instruction in the fundamentals of communicating with others inside and outside the organization via a personal information management program. Emphasizes the concepts necessary for individuals and workgroups to organize, find, view, and share information via electronic communication channels. Topics include: Internal and External Communication, Message Management, Calendar Management, Navigation, Contact and Task Management, and Security and Privacy.

Pre-requisites: All required

Program Admission

COMP 1000 – Introduction to Computers with a minimum grade of “C”

Co-requisites: None



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**BUSN 2210 Applied Office Procedures (3)**

This course focuses on applying knowledge and skills learned in prior courses taken in the program. Topics include: communications skills, telecommunications skills, records management skills, office equipment/supplies, and integrated programs/applications. Serves as a capstone course.

Pre-requisites: All required with a minimum grade of "C" in each

- BUSN 1240 – Office Procedures
- BUSN 1400 – Word Processing Applications
- BUSN 1410 – Spreadsheet Concepts and Applications
- BUSN 1420 – Database Applications
- BUSN 1430 – Desktop Publishing and Presentation Applications
- BUSN 1440 – Document Production

Co-requisites: All required:

- BUSN 2190 – Business Document Proofreading and Editing
- BUSN 2200 – Office Accounting or ACCT 1100 – Financial Accounting I

**BUSN 2220 Legal Administrative Procedures (3)**

Emphasizes essential skills required for the legal office. Topics include: legal terminology, preparation of legal documents and correspondence, ethics, and legal office tasks.

Pre-requisites: BUSN 1230 – Legal Terminology

Co-requisites: BUSN 1440 – Document Production

**BUSN 2230 Office Management (3)**

Provide students with an overview of management concepts, styles, and skills. Topics include: management styles, leadership traits, ergonomics/workflow, communication channels, business ethics, supervisory techniques, and job performance evaluation techniques.

Pre-requisites: BUSN 1240 – Office Procedures

Co-requisites: None

**BUSN 2240 Business Administrative Assistant Internship I (4)**

Provides student work experience in a professional environment. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Administrative Technology program faculty and/or persons designated to coordinate work experience arrangements.

Pre-requisites: Must be in last semester of program.

With advisor approval, may take concurrently with last semester courses.

Co-requisites: None

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**BUSN 2250 Business Administrative Assistant Internship II (6)**  
Provides student work experience in a professional environment. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Administrative Technology program faculty and/or persons designated to coordinate work experience arrangements.  
Pre-requisites: Must be in last semester of program.  
With advisor approval, may take concurrently with last semester courses.  
Co-requisites: None

**BUSN 2340 Medical Administrative Procedures (4)**  
Emphasizes essential skills required for the medical office. Introduces the knowledge and skills of procedures for billing purposes. Introduces the basic concept of medical administrative assisting and its relationship to the other health fields. Emphasizes medical regulations and ethics, and the medical administrative assistant's role as an agent of the physician. Provides the student with knowledge and the essentials of professional behavior. Topics include: introduction to medical administrative assisting procedures, medical regulations ethics, medical records management, scheduling appointments, health insurance, billing/collection, work area management, resource utilization, and office equipment.  
Pre-requisites: All required  
ALHS 1010 or ALHS 1011  
ALHS 1090 – Medical Terminology for Allied Health Sciences  
BUSN 1440 – Document Production  
COMP 1000 – Introduction to Computers

Co-requisites: None

**BUSN 2370 Medical Office Billing/Coding/Insurance (3)**  
Provides an introduction to medical coding skills and applications of international coding standards for billing of health care services. Provides the knowledge and skills to apply coding of diagnostic statements and procedures for billing purposes. Provides an introduction to medical coding as it relates to health insurance. Topics include: International classification of diseases, code book formats; coding techniques; formats of the ICD and CPT manuals; health insurance; billing, reimbursement, and collections; and managed care.

Pre-requisites: All required  
ALHS 1010 or ALHS 1011  
ALHS 1090 – Medical Terminology for Allied Health Sciences

Co-requisites: None

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## CHEM Chemistry

### CHEM 1211 Chemistry I (3)

Provides an introduction to basic chemical principles and concepts which explain the behavior of matter. Topics include measurement, physical and chemical properties of matter, atomic structure, chemical bonding, nomenclature, chemical reactions, and stoichiometry and gas laws.

Pre-requisites: MATH 1100, MATH 1101, or MATH 1111

Co-requisites: CHEM 1211L – Chemistry Lab I

### CHEM 1211L Chemistry Lab I (1)

Selected laboratory exercises paralleling the topics in CHEM 1211. The laboratory exercises for this course include measurement, physical and chemical properties of matter, atomic structure, chemical bonding, nomenclature, chemical reactions, stoichiometry and gas laws.

Pre-requisites: MATH 1100, MATH 1101, or MATH 1111

Co-requisites: CHEM 1211 – Chemistry I

### CHEM 1212 Chemistry II (3)

Continues the exploration of basic chemical principles and concepts. Topics include equilibrium theory, kinetics, thermodynamics, solution chemistry, acid-base theory, and nuclear chemistry.

Pre-requisites: All required

CHEM 1211 – Chemistry I

CHEM 1211L – Chemistry Lab I

Co-requisites: CHEM 1212L – Chemistry Lab II

### CHEM 1212L Chemistry Lab II (1)

Selected laboratory exercises paralleling the topics in CHEM 1212. The laboratory exercises for this course include equilibrium theory, kinetics, thermodynamics, solution chemistry, acid-base theory, and nuclear chemistry.

Pre-requisites: All required

CHEM 1211 – Chemistry I

CHEM 1211L – Chemistry Lab I

Co-requisites: CHEM 1212 – Chemistry II





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CIST 1200 Database Management (4)

Provides an overview of the skills and knowledge of database application systems which are used in business government and industry. Topics include: history, database terminology and concepts, database system logical organization, data manipulation, database design concepts, models, normalization, Entity Relationship diagramming, physical database, networking and databases, and database security.

Pre-requisites: All required with a minimum grade of "C" in each

CIST 1001 – Computer Concepts

COMP 1000 – Introduction to Computers

Co-requisites: None

CIST 1210 Introduction to Oracle Databases (4)

This course provides an introduction to the Oracle database management system platform and to Structured Query Language (SQL). Topics include database vocabulary, normalization, Oracle DML and DDL statements, SQL Statements, views and constraints.

Pre-requisites: All required with a minimum grade of "C" in each

CIST 1001 – Computer Concepts

COMP 1000 – Introduction to Computers

Co-requisites: None

CIST 1220 Structured Query Language (SQL) (4)

Includes basic database design concepts and solving database retrieval and modification problems using the SQL language. Topics include: database Vocabulary, Relational Database Design, Date retrieval using SQL, Data Modification using SQL, Developing and Using SQL Procedures.

Pre-requisites: All required with a minimum grade of "C" in each

CIST 1001 – Computer Concepts

COMP 1000 – Introduction to Computers

Co-requisites: None

CIST 1305 Program Design and Development (3)

An introductory course that provides problem solving and programming concepts for those that develop user applications. An emphasis is placed on developing logic, troubleshooting, and using tools to develop solutions. Topics include: problem solving and programming concepts, structured programming, the three logic structures, file processing concepts, and arrays.

Pre-requisites: Program Admission

Co-requisites: None



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- CIST 2127            Comprehensive Word Processing Techniques (3)  
 This course provides students with knowledge in word processing software. Word processing topics include: creating, customizing, and organizing documents by using formatting and visual content that is appropriate for the information presented.  
 Pre-requisites: All required with a minimum grade of "C" in each  
     CIST 1001 – Computer Concepts  
     COMP 1000 – Introduction to Computers  
 Co-requisites: None
- CIST 2128            Comprehensive Spreadsheet Techniques (3)  
 This course provides students with knowledge in spreadsheet software. Spreadsheet topics include: creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually, and collaborating on and securing data.  
 Pre-requisites: All required with a minimum grade of "C" in each  
     CIST 1001 – Computer Concepts  
     COMP 1000 – Introduction to Computers  
 Co-requisites: None
- CIST 2129            Comprehensive Database Techniques (3)  
 This course provides a study of databases beginning with introductory topics and progressing through advanced development techniques. Topics include: advanced database concepts, advanced development techniques, data integration concepts, and troubleshooting and supporting databases.  
 Pre-requisites: All required with a minimum grade of "C" in each  
     CIST 1001 – Computer Concepts  
     COMP 1000 – Introduction to Computers  
 Co-requisites: None
- CIST 2130            Desktop Support Concepts (3)  
 This course is designed to give an overview to Desktop Support Management.  
 Pre-requisites: All required with a minimum grade of "C" in each  
     CIST 1122 – Hardware Installation and Maintenance  
     CIST 2127 – Comprehensive Word Processing Techniques  
     CIST 2128 – Comprehensive Spreadsheet Techniques  
 Co-requisites: None

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CIST 2212 Oracle Database Administration I (4)

This course enables the database student to implement and administer Oracle databases. Topics include: oracle logical architecture and administration tools, Oracle physical architecture and data dictionary views, performance monitoring and database security.

Pre-requisites: One required with a minimum grade of "C"

CIST 1210 – Introduction to Oracle Databases

CIST 1220 – Structured Query Language (SQL)

Co-requisites: None

CIST 2214 Oracle Database Administration II (4)

This course introduces participants to the critical task of planning and implementing database backup and recovery strategies. Topics include Backup and Recovery, Resource Management and Performance tuning, Globalization Support, and Diagnostic Tools.

Pre-requisites: CIST 2212 – Oracle Database Administration I with a minimum grade of "C"

Co-requisites: None

CIST 2216 Oracle Advanced Topics (4)

This course enables the database student to integrate database content and theory. The student will use Oracle application development tools and utilities to create and manage realistic database development projects. Topics include SQL and PL/SQL, Oracle Forms, Database Reports and Integrated Database Applications.

Pre-requisites: One required with a minimum grade of "C"

CIST 1210 – Introduction to Oracle Databases

CIST 1220 – Structured Query Language (SQL)

Co-requisites: None

CIST 2222 Administering Microsoft SQL Server (4)

Provides instruction on how to administer a Microsoft SQL server. Topics include: planning, installation and configuration, configuring and managing security, managing and maintaining data, monitoring and optimization, and troubleshooting.

Pre-requisites: All required with a minimum grade of "C" in each

CIST 1210 – Introduction to Oracle Database or CIST 1220 – Structured Query Language

CIST 2414 – Windows Server Administrator

Co-requisites: None

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CIST 2224            Designing and Implementing Databases with Microsoft SQL Server            (4)  
Shows how to design and implement a database solution using Microsoft SQL Server. Topics include: developing logical data model and physical design, creating data services, creating physical database, and maintaining a database.

Pre-requisites: One required with a minimum grade of "C"

    CIST 1210 – Introduction to Oracle Databases

    CIST 1220 – Structured Query Language (SQL)

Co-requisites: None

CIST 2311            Visual Basic I            (4)

Visual Basic I introduces event-driven programming. Common elements of Windows applications will be discussed created and manipulated using Microsoft's Visual Studio development environment. Topics include numeric data types and variables, decision making structures, arrays, validating input with strings and functions, repetition and multiple forms, test files, lists and common dialog controls.

Pre-requisites: All required with a minimum grade of "C" in each

    CIST 1001 – Computer Concepts

    CIST 1305 – Program Design and Development

    COMP 1000 – Introduction to Computers

Co-requisites: None

CIST 2312            Visual Basic II            (4)

Visual Basic II teaches client-server systems, n-tier development environments, relational databases, use of SQL to access data, the use of ADO.NET objects, methods and properties to access and update relational and XML databases. Advanced features of Visual Basic are explored.

Pre-requisites: CIST 2311 – Visual Basic I with a minimum grade of "C"

Co-requisites: None

CIST 2313            Visual Basic III            (4)

This course provides a look at advanced Web Programming techniques using Microsoft Visual Basic. Topics include class and object creation, advanced data access, communicating with server side programs, security, and advanced topics.

Pre-requisites: CIST 2312 – Visual Basic II with a minimum grade of "C"

Co-requisites: None





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- CIST 2412            Microsoft Server Directory Services (4)  
Provides students with knowledge and skills necessary to install, configure, manage, support and administer Microsoft Directory Services.  
Pre-requisites: All required with a minimum grade of "C" in each  
    CIST 1001 – Computer Concepts  
    COMP 1000 – Introduction to Computers  
Co-requisites: None
- CIST 2413            Microsoft Server Infrastructure (4)  
Provides students with knowledge and skills necessary to install, configure, manage, support and administer a Microsoft network infrastructure.  
Pre-requisites: All required with a minimum grade of "C" in each  
    CIST 1001 – Computer Concepts  
    CIST 1401 – Computer Networking Fundamentals  
    COMP 1000 – Introduction to Computers  
Co-requisites: None
- CIST 2414            Microsoft Server Administrator (4)  
Provides students with knowledge and skills necessary to install, configure, manage, support and administer Windows Server. Topics include server deployment, server management, monitor and maintain servers, application and data provisioning, and business continuity and high availability.  
Pre-requisites: All required with a minimum grade of "C" in each  
    CIST 1001 – Computer Concepts  
    COMP 1000 – Introduction to Computers  
Co-requisites: None
- CIST 2431            UNIX/Linux Introduction (4)  
This course introduces the UNIX/Linux operating system skills necessary to perform entry-level user functions. Topics include: history of UNIX/Linux, login and logout, the user environment, user password change, the file system, hierarchy tree, editors, file system commands as they relate to navigating the file system tree, UNIX/Linux manual help pages, using the UNIX/Linux graphical desktop, and command options. In addition, the student must be able to perform directory and file displaying, creation, deletion, redirection, copying, moving, linking files, wildcards, determining present working directory and changing directory locations.  
Pre-requisites: All required with a minimum grade of "C" in each  
    CIST 1001 – Computer Concepts  
    COMP 1000 – Introduction to Computers  
Co-requisites: None





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CIST 2451 Cisco Network Fundamentals (4)

This course provides students with classroom and laboratory experience in current and emerging network technology. Topics include basics of communication, converged networks, OSI and TCP/IP network models, Application layer protocols, services, and applications, Transport layer protocols and services, Network layer addressing and routing concepts, IPv4 and IPv6, calculating IPv4 subnets, Data Link layer and the encapsulation process, Physical layer components and data encoding, Ethernet and network protocol analysis, network cabling, and basic network configuration.

Pre-requisites: All required with a minimum grade of "C" in each

CIST 1001 – Computer Concepts

CIST 1401 – Computer Networking Fundamentals

COMP 1000 – Introduction to Computers

Co-requisites: None

CIST 2452 Cisco Routing and Switching Essentials (4)

This course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. Topics include switched networks, routing concepts, routing in a switched network, static and dynamic routing, Single-Area OSPF, Access Control Lists, and IP Services (DHCP and NAT).

Pre-requisites: CIST 2451 – Cisco Network Fundamentals with a minimum grade of "C"

Co-requisites: None

CIST 2453 Cisco Scaling Networks (4)

This course describes the architecture, components, and operations of routers and switches in larger and more complex networks. Students learn how to configure routers and switches for advanced functionality. Students will configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, and STP in both IPv4 and IPv6 networks. Students will also learn how to implement a WLAN in a small-to-medium network.

Pre-requisites: CIST 2452 – Cisco Routing and Switching Essentials with a minimum grade of "C"

Co-requisites: None

CIST 2454 Cisco Connecting Networks (4)

This course discusses the WAN technologies and network services required by converged applications in a complex network. Topics include introduction to WANs, private WAN technologies and protocols, Network Address Translation (NAT), public WAN technologies and protocols, network monitoring, and network troubleshooting.

Pre-requisites: CIST 2453 – Cisco Scaling Networks with a minimum grade of "C"

Co-requisites: None

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CIST 2602                    Network Security (4)

This course provides knowledge and the practical experience necessary to evaluate, implement and manage secure information transferred over computer networks. Topics include network security, intrusion detection, types of attacks, methods of attacks, security devices, basics of cryptography and organizational security elements.

Pre-requisites: All required with a minimum grade of "C" in each

    CIST 1401 – Computer Networking Fundamentals

    CIST 1601 – Information Security Fundamentals

Co-requisites: None

CIST 2612                    Computer Forensics (4)

This course examines the use of computers in the commission of crimes, collection, analysis and production of digital evidence. Students will use computer resources to explore basic computer forensic investigation techniques.

Pre-requisites: All required with a minimum grade of "C" in each

    CIST 1122 – Hardware Installation and Maintenance

    CIST 1601 – Information Security Fundamentals

Co-requisites: None

CIST 2921                    IT Analysis, Design, and Project Management (4)

IT Analysis, Design, and Project Management will provides a review and application of systems life cycle development methodologies and project management. Topics include: Systems planning, systems analysis, systems design, systems implementation, evaluation, and project management.

Pre-requisites: One required with a minimum grade of "C"

    CIST 1210 – Introduction to Oracle Databases or

    CIST 1220 – Structured Query Language (SQL)

    CIST 2311 – Visual Basic Programming I

    CIST 2341 – C# Programming I

    CIST 2361 – C++ Programming I

    CIST 2371 – Java Programming I

Co-requisites: None

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## **CLBT Clinical Laboratory Technology**

### **CLBT 1010 Introduction to Clinical Laboratory Technology (2)**

Introduces students to the terms, concepts, procedures, and equipment used in a professional clinical laboratory. Topics include: professional ethics and regulatory agencies; laboratory safety, equipment, and techniques; phlebotomy/specimen processing; related lab math, quality control concepts; process improvement; documentation and computer usage; and point of care testing. Practical experience in phlebotomy will be provided in the institution laboratory and/or the clinical setting.

Pre-requisites: Program Admission

Co-requisites: None

### **CLBT 1030 Urinalysis/Body Fluids (2)**

Provides theory and techniques required to conduct tests on urine and various body fluids. Theory and tests are related to disease states and diagnosis. Topics include: fundamental theory of urinalysis; basic urinalysis tests; correlation of urinalysis to disease states; related lab math; body fluid tests; special urinalysis and related testing; and safety and quality control.

Pre-requisites: None

Co-requisites: All required

BIOL 2113 – Anatomy and Physiology I

BIOL 2113L – Anatomy and Physiology Lab I

CLBT 1010 – Introduction to Clinical Laboratory Technology

### **CLBT 1040 Hematology/Coagulation (5)**

Introduces the fundamental formation, function, and degradation of blood cells. Topics include: reticuloendothelial system and blood cell formation, complete blood count and differential, other related blood test, related lab math, correlation of test results to disease states, coagulation and fibrinolysis, instrumentation for hematology and coagulation, critical values and blood cell dyscrasias, safety and quality control, and process improvement.

Pre-requisites: None

Co-requisites: All required

ALHS 1090 – Medical Terminology for Allied Health Sciences

BIOL 2113 – Anatomy and Physiology I

BIOL 2113L – Anatomy and Physiology Lab I

CLBT 1010 – Introduction to Clinical Laboratory Technology



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**CLBT 2090**            **Clinical Urinalysis, Serology and Preanalytic Specimen Process Practicum** (3)  
Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow through. Topics include: urinalysis tests, serological tests and techniques, blood and specimen processing, correlation of test results to disease states, safety and quality control, and quality assurance. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

Pre-requisites: All required with a minimum grade of "C" in each

CLBT 1010 – Introduction to Clinical Laboratory Technology

CLBT 1030 – Urinalysis/Body Fluids

CLBT 1050 – Serology/Immunology

Co-requisites: None

**CLBT 2100**            **Clinical Immunohematology Practicum** (4)

Provides students with an opportunity for in-depth application and reinforcement of immunohematology principles and techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow through. Topics include: specimen processing; slide and tube immunological techniques; criteria for special techniques; component and therapy practices; management of disease states; transfusion complications; safety; documentation/quality control; and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

Pre-requisites: CLBT 1060 – Immunohematology with a minimum grade of "C"

Co-requisites: None

**CLBT 2110**            **Clinical Hematology/Coagulation Practicum** (4)

Provides students with an opportunity for in-depth application and reinforcement of hematology/coagulation principles and techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow through. Topics include: complete blood count and differentials; other related blood tests; coagulation and fibrinolysis tests; correlation of test results to disease states and critical values; instrumentation; safety; documentation/quality control; and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

Pre-requisites: CLBT 1040 – Hematology/Coagulation with a minimum grade of "C"

Co-requisites: None

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CLBT 2120            Clinical Microbiology Practicum (4)

Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow through. Topics include: specimen inoculations; stains; culture work-ups; bacterial identification; anti-microbial sensitivity; media preparation; safety; documentation/quality control; and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

Pre-requisites: CLBT 1080 – Microbiology with a minimum grade of “C”

Co-requisites: None

CLBT 2130            Clinical Chemistry Practicum (4)

Provides students with an opportunity for in-depth application and reinforcement of chemistry principles and techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow through. Topics include: therapeutic drugs and toxicology; automated and manual chemistry; immuno chemistry; special chemistry; safety; correlation of test results to disease states and critical values; instrumentation; documentation/quality control; and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

Pre-requisites: CLBT 1070 – Clinical Chemistry with a minimum grade of “C”

Co-requisites: None

CLBT 2180            CLT Certification Review I (1)

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.

Pre-requisites: All required with a minimum grade of “C” in each

CLBT 1030 – Urinalysis/Body Fluids

CLBT 1040 – Hematology/Coagulation

CLBT 1050 – Serology/Immunology

Co-requisites: None

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CLBT 2190            CLT Certification Review II (1)  
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: immunohematology; clinical chemistry in solutions; microbiology; parasitology, mycology, mycobacteriology, and virology; and test taking skills.  
Pre-requisites: All required with a minimum grade of "C" in each  
    CLBT 1060 – Immunohematology  
    CLBT 1070 – Clinical Chemistry  
    CLBT 1080 – Microbiology  
Co-requisites: None

CLBT 2200            CLT Certification Review (2)  
Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for the medical laboratory technician level. Topics include review of: professional ethics, regulatory agencies, safety, and fundamental techniques; phlebotomy and specimen collection and processing; quality control concepts; computer applications; urinalysis and body fluids; hematology and coagulation; immunology and serology; immunohematology; clinical chemistry in solutions; microbiology; parasitology, mycology, mycobacteriology, and virology; and test taking skills.  
Pre-requisites: All required with a minimum grade of "C" in each  
    CLBT 1030 – Urinalysis/Body Fluids  
    CLBT 1040 – Hematology/Coagulation  
    CLBT 1050 – Serology/Immunology  
    CLBT 1060 – Immunohematology  
    CLBT 1070 – Clinical Chemistry  
    CLBT 1080 – Microbiology  
Co-requisites: None

**COFC Construction Fundamental Core**

COFC 1080            Construction Trades Core (4)  
This course introduces the student to the basic fundamentals of the construction trades. Topics include Basic Safety, Construction Math, Hand and Power Tools, Construction Drawings, Rigging, Materials Handling, and Job-Site Communication and Work Ethic Skills.  
Pre-requisites: None  
Co-requisites: None



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## **COLL College Success**

### **COLL 1000 College Success and Survival Skills (2)**

This course is designed to provide tools to assist students to acquire skill necessary to achieve academic and professional success in their chosen occupation/technical program of study. Topics include: getting off to a good start; learning and personality styles; time and money management; study and test taking skills; stress management and wellness; communication skills; and career exploration.

Pre-requisites: None

Co-requisites: None

## **COMP Introduction to Computers**

### **COMP 1000 Introduction to Computers (3)**

Introduces the fundamental concepts, terminology, and operations necessary to use computers. Emphasis is placed on basic functions and familiarity with computer use. Students will demonstrate basic understanding of computer concepts and apply a working knowledge of the Windows environment, file management, internet, online learning management systems, e-mail and applications including Word, Excel, Access, and PowerPoint in completion of projects/assignments.

Pre-requisites: READ 0097 or equivalent test score

Co-requisites: None

## **COSM Cosmetology**

### **COSM 1000 Introduction to Cosmetology Theory (4)**

Introduces fundamental theory and practices in the cosmetology profession. Emphasis will be placed on professional practices and safety. Topics include: state rules, and regulations; state regulatory agency, image; bacteriology; decontamination and infection control, chemistry fundamentals, safety, Hazardous Duty Standards Act compliance, and anatomy and physiology.

Pre-requisites: Program Admission

Co-requisites: None

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COSM 1010      Chemical Texture Services (3)

Provides instruction in the chemistry and chemical reactions of permanent wave solutions and relaxers, application of permanent waves and relaxers. Precautions and special problems involved in applying permanent waves and relaxers will be emphasized. Topics include: permanent wave techniques, chemical relaxer techniques, chemistry, physical and chemical change, safety procedures, permanent wave and chemical relaxer application procedures, hair analysis, scalp analysis, permanent wave procedures (in an acceptable time frame), relaxer application (in an acceptable time frame), and Hazardous Duty Standards Act Compliance.

Pre-requisites: None

Co-requisites: COSM 1000 – Introduction to Cosmetology Theory

COSM 1020      Hair Care and Treatment (3)

Introduces the theory, procedures and products used in the care and treatment of the scalp and hair, disease and disorders and their treatments and the fundamental theory and skills required to shampoo, condition, and recondition the hair and scalp.

Pre-requisites: None

Co-requisites: COSM 1010 – Chemical Texture Services

COSM 1030      Haircutting (3)

Introduces the theory and skills necessary to apply haircutting techniques, advanced haircutting techniques, proper safety and decontamination precautions, hair design elements, cutting implements, head, hair and body analysis, and client consultation.

Pre-requisites: None

Co-requisites: COSM 1010 – Chemical Texture Services

COSM 1040      Styling (3)

Introduces the fundamental theory and skills required to create shapings, pin curls, fingerwaves, roller placement, blow dry styling, thermal curling, thermal pressing, thermal waving, artificial hair and augmentation, and comb-outs. Laboratory training includes styling training on manikin. Topics include: braiding/intertwining hair, styling principles, pin curls, roller placement, fingerwaves, skip waves, ridge curls, blow dry styling, thermal curling, thermal pressing, thermal waving, artificial hair and augmentation, comb-outs, and safety precautions.

Pre-requisites: None

Co-requisites: COSM 1030 – Haircutting

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- COSM 1050 Hair Color (3)**  
Introduces the theory and application of temporary, semipermanent, demipermanent-deposit only, and permanent hair coloring, hair lightening, and color removal products and application. Topics include: principles of color theory, hair structure, color, tone, classifications of color, hair lightening, color removal, application procedures, safety precautions, client consultation, product knowledge, haircolor challenges, corrective solutions, and special effects.  
Pre-requisites: None  
Co-requisites: COSM 1040 – Styling
- COSM 1060 Fundamentals of Skin Care (3)**  
This course provides a comprehensive study in care of the skin for theory and practical application. Emphasis will be placed on client consultation, safety precautions, skin conditions, product knowledge, basic facials, facial massage, corrective facial treatments, hair removal, and make-up application. Other topics in this course include advanced skin treatments in electrotherapy, light therapy, galvanic current, high frequency, and microdermabrasion.  
Pre-requisites: None  
Co-requisites: COSM 1050 – Hair Color
- COSM 1070 Nail Care and Advanced Techniques (3)**  
Provides training in manicuring, pedicuring and advanced nail techniques. Topics include: implements, products and supplies, hand and foot anatomy and Physiology, diseases and disorders, manicure techniques, pedicure techniques, nail product chemistry, safety precautions and practices, and advanced nail techniques (wraps/tips/acrylics).  
Pre-requisites: None  
Co-requisites: COSM 1000 – Introduction to Cosmetology Theory
- COSM 1080 Physical Hair Services Practicum (3)**  
Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is required by the Georgia State Board of Cosmetology. This course includes a portion of the required hours for licensure. Topics include: scalp and hair treatments; haircutting; styling; dispensary; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.  
Pre-requisites: All required  
COSM 1000 – Introduction to Cosmetology Theory  
COSM 1020 – Hair Care and Treatment  
COSM 1030 – Haircutting  
COSM 1040 – Styling  
Co-requisites: None

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COSM 1090 Hair Services Practicum I (3)

This course provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is prescribed by the Georgia State Board of Cosmetology. This course includes a portion of the hours required for licensure. Topics include: permanent waving and relaxers; hair color, foiling, lightening, hair and scalp treatments; haircutting; clipper design, precision cutting, styling; dispensary; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; product knowledge, customer service skills, client retention, State Board Rules and Regulations guidelines, and State Board foundation prep.

Pre-requisites: All required

COSM 1000 – Introduction to Cosmetology Theory

COSM 1010 – Chemical Texture Services

COSM 1020 – Hair Care and Treatment

COSM 1030 – Haircutting

COSM 1040 – Styling

COSM 1050 – Hair Color

Co-requisites: None

COSM 1100 Hair Services Practicum II (3)

Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications for completion of state board service credit requirements for this course may be met in a laboratory setting. Topics include: texture services; permanent waving and relaxers; haircolor and lightening; hair and scalp treatment; haircutting; styling; dispensary; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

Pre-requisites: None

Co-requisites: COSM 1090 – Hair Services Practicum I

COSM 1110 Hair Services Practicum III (3)

This course provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting. Topics include: permanent waving and relaxers; hair color and lightening; hair and scalp treatments; haircutting; dispensary; styling; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; and state licensure preparation.

Pre-requisites: None

Co-requisites: COSM 1100 – Hair Services Practicum II

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COSM 1115 Hair Services Practicum IV (2)

This course provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting. Topics include: permanent waving and relaxers; hair color and lightening; hair and scalp treatments; haircutting; dispensary; styling; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; and state licensure preparation.

Pre-requisites: None

Co-requisites: COSM 1110 – Hair Services Practicum III

COSM 1120 Salon Management (3)

Emphasizes the steps involved in opening and operating a privately owned salon. Topics include: law requirements regarding employment, tax payer education / federal and state responsibilities, law requirements for owning and operating a salon business, business management practices, and public relations and career development.

Pre-requisites: None

Co-requisites: COSM 1060 – Fundamentals of Skin Care

COSM 1125 Skin and Nail Care Practicum (2)

This course provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications for completion of state board service credit requirements for this course may be met in a laboratory setting. Topics include: skin treatment; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

Pre-requisites: None

Co-requisites: All required

COSM 1060 – Fundamentals of Skin Care

COSM 1070 – Nail Care and Advanced Techniques

COSM 2000 Instructional Theory and Documentation (4)

Introduces the fundamental theory and practices of the cosmetology instructor profession.

Emphasis will be placed on fostering and providing educational training in the field of Cosmetology. Topics include: state and local laws, rules and regulations, professional image, effective communication, theory of instruction, Hazardous Duty Standards Act Compliance, career opportunities, documentation for attendance, grades, student service and theory hours, basic record keeping, and effective use of an advisory committee.

Pre-requisites: Program Admission

Co-requisites: None

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- COSM 2010 Salon Management (3)**  
Emphasizes the steps involved in the operation of a cosmetology program. Topics include: entry-level skills, communication skills, inventory, networking, and portfolio design.  
Pre-requisites: None  
Co-requisites: COSM 2000 – Instructional Theory and Documentation
- COSM 2020 Principles of Teaching (3)**  
Provides knowledge and application on the principles of teaching. Topics include: educator to learner relationships, communication skills, emotional influences, needs of today's learner, destructive versus constructive tactics, learner motivation, and cultivating positive relationships.  
Pre-requisites: None  
Co-requisites: COSM 2010 – Salon Management
- COSM 2030 Lesson Plans (3)**  
Emphasizes the steps involved in the development of a lesson plan. Topics include: development of curriculum, instructional outcomes, components of a lesson plan, using visual aids, print materials and audio visuals in a lesson plan.  
Pre-requisites: None  
Co-requisites: COSM 2020 – Principles of Teaching
- COSM 2040 Classroom Management (3)**  
Emphasis will be placed on classroom management, professionalism in the classroom and dynamic clinic teaching. Topics include: classroom management, managing learner behavior, managing difficult learners, classroom arrangements, clinic environment, and academic advising and counseling.  
Pre-requisites: None  
Co-requisites: COSM 2030 – Lesson Plans
- COSM 2050 Instruction and Evaluation (2)**  
Identify the characteristics of the different learner types, teaching methods, and measuring student learning outcomes. Topics include: challenges for all learner styles, lecturing, preparing for a lecture method of teaching, testing, academic policy, rubrics, special learner needs, multiple-category grading system.  
Pre-requisites: None  
Co-requisites: COSM 2040 – Classroom Management

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COSM 2060          Practicum I (3)

Provides experience necessary for professional development and completion of requirements for Instructor training state licensure. Emphasis will be placed on the trainee's display of professional conduct, positive attitude, and evaluation of learners in a classroom/lab setting. The requirements for this course may be met in a classroom/laboratory setting. Topics include monitoring and evaluating in the following areas: theory/online testing; permanent waving and relaxers; hair color and bleaching; skin, scalp, and hair treatments; haircutting; dispensary; styling; manicure/pedicure/advanced nail techniques; dispensary; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance.

Pre-requisites: All required

COSM 2000 – Instructional Theory and Documentation

COSM 2010 – Salon Management

COSM 2020 – Principles of Teaching

COSM 2030 – Lesson Plans

COSM 2040 – Classroom Management

COSM 2050 – Instruction and Evaluation

Co-requisites: None

COSM 2070          Practicum II (3)

Provides experience necessary for professional development and completion of requirements for instructor training state licensure requirements. Emphasis will be placed on the trainee's display of professional conduct, positive attitude, and evaluation of learners in a lab setting. The requirements for this course may be met in a classroom/laboratory setting. Topics include monitoring and evaluating in the following areas: permanent waving and relaxers; hair color and lightening; skin, scalp, and hair treatments; haircutting; dispensary; styling; manicure/pedicure/advanced nail techniques; dispensary; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance.

Pre-requisites: None

Co-requisites: COSM 2060 – Practicum I

**CRJU Criminal Justice**

CRJU 1010          Introduction to Criminal Justice (3)

Introduces the development and organization of the criminal justice system in the United States. Topics include: the American criminal justice system; constitutional limitations; organization of enforcement, adjudication, and corrections; and career opportunities and requirements.

Pre-requisites: Program Admission

Co-requisites: None

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- CRJU 1021 Private Security (3)  
Provides an orientation to the development, philosophy, responsibility, and function of the private security industry. A historical and philosophical perspective of private security will help students better understand the present stage of private security, its principles, its legal authority and its effect on society in general. Topics include: private security: an overview; basic security goals and responsibilities; when prevention fails; and security systems at work: putting it all together.  
Pre-requisites: Program Admission  
Co-requisites: None
- CRJU 1030 Corrections (3)  
Provides an analysis of all phases of the American correctional system and practices, including its history, procedures, and objectives. Topics include: history and evolution of correctional facilities; legal and administrative problems; institutional facilities and procedures; probation, parole, and prerelease programs; alternative sentencing; rehabilitation; community involvement; and staffing.  
Pre-requisites: Program Admission  
Co-requisites: None
- CRJU 1040 Principles of Law Enforcement (3)  
This course examines the principles of the organization, administration, and duties of federal, state and local law enforcement agencies. Topics include: history and philosophy of law enforcement, evaluation of administrative practices, problems in American law enforcement agencies, emerging concepts, professionalism, and community crime prevention programs.  
Pre-requisites: CRJU 1010 – Introduction to Criminal Justice with a minimum grade of “C”  
Co-requisites: None
- CRJU 1043 Probation and Parole (3)  
This course will cover the history of both juvenile and adult probation as well as the history of parole. The probation and parole systems will be covered generally with a special emphasis on the Georgia systems and related laws. Topics include: history and philosophy of probation and parole; function of the probation and parole systems; Georgia law related to probation and parole; characteristics and roles of probation and parole officers; and special issues and programs of probation and parole.  
Pre-requisites: CRJU 1010 – Introduction to Criminal Justice with a minimum grade of “C”  
Co-requisites: CRJU 1030 – Corrections
- CRJU 1052 Criminal Justice Administration (3)  
This course explores the managerial aspects of effective and efficient police administration. Emphasis is directed towards increasing organizational skills and overcoming interdepartmental and inter-agency non-communication. Topics include: environmental management, human resources, and organizational concerns.  
Pre-requisites: CRJU 1010 – Introduction to Criminal Justice with a minimum grade of “C”  
Co-requisites: CRJU 1040 – Principles of Law Enforcement





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CRJU 1068 Criminal Law for Criminal Justice (3)

This course introduces criminal law in the United States, but emphasizes the current specific status of Georgia criminal law. The course will focus on the most current statutory contents of the Official Code of Georgia Annotated (O.C.G.A.) with primary emphasis on the criminal and traffic codes. Topics include: historic development of criminal law in the United States; statutory law, Georgia Code (O.C.G.A.) Title 16 Crimes and Offenses; statutory law, Georgia Code (O.C.G.A.) Title 40 – Motor Vehicle and Traffic Offenses; and Supreme Court rulings that apply to criminal law.

Pre-requisites: All required with a minimum grade of “C” in each

CRJU 1010 – Introduction to Criminal Justice

CRJU 1040 – Principles of Law Enforcement

Co-requisites: None

CRJU 1075 Report Writing (3)

Explains and demonstrates the effectiveness of the entire criminal investigation process by the quality of notes reports, and accurate documentation. An examination of what goes into the preparation, content, elements, mechanics, and format of documenting the criminal investigation process. Topics include: Field notes, initial information, observations, evidence, victims, witnesses, property, neighborhood canvass, crime scene, laboratory analysis and results, investigative follow-up, suspect statements, and the characteristics essential to quality report writing.

Pre-requisites: CRJU 1010 – Introduction to Criminal Justice with a minimum grade of “C”

Co-requisites: None

CRJU 1400 Ethics and Cultural Perspectives for Criminal Justice (3)

This course provides an exploration ethics and cultural perspectives in criminal justice. In presenting ethics, both the individual perspective and the organizational standpoint will be examined. Four areas of ethical decision making opportunities are studied including: law enforcement ethics; correctional ethics; legal profession ethics; and policymaking ethics. The presentation of cultural perspectives is designed to aid law enforcement officers to better understand and communicate with members of other cultures with whom they come in contact in the line of duty. Topics include: defining and applying terms related to intercultural attitudes, role-play activities related to intercultural understanding, developing interpersonal/intercultural communication competence, and development of personal intercultural growth plan.

Pre-requisites: CRJU 1010 – Introduction to Criminal Justice with a minimum grade of “C”

Co-requisites: None

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CRJU 2020            Constitutional Law for Criminal Justice            (3)

This course emphasizes those provisions of the Bill of Rights which pertain to criminal justice. Topics include: characteristics and powers of the three branches of government; principles governing the operation of the U.S. Constitution, the Bill of Rights and the Fourteenth Amendment.

Pre-requisites: All required with a minimum grade of "C" in each

CRJU 1010 – Introduction to Criminal Justice

CRJU 1068 – Criminal Law for Criminal Justice

Co-requisites: None

CRJU 2050            Criminal Procedure            (3)

Introduces the procedural law of the criminal justice system which governs the series of proceedings through which government enforces substantive criminal law. The course offers an emphasis on the laws of arrest and search and seizure; the rules of evidence, right to counsel, and the rights and duties of both citizens and officers. The course covers in depth appropriate Case Law and court rulings that dictate criminal procedure on the State and Federal Level.

Pre-requisites: All required with a minimum grade of "C" in each

CRJU 1010 – Introduction to Criminal Justice

CRJU 1068 – Criminal Law for Criminal Justice

Co-requisites: None

CRJU 2060            Criminology            (3)

Introduces the nature, extent, and factors related to criminal behavior, and the etiology of criminal offenses and offenders. Topics include: sociological, psychological, and biological causes of crime; effectiveness of theories in explaining crime; theory integration; and application of theory to selected issues.

Pre-requisites: CRJU 1010 – Introduction to Criminal Justice with a minimum grade of "C"

Co-requisites: None

CRJU 2070            Juvenile Justice            (3)

Analyzes the nature, extent, and causes of juvenile delinquency, and examines processes in the field of juvenile justice. Topics include: survey of juvenile law, comparative analysis of adult and juvenile justice systems, and prevention and treatment of juvenile delinquency.

Pre-requisites: CRJU 1010 – Introduction to Criminal Justice with a minimum grade of "C"

Co-requisites: None

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CRJU 2090            Criminal Justice Practicum (3)  
Provides experiences necessary for further professional development and exposure to related agencies in the criminal justice field. The student will pursue a professional research project supervised by the instructor. Topics include: criminal justice theory applications.  
Pre-requisites: All required with a minimum grade of "C" in each  
    CRJU 1010 – Introduction to Criminal Justice  
    CRJU 1030 – Corrections  
    CRJU 1040 – Principles of Law Enforcement  
    CRJU 1068 – Criminal Law for Criminal Justice  
    CRJU 1075 – Report Writing  
    CRJU 1400 – Ethics and Cultural Perspectives for Criminal Justice  
    CRJU 2020 – Constitutional Law for Criminal Justice  
    CRJU 2050 – Criminal Procedure  
    CRJU 2070 – Juvenile Justice  
    CRJU 2201 – Criminal Courts  
Co-requisites: None

CRJU 2100            Criminal Justice Externship (3)  
Provides experiences necessary for further professional development and exposure to related agencies in the criminal justice field. The student will pursue an externship in a related agency supervised by the instructor. Topics include: criminal justice theory applications.  
Pre-requisites: All required with a minimum grade of "C" in each  
    CRJU 1010 – Introduction to Criminal Justice  
    CRJU 1030 – Corrections  
    CRJU 1040 – Principles of Law Enforcement  
    CRJU 1068 – Criminal Law for Criminal Justice  
    CRJU 1075 – Report Writing  
    CRJU 1400 – Ethics and Cultural Perspectives for Criminal Justice  
    CRJU 2020 – Constitutional Law for Criminal Justice  
    CRJU 2050 – Criminal Procedure  
    CRJU 2070 – Juvenile Justice  
    CRJU 2201 – Criminal Courts  
Co-requisites: None

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CRJU 2110 Homeland Security (3)

The course provides an introduction to the principles of homeland security, roles and responsibilities of constituencies and implications for criminal justice fields. Topics include: intelligence and warning, border and transportation security, domestic counterterrorism, protecting critical infrastructure, defending against catastrophic threats, and emergency preparedness and response.

Pre-requisites: All required with a minimum grade of "C" in each

CRJU 1010 – Introduction to Criminal Justice

CRJU 1068 – Criminal Law for Criminal Justice

Co-requisites: None

CRJU 2150 Cybercrime Investigations (3)

Course Description: This course is designed to address the fundamental principles of different types of cybercrime investigations, and the specific procedures used to investigate them.

Emphasis is placed on the investigation of specific offenses, the identification of sources of information, and the procedures used to properly collect and store digital evidence. The course is designed to develop a working knowledge of the investigative steps to be followed in a cybercrime investigation, beginning with initial crime scene security and concluding with proper testimony and presentation of evidence in court. This course includes study designed to reinforce important investigative and forensic evidence collection skills.

Pre-requisites: All required

CRJU 1010 – Introduction to Criminal Justice

CRJU 2050 – Criminal Procedure

Co-requisites: None

CRJU 2201 Criminal Courts (3)

This course examines the historical context on the development, functions, and controversies in the courts system. Topics include: introduction to the courts; participants of a trial; courtroom processes; and the post conviction process.

Pre-requisites: All required with a minimum grade of "C" in each

CRJU 1010 – Introduction to Criminal Justice

CRJU 2020 – Constitutional Law for Criminal Justice

Co-requisites: None



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CTDL 1060            Straight Truck and Passenger Vehicle Advanced Oper            (4)  
Advanced Operations focuses on developing students' driving skills under actual road conditions. The classroom part of the course stresses safe operating practices. These safe operating practices are then integrated into the development of driving skills on the road. Each student must receive at least twelve (12) hours behind-the-wheel (BTW) instructional time on the street/road. In addition the student must have a minimum program total of forty-four (44) hours BTW instructional time in any combination (with CTDL 1050) of range and street/road driving. Note: State law requires that whenever a vehicle is operated on public roads an instructor must be present in the truck while a student is driving.  
Pre-requisites: None  
Co-requisites: CTDL 1050 – Straight Truck/Passenger Vehicle Basic Operation a

### **DFTG Drafting**

DFTG 1015            Practical Geometry and Trigonometry for Drafting Technology            (3)  
This course introduces and develops basic geometric and trigonometric concepts. Course content will emphasize geometric concepts and trigonometric concepts as they pertain to drafting/CAD.  
Pre-requisites: MATH 1013 – Algebraic Concepts  
Co-requisites: None

DFTG 1101            CAD Fundamentals            (4)  
Establishes safety practices as they relate to a drafting environment. Introduces basic CAD functions while presenting essential principles and practices for line relationships, scale, and geometric construction.  
Pre-requisites: COMP 1000 – Introduction to Computers  
Co-requisites: None

DFTG 1103            Multiview/Basic Dimensioning            (4)  
Multiview/Basic Dimensioning provides multiview and pictorial sketching, orthographic drawing and fundamental dimensioning methods necessary to develop 2D and 3D views that completely describe machine parts for manufacture using intermediate CAD software techniques.  
Pre-requisites: None  
Co-requisites: DFTG 1101 – CAD Fundamentals

DFTG 1105            3D Mechanical Modeling            (4)  
In the 3D Mechanical Modeling course, the student becomes acquainted with concepts of the software related to Parametric modeling for mechanical drafting. The student will develop the skills necessary to create 3D models and presentation/working drawings.  
Pre-requisites: DFTG 1103 – Multiview/Basic Dimensioning  
Co-requisites: None





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- DFTG 1127            Architectural 3D Modeling (4)  
In the Architectural 3D Modeling course, the student becomes acquainted with concepts of the software related to parametric modeling for Architectural drafting. The student will develop the skills necessary to create 3D models and presentation/constructions drawings.  
Pre-requisites: None  
Co-requisites: DFTG 1125 – Architectural Fundamentals
- DFTG 1129            Residential Drawing I (4)  
Introduces the essential skills necessary for assessing the expected materials, labor requirements and costs for given structures or products also students will be introduced to architectural drawing skills necessary to produce a basic set of construction drawings given floor plan information. Topics include: material take-offs; footing and foundation; floor plans; exterior elevations; site plans; and construction drawing techniques/practices.  
Pre-requisites: DFTG 1127 – Architectural 3D Modeling  
Co-requisites: None
- DFTG 1131            Residential Drawing II (4)  
Continues in-depth architectural drawing practice and develops architectural design skills. Plans are designed to meet applicable codes. Topics include: material take-offs; footing and foundation; floor plans; exterior elevations; site plans; and construction drawing techniques/practices.  
Pre-requisites: DFTG 1129 – Residential Drawing I  
Co-requisites: None
- DFTG 1133            Commercial Drawing I (4)  
Introduces commercial drawing skills necessary to produce construction drawings given floor plan information. Topics include: structural steel detailing, reflected ceiling plans, rebar detailing, and commercial construction drawings.  
Pre-requisites: None  
Co-requisites: DFTG 1131 – Residential Drawing II
- DFTG 2010            Engineering Graphics (4)  
Covers the basics of computer terminology, input and output devices, file formatting, file management, for CAD software. Introduces students to the fundamentals of geometric construction, scale reading line relationship and basic history of the drafting concepts. Student will also be introduced to basic and intermediate CAD commands and procedures, and drafting concepts and principals.  
Pre-requisites: MATH 1013 or MATH 1111  
Co-requisites: None



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DFTG 2400          Drafting Technology Practicum/Internship 4 (4)  
Provides an approved industry-like setting where the student develops and sharpens skills.  
Emphasis is placed on production standards achievement and quality control.  
Pre-requisites: None  
Co-requisites: None

**DIET Diesel Equipment Technology**

DIET 1000          Introduction to Diesel Technology, Tools, and Safety (3)  
This course introduces basic knowledge and skills the student must have to succeed in the Diesel Equipment Technology field. Topics include an overview of diesel powered vehicles, diesel technology safety skills, basic tools and equipment, reference materials, measuring instruments, shop operation, mechanical fasteners, welding safety, and basic welding skills. Classroom and lab experiences on safety, precision measuring, and basic shop practices are highly emphasized.  
Pre-requisites: Provisional Admission  
Co-requisites: None

DIET 1010          Diesel Electrical and Electronic Systems (7)  
This course introduces students to electrical and electronic systems used on medium/heavy duty trucks and heavy equipment. Topics include: general electrical system diagnosis, battery diagnosis and repair, starting system diagnosis and repair, charging system diagnosis and repair, lighting system diagnosis and repair, gauges and warning devices, and an introduction and familiarization with electrical and electronic systems.  
Pre-requisites: None  
Co-requisites: DIET 1000 – Introduction to Diesel Technology, Tools, and Safety

DIET 1020          Preventive Maintenance (5)  
This course introduces preventive maintenance procedures pertaining to medium/heavy duty trucks and heavy equipment. Topics include: engine systems; cab and hood; heating, ventilation and air conditioning (HVAC); electrical and electronics; frame and chassis.  
Pre-requisites: None  
Co-requisites: DIET 1010 – Diesel Electrical and Electronic Systems

DIET 1030          Diesel Engines (7)  
This course introduces diesel engines used in medium/heavy duty trucks and heavy equipment. Topics include: general engine diagnosis, cylinder head and valve train, engine block, engine lubrication system, hydraulic pumps, engine cooling, air induction, exhaust, fuel supply systems, electronic fuel management, and engine brakes. Using and interpreting test and measuring equipment is highly emphasized.  
Pre-requisites: None  
Co-requisites: DIET 1010 – Diesel Electrical and Electronic Systems

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DIET 1040 Diesel Truck and Heavy Equipment HVAC Systems (3)

This course introduces systems used in medium/heavy duty trucks and heavy equipment. Classroom instruction on HVAC theory and operation along with local, state, and federal regulations are strongly emphasized. Topics include: HVAC safety, HVAC system theory and operation, A/C system component diagnosis and repair, HVAC system diagnosis and repair, HVAC operating systems and related controls, and refrigeration recovery, recycling, and handling procedures.

Pre-requisites: None

Co-requisites: DIET 1010 – Diesel Electrical and Electronic Systems

DIET 2000 Truck Steering and Suspension Systems (4)

This course introduces steering and suspension systems used on medium/heavy trucks. Classroom instruction on Federal Motor Vehicle Safety Standards (FMVSS) is strongly emphasized. Topics include: hydraulic assist steering systems; suspension systems; wheel alignment diagnosis, adjustment, and repair; wheels and tires; and frame and coupling devices.

Pre-requisites: None

Co-requisites: DIET 1000 – Introduction to Diesel Technology, Tools, and Safety

DIET 2100 Truck Brake Systems (4)

This course introduces air and hydraulic brake systems used on medium/heavy duty trucks. Classroom theory on brake systems along Federal Motor Vehicle Safety Standards (FMVSS) is strongly emphasized. Topics include: introduction to hydraulic systems and safety; air brakes air supply and system service; air brakes mechanical service; parking brakes; hydraulic brake system and service; hydraulic brakes mechanical service; hydraulic brakes power assist units; anti lock brake systems (ABS) and automatic traction control (ATC); and wheel bearings.

Pre-requisites: None

Co-requisites: All required

DIET 1000 – Introduction to Diesel Technology, Tools, and Safety

DIET 1010 – Diesel Electrical and Electronic Systems

DIET 2020 Truck Drivetrains (6)

This course introduces power train systems used on medium/heavy duty trucks. Topics include: introduction to power trains, clutches and flywheels, powertrain electronic systems, auto-shift mechanical transmissions, power take-offs, truck drive lines, differentials and final drives, torque converters, and automatic transmissions.

Pre-requisites: None

Co-requisites: All required

DIET 1000 – Introduction to Diesel Technology, Tools, and Safety

DIET 1010 – Diesel Electrical and Electronic Systems

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## **DMPT Design and Media Production**

### **DMPT 1000 Introduction to Design and Media Production (6)**

Covers the basics of computer terminology, operating systems, and input and output devices, file formatting, file management, and overview of software. Introduces students to the fundamentals of design concepts, including design, composition and layout, color theory and typography

Pre-requisites: Program Admission

Co-requisites: None

### **DMPT 1005 Vector Graphics (5)**

This course is an introduction to the creation of vector imagery. Students will learn to draw illustrations, transform objects, work with layers, patterns, brushes, and filters, use effects and create graphics for the various applications. The focus will be on learning the essential tools, basic operation and commands used in the creation of vector graphics used in different media fields.

Pre-requisites: DMPT 1000 – Introduction to Design and Media Production

Co-requisites: None

### **DMPT 1010 Raster Imaging (5)**

In the Raster Imaging course, the student becomes acquainted with the concepts and software related raster image manipulation. The student is introduced to the workspace and tools used in an image editing software and will learn basic image editing techniques.

Pre-requisites: DMPT 1000 – Introduction to Design and Media Production

Co-requisites: None

### **DMPT 1500 Introduction to Television Production (4)**

An introduction to the fundamentals of television production. Students will be introduced to the process of television production, technical aspects of video signals, video cameras, video processing, television lighting, audio related to television production, producing, directing, editing, video recording and playback operation. Students will participate in studio production including producing and directing projects. Production theory, terminology, and production techniques are also introduced, with an emphasis on the function and operation of equipment to achieve basic broadcast production skills.

Pre-requisites: All required

ENGL 1101 – Composition and Rhetoric

MATH 1111 – College Algebra

Co-requisites: None

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- DMPT 1505 Introduction to Digital Post Production (4)  
This course is an introduction to basic video editing techniques used in digital video production with non-linear video editing software. The student will learn to perform basic editing functions and include the acquisition and management, shot sequencing, finishing and output.  
Pre-requisites: DMPT 1500 – Introduction to Television Production  
Co-requisites: None
- DMPT 1600 Introduction to Video Production (4)  
This course is an introduction to the creative and technical aspects of video production. Students will learn the basic terminology and techniques of video production through analysis of produced video works as well as hands-on experience. Students will be introduced to basic digital video production including: pre-production and planning, camera operation and framing, lighting, sound, and post-production with basic editing.  
Pre-requisites: None  
Co-requisites: None
- DMPT 2100 Identity Design (4)  
This course focuses on the design challenges associated with the development of symbol systems, logos, environmental graphics and information graphics. Students will use their knowledge of vector and raster applications for further study into the use of typographic treatment and graphic images.  
Pre-requisites: None  
Co-requisites: None
- DMPT 2105 Page Layout (4)  
This course is an introduction to graphic design production using page layout software. Students will be introduced to the essential terminology, tools, and stages of workflow in the graphic design process.  
Pre-requisites: None  
Co-requisites: None
- DMPT 2110 Publication Design (4)  
Using skills learned in the page layout course, students will design projects relating to the challenges associated with multiple page formats.  
Pre-requisites: Program Instructor Approval  
Co-requisites: None
- DMPT 2115 Advertising and Promotional Design (4)  
Using skills learned in the page layout course, students will design projects for advertising and promotion of products and services.  
Pre-requisites: Program Instructor Approval  
Co-requisites: None

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- DMPT 2120          Prepress and Output (4)  
This course is an in-depth introduction to the graphic prepress production process. Through hands-on projects, the student will experience the challenges involved in successful graphic prepress production.  
Pre-requisites: Program Instructor Approval  
Co-requisites: None
- DMPT 2300          Foundations of Interface Design (4)  
This course lays the foundation for an in-depth study of web Interface design. Students will be exposed to the basics of design fundamentals, information architecture, interface structure, and graphic element creation. These studies will be used as a basis to develop comprehensive web layouts and navigation systems. Topics include: design elements, project planning, thumbnails and wireframes, web anatomy, sitemap and user-flows, common usability problems, UI libraries and mock-ups.  
Pre-requisites: None  
Co-requisites: None
- DMPT 2305          Web Interface Design (4)  
This course introduces best practices for interaction design and user experience. This course begins with a review of static page design and progresses into Cascading Style Sheet (CSS) construction. Students will be introduced to JavaScript as a means of expanding page interactivity. Students will learn to upload websites, retrieve, and replace pages on a server.  
Pre-requisites: DMPT 2300 – Foundations of Interface Design  
Co-requisites: None
- DMPT 2310          Animation for Web (4)  
This course begins with Keyframe animation and Tween animation and then progresses into code driven functionality. Students will be introduced to ActionScript or a similar language and use it to incorporate interactive navigation elements, sound and video files.  
Pre-requisites: None  
Co-requisites: None
- DMPT 2315          Dynamic Web Design (4)  
This course begins with Cascading Style Sheets (CSS) and moves into Dynamic Database Driven Web Page Development. Students will be introduced to database connectivity and data exchange using forms along with advanced client-side scripting. Students will also explore advanced scripting for 2D vector animation.  
Pre-requisites: DMPT 2300 – Foundations of Interface Design  
Co-requisites: None

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- DMPT 2320            Interactive Multimedia for Web (4)  
This course provides an opportunity to explore the latest trends and technologies related to live media, rich media, and virtual interactivity for the internet. Students will produce interactive and rich media content using sound, motion graphics, and 3D graphics.  
Pre-requisites: Program Instructor Approval  
Co-requisites: None
- DMPT 2400            Basic 3D Modeling and Animation (4)  
An introduction to 3D Animation software and component visualization. Students will be introduced to software and basic techniques to begin creating models and material for animation projects. Students will also be introduced to basic lighting and animation concepts so that they will be able to develop a complete animation using 3D software at the end of this course.  
Pre-requisites: DMPT 1000 – Introduction to Design and Media Production  
Co-requisites: None
- DMPT 2405            Intermediate 3D Modeling (4)  
This course covers the fundamentals of computer geometry by creating the basic elements that make computer models: surfaces, NURBS, polygon, mesh and subdivisions. Students will also be introduced to production techniques that includes preparing reference images for modeling aid, rendering and output of models.  
Pre-requisites: DMPT 2400 – Basic 3D Modeling and Animation  
Co-requisites: None
- DMPT 2410            Digital, Texture and Lighting (4)  
Introduces the students to concepts for creating textures and lighting for 3D computer graphics. Students will explore in-depth the various ways to create and apply texture and lighting to the 3D models.  
Pre-requisites: None  
Co-requisites: DMPT 2405 – Intermediate 3D Modeling
- DMPT 2415            Character Rigging (4)  
This course introduces fundamental rigging techniques used to prepare a modeled character for animation. The course will focus on the essential tools and techniques, used for body and facial character rigging, skinning, skin weighting, and blend shapes.  
Pre-requisites: DMPT 2410 – Digital, Texture and Lighting  
Co-requisites: None



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- DMPT 2420            3D Production and Animation (4)  
This course will focus on tying together all the various stages of production, including concept development, materials creation, rigging and animation, and post-production.  
Pre-requisites:  
DMPT 2400            Basic 3D Modeling and Animation  
Co-requisites: None
- DMPT 2505            Intermediate Digital Post Production (4)  
The student will be introduced to non-linear systems advanced features. The focus will be on audio, titling, effects, aesthetics, keyboard shortcuts and other advanced operations. The student will also work under rigid timelines and specific guidelines to acquaint the student to tight deadline practices of the television industry.  
Pre-requisites: None  
Co-requisites: None
- DMPT 2510            Field Video Production (4)  
This course applies the concepts and practices of field video production. The class will be introduced to portable video equipment, and field production practices and techniques including Electronic News Gathering (ENG) and Electronic Field Production (EFP). The student will produce several projects executing all aspects of production including conceiving, writing, producing, shooting and editing resulting in final broadcast-ready products.  
Pre-requisites: DMPT 1505 – Introduction to Digital Post Production  
Co-requisites: None
- DMPT 2520            Lighting for Television (4)  
This course focuses on lighting techniques for television production and on the tools of lighting for television and film. The student will learn about lighting and grip equipment and techniques for their use in the audio and field. The course will consist of extensive demonstration, lab and project work.  
Pre-requisites: Program Instructor Approval  
Co-requisites: None
- DMPT 2525            Writing for Broadcast (4)  
Students will be introduced to writing formats for news, promotion, press releases, commercial television and radio productions and dramatic screenplays. Emphasis will be placed on correct writing styles and conceptualization for each application. Students will adapt an existing work to create an original script for the screen.  
Pre-requisites: Program Instructor Approval  
Co-requisites: None

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DMPT 2530            Advanced Video Projects (4)

This is an advanced production course. The individual student will complete a long form production, which will include conceiving, writing, and pre/pro/post producing the project. Evaluation criteria include organization, visual story telling, lighting, audio, editing and graphics. Pre-requisites: DMPT 2510 – Field Video Production  
Co-requisites: None

DMPT 2600            Basic Video Editing (4)

An introduction to basic audio and video editing techniques used in digital video production with non-linear software. Students will be introduced to the primary feature set and interface of video editing software and will learn to perform basic editing functions that include setup, adjusting and customizing preferences and settings, capturing video and audio, various editing and trimming techniques and tools, audio editing and audio creation, finishing and output. Pre-requisites: All required  
DMPT 1005 – Vector Graphics  
DMPT 1010 – Raster Imaging  
DMPT 1600 – Introduction to Video Production  
Co-requisites: None

DMPT 2605            Introduction to Video Compositing and Broadcast Animation (4)

This course introduces how to create and animate motion graphics. Students will learn to create dynamic animated titles and logos, animate raster and vector image file graphics, composite and edit multi-layered special effects using footage, work with shapes and masks, work with 3D elements, apply and animate various effect filters, and analyze and compress digital video for different output specifications. Students will be exposed to compositing concepts, techniques, and terminology used in finalizing a video or animation project. Pre-requisites: DMPT 1010 – Raster Imaging  
Co-requisites: None

DMPT 2610            Intermediate Video Compositing and Broadcast Animation (4)

This course will expose students to advanced techniques used in finalizing a video or animation project using compositing software. The class will reinforce compositing concepts, workflow techniques and terminology that students have learned in previous classes. More advanced tools and techniques will be introduced to focus on overall project workflow. Pre-requisites: DMPT 2605 – Introduction to Video Compositing and Broadcast Animation  
Co-requisites: None

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DMPT 2615 Intermediate Video Editing (4)

This course will focus on more advanced editing and finishing techniques. Students will explore different editing styles and techniques for different genres and learn how to use these techniques to create complex compositions with polished transitions, fix screen direction errors, edit multi-camera projects, edit and mix audio, work with nested sequences, create effects, use filters creatively, color correct video, and manage clips and media.

Pre-requisites: DMPT 2600 – Basic Video Editing

Co-requisites: None

DMPT 2620 Intermediate Graphics for Television (4)

The student will apply knowledge from the Introduction to Raster Imaging to creating static graphics for broadcast. Emphasis will be placed upon aesthetics and techniques, working with filters, compositing, layering, creating alpha channels, creating mattes, creating titles and effects as well as importing images to the application. The student will also learn how to export multi-layer graphics into applicable animation and editing applications.

Pre-requisites: DMPT 1010 – Raster Imaging

Co-requisites: None

DMPT 2625 DVD Authoring (4)

This course will provide design techniques and strategies for authoring DVDs. Students will create interactive navigational interfaces for their own projects. Students will "author" a DVD by crating buttons, interactive links, and slideshows.

Pre-requisites: All required

DMPT 1010 – Raster Imaging

DMPT 2600 – Basic Video Editing

DMPT 2605 – Introduction to Video Compositing and Broadcast Animation

Co-requisites: None

DMPT 2930 Exit Review (4)

Emphasis is placed on student's production of portfolio-quality pieces. Focuses on the preparation for entry into the job market.

Pre-requisites: Program Instructor Approval

Co-requisites: None

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## **ECCE Early Childhood Care and Education**

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

Introduces concepts relating the responsibilities and procedures involved in a variety of early childhood care situations. Topics include historical perspectives; professionalism; guidance; developmentally appropriate practices; learning environment (including all children); cultural diversity; and licensing, accreditation, and credentialing.

Pre-requisites: Provisional Admission

Co-requisites: None

### **ECCE 1103 Child Growth and Development (3)**

Introduces the student to the physical, social, emotional, and cognitive development of the young child (prenatal through 12 years of age). The course provides for competency development in observing, recording, and interpreting growth and development stages in the young child; advancing physical and intellectual competence; supporting social and emotional development; and examining relationships between child development and positive guidance. Topics include developmental characteristics, prenatal through age 12, developmental guidance applications, observing and recording techniques, ages and stages of development, and introduction to children with special needs.

Pre-requisites: Provisional Admission

Co-requisites: None

### **ECCE 1105 Health, Safety and Nutrition (3)**

Introduces the theory, practices, and requirements for establishing and maintaining a safe, healthy learning environment. Topics include CPR and first aid, health issues, safety issues, child abuse and neglect, and nutritional needs of children.

Pre-requisites: Provisional Admission

Co-requisites: None

### **ECCE 1112 Curriculum and Assessment (3)**

Provides student with an understanding of developmentally effective approaches to teaching, learning, observing, documenting and assessment strategies that promote positive development for young children. The course will enable the student to establish a learning environment appropriate for young children and to identify the goals, benefits, and uses of assessment in the development of curriculum for young children. Topics include observing, documenting, and assessing; learning environments; development of curriculum plans and materials; curriculum approaches; and instructional media.

Pre-requisites: None

Co-requisites: ECCE 1103 – Child Growth and Development







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ECCE 2320            Program Administration and Facility Management            (3)  
Provides training in planning, implementation, and maintenance of an effective early childhood program and facility. Topics include organization, mission, philosophy, goals of a program; types of programs; laws, rules, regulations, accreditation, and program evaluation; needs assessment; administrative roles and board of directors; anti-bias program development; child development and developmentally appropriate practices; marketing, public and community relations, grouping, enrollment and retention; working with families; professionalism and work ethics; space management; money management; and program, equipment, and supplies management.  
Pre-requisites: Provisional Admission  
Co-requisites: None

ECCE 2322            Personnel Management            (3)  
Provides training in early childhood personnel management. Topics include staff records; communication; personnel policies; managing payroll; recruitment, interviewing, selection, hiring, motivating, and firing; staff retention; staff scheduling; staff development; staff supervision; conflict resolution; staff evaluations; ethical responsibilities to employees; and time and stress management.  
Pre-requisites: Provisional Admission  
Co-requisites: None

ECCE 2330            Infant/Toddler Development            (3)  
Introduces the three developmentally meaningful age periods during infancy. Provides knowledge, grounded in brain and attachment research, about how children learn and the skills and attitudes necessary to support optimum social/emotional, cognitive, and physical development for children from birth to three. Principles of brain development and language and communication will be explored in depth. Special emphasis is placed on experiential learning to show caregivers practical ways of meeting the fundamental needs of all infants in group care settings and of helping them learn the lessons that every infant comes into the world eager to learn. The needs of infants and toddlers with established disabilities as well as those at risk for developmental problems will be examined from the perspective of early intervention and inclusion.  
Pre-requisites: Provisional Admission  
Co-requisites: None







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**ECCE 2374 Drama Integration (3)**  
Develops knowledge, skills and abilities in supporting integration in the use of drama, including role play, pantomime, story enactment, puppetry, play writing, process drama, story drama across the ECCE curriculum. Topics include: Developmental support for drama integration; definition and history of drama integration; variety of approaches to drama integration; drama development and acquisition in the early years; use of drama integration with children who are culturally and developmentally diverse; assessment of drama integration, behavioral skills; and creating plans for collaborating with parents and colleagues.  
Pre-requisites: One required  
    ECCE 1101 – Introduction to Early Childhood Care and Education, with course grade C or better  
    ECCE 1103 – Child Growth and Development, with course grade C or better  
    ECCE 1113 – Creative Activities for Children, with course grade C or better  
Co-requisites: None

### **ECET Electrical and Computer Engineering Tech**

**ECET 1101 Circuit Analysis I (4)**  
Emphasizes the knowledge and ability to analyze basic DC circuits and introductory concepts of AC circuits. Topics include: international units, basic electrical laws, series and parallel circuits, network analysis concepts, network theorems concepts, D.C. instruments, grounding techniques, magnetism, inductance/capacitance, transient analysis, and introduction to dependent sources and 2-port parameters. Laboratory work parallels class work.  
Pre-requisites: None  
Co-requisites: All required  
    ENGT 1000 – Introduction to Engineering Technology  
    MATH 1111 – College Algebra

**ECET 1110 Digital Systems I (4)**  
Study of digital circuit fundamentals with an emphasis on digital electronics and techniques, simplification of logic circuits, sequential and combinational logic circuits, programmable logic devices, flip-flops and registers, binary number system, and arithmetic and logic operations. Laboratory work parallels class work using trainers, DesignWorks, and Altera simulation software and system.  
Pre-requisites: ECET 1101 – Circuit Analysis  
Co-requisites: None





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## **ECON Economics**

### **ECON 1101 Principles of Economics (3)**

Provides a description and analysis of economic operations in contemporary society. Emphasis is placed on developing an understanding of economic concepts and policies as they apply to everyday life. Topics include basic economic principles; economic forces and indicators; capital and labor; price, competition, and monopoly; money and banking; government expenditures, federal and local; fluctuations in production, employment, and income; and United States economy in perspective

Pre-requisites: Regular Admission

Co-requisites: None

### **ECON 2105 Macroeconomics (3)**

Provides a description and analysis of macroeconomic principles and policies. Topics include basic economic principles, macroeconomic concepts, equilibrium in the goods and money markets, macroeconomic equilibrium and the impact of fiscal and monetary policies.

Pre-requisites: Regular Admission

Co-requisites: None

### **ECON 2106 Microeconomics (3)**

Provides an analysis of the ways in which consumers and business firms interact in a market economy. Topics include basic economic principles, consumer choice, behavior of profit maximizing firms, modeling of perfect competition, monopoly, oligopoly and monopolistic competition.

Pre-requisites: Regular Admission

Co-requisites: None

## **ELCR Electronics Technology**

### **ELCR 1005 Soldering Technology (1)**

Develops the ability to solder and desolder connectors, components, and printed circuit boards using industry standards. Topics include: safety practices, soldering, desoldering, anti-static grounding, and surface mount techniques.

Pre-requisites: Provisional Admission

Co-requisites: None



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- ELCR 1060            Linear Integrated Circuits (3)  
Provides in-depth instruction on the characteristics and applications of linear integrated circuits.  
Topics include: operational amplifiers, timers, and three-terminal voltage regulators.  
Pre-requisites: Program Instructor Approval or ELCR 1030 – Solid State Devices  
Co-requisites: None
- ELCR 1300            Mobile Audio and Video Systems (3)  
Provides the fundamental concepts for the installation of automotive audio and video systems.  
Topics include: charging and electrical systems, automotive wiring harnesses, basic audio systems, advanced audio systems, and mobile video systems.  
Pre-requisites: All required  
          ELCR 1010 – Direct Current Circuits  
          ELCR 1020 – Alternating Current Circuits  
Co-requisites: None
- ELCR 1800            Electrical Lineworker Organization Principles (3)  
This course provides a comprehensive summary of lineworker requirements. Topics include physical and mechanical abilities, electrical and workplace safety practices, communications skills, and positive work ethic responsibilities.  
Pre-requisites: Program Admission  
Co-requisites: None
- ELCR 1820            Electrical Lineworker Workplace Skills (2)  
This course will familiarize the student with the importance of working together and team building.  
Topics include basic tools in the problem solving process, change in the workplace, developing and maintaining a positive image, resume writing, and developing job interview skills.  
Pre-requisites: Program Admission  
Co-requisites: None
- ELCR 1840            Electrical Lineworker Automation Skills (2)  
This course familiarizes the student with the identification, proper use, basic electrical fundamentals, and safety and maintenance of lineworker hand and power tools. Students will be prepared to operate hydraulic and pneumatic systems.  
Pre-requisites: Program Admission  
Co-requisites: None
- ELCR 1860            Electrical Lineworker Occupational Skills (5)  
This course provides an introduction to the basic skills necessary for an electrical lineworker.  
Topics include an understanding of ratios and proportions, blueprint reading, CSL training and testing, lineman simulations, and observation based instruction.  
Pre-requisites: Program Admission  
Co-requisites: None







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ELCR 2620            Telecommunications Systems Installation, Programming, and Data  
Transmission            (4)

This course provides instruction in the installation, programming, testing, and repair of simple and complex telephone systems. An introduction is also given to basic concepts on telecommunication and data transmission.

Pre-requisites: ELCR 1020 – Alternating Current Circuits

Co-requisites: ELCR 2600 – Telecommunication and Data Cabling

ELCR 2650            Home Automation Systems            (5)

Provides the student with a basic knowledge of all the major home automation technologies and develops the necessary skills to install and configure these technologies so that they function as a unified system.

Pre-requisites: ELCR 2620 – Telecommunications Systems Installation, Programming, and Data Transmission

Co-requisites: None

### **ELTR Electrical Technology**

ELTR 1020            Electrical Systems Basics I            (3)

Introduces the theory and application of varying sine wave voltages and current. Topics include: magnetism, AC wave generation, AC test equipment, inductance, capacitance, and basic transformers.

Pre-requisites: None

Co-requisites: None

ELTR 1060            Electrical Prints, Schematics, and Symbols            (3)

Introduces electrical symbols and their use in construction blueprints, electrical schematics, and diagrams. Topics include: electrical symbols, component identification, print reading and scales and measurement.

Pre-requisites: Provisional Admission

Co-requisites: None

ELTR 1060            Electrical Prints, Schematics, and Symbols            (2)

Introduces electrical symbols and their use in construction blueprints, electrical schematics, and diagrams. Topics include: electrical symbols, component identification, print reading and scales and measurement.

Pre-requisites: Provisional Admission

Co-requisites: None



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ELTR 1215            Advanced Residential Wiring (4)  
Provides additional instruction on wiring practices in accordance with the National Electrical Code. Topics include: residential single family service calculations, residential two family service calculations, load balancing, sub panels and feeders, residential single family service installation, residential two family service installation, concepts of TV and CATV installation, swimming pool installation, and remote control of lighting and intercom installation.  
Pre-requisites: None  
Co-requisites: ELTR 1200 – Basic Residential Wiring

### **EMPL Job Acquisition Skills**

EMPL 1000            Interpersonal Relations and Professional Development (2)  
Emphasizes human relations and professional development in today's rapidly changing world that prepares students for living and working in a complex society. Topics include human relations skills, job acquisition skills and communication, job retention skills, job advancement skills, and professional image skills.  
Pre-requisites: Provisional Admission  
Co-requisites: None

### **EMSP Emergency Medical Services Professions**

EMSP 1010            Emergency Medical Responder (4)  
The Emergency Medical Responder (EMR) course prepares the student to provide initial stabilizing care to the sick or injured prior to the arrival of Emergency Medical Services Professionals (EMS), and to assist EMS personnel in transporting patients for definitive care at an appropriate hospital/facility. Major areas of instruction include Introductory Medical Terminology and Anatomy & Physiology; Responder Safety; Incident Command; Bloodborne Pathogen Training; Basic Physical Assessment; and Treatment of Trauma and Medical Emergencies; Cardiopulmonary Resuscitation and the use of Automatic External Defibrillators. The course is a blend of lecture, hands on lab/learning, and practical scenario based learning/testing. The course will include Healthcare Provider CPR/AED Certification from a Nationally Recognized Body (American Heart Association, Red Cross, etc). If this course is also approved by the Georgia State Office of Emergency Medical Services and Trauma (SOEMST), successful completion will allow the student to be eligible to take the National Registry of Emergency Medical Technicians (NREMT) Emergency Medical Responder (EMR) certification. Topics include: Preparatory; Anatomy and Physiology; Medical Terminology; Pathophysiology; Life Span Development; Public Health; Pharmacology; Airway; Management; Respiration and Artificial Ventilation; Assessment; Medicine; Shock and Resuscitation; Trauma; Special Patient Populations; EMS Operations; and Integration of Patient Assessment and Management.  
Pre-requisites: Program Admission  
Co-requisites: None

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EMSP 1110 Introduction to the EMT Profession (3)

This course serves as the introductory course to the Emergency Medical Services (EMS) profession. It orients the student to the prehospital care environment, issues related to the provision of patient care in both in-hospital and out-of-hospital circumstances. It further provides foundational information upon which subsequent curriculum content is based so that successful completion of this content increases the potential for success in subsequent courses and should allow students to apply the fundamental knowledge, skills, and attitudes gained in order to effectively communicate and function safely, ethically and professionally within the emergency medical services environment. Topics include: Anatomy and Physiology, Medical Terminology, Pathophysiology, CPR for HCP, EMS Systems, Research, Workforce Safety and Wellness, Documentation, EMS System Communication, Therapeutic Communication, Medical/Legal and Ethics, Public Health, Principles of Safely Operating a Ground Ambulance, Incident Management, Multiple Casualty Incidents, Air Medical, Vehicle Extrication, HazMat, MCI due to Terrorism/Disaster, and Life Span Development.

Pre-requisites: Program Admission

Co-requisites: None

EMSP 1120 EMT Assessment/Airway Management and Pharmacology (3)

This course prepares students for initial scene management and assessment of patients as well as management of the airway. Introduction to pharmacology is also covered. Includes application of scene information and patient assessment findings (scene size up, primary and secondary assessment, patient history, and reassessment) to guide emergency management. Topics include: Scene Size-Up; Primary Assessment; History Taking; Secondary Assessment; Monitoring Devices; Reassessment; Airway Management; Respiration; Artificial Ventilation; Principles of Pharmacology; Medication Administration; and Emergency Medications.

Pre-requisites: Program Admission

Co-requisites: None

EMSP 1130 Medical Emergencies for the EMT (3)

This course integrates pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan of cases involving non-traumatic medical emergencies. Topics include: Medical Overview; Neurology; Abdominal and Gastrointestinal Disorders; Immunology; Infectious Disease; Endocrine Disorders; Psychiatric; Cardiovascular; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Non-Traumatic Musculoskeletal Disorders; Diseases of the Eyes, Ears, Nose, and Throat; and Medical Assessments.

Pre-requisites: Program Admission

Co-requisites: None









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EMSP 2320 Therapeutic Modalities of Medical Care (5)

This course will enable the student to integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient experiencing a medical emergency. Topics include: Medical Overview; Neurology; Abdominal and Gastrointestinal Disorders; Immunology; Infectious Disease; Endocrine Disorders; Psychiatric; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Non-Traumatic Musculoskeletal Disorders; Diseases of the Eyes, Ears, Nose, and Throat; and Assessment of Medical Emergencies.

Pre-requisites: Program Admission

Co-requisites: None

EMSP 2330 Therapeutic Modalities of Trauma Care (4)

This course will enable the student to integrate a comprehensive knowledge of causes and pathophysiology into the management of traumatic: cardiac arrest and peri-arrest states; shock, respiratory failure or arrest with an emphasis on early intervention to prevent arrest. This course will also include integrating assessment findings with principles of epidemiology and pathophysiology to formulate a field impression to implement a comprehensive treatment/disposition plan for an acutely injured patient. During this course, the student will complete a nationally recognized pre-hospital trauma course (i.e. PHTLS, ITLS, ATT, etc.). Topics include: Shock and Trauma Resuscitation; Trauma Overview; Bleeding; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopedic Trauma; Soft Tissue Trauma; Head, Facial, Neck, and Spine Trauma; Nervous System Trauma; Special Considerations in Trauma; Environmental Emergencies; Multi-System Trauma; and Assessment of Trauma Emergencies.

Pre-requisites: Program Admission

Co-requisites: None

EMSP 2340 Therapeutic Modalities for Special Patient Populations (4)

This course will enable the student to integrate assessment findings with principles of pathophysiology and knowledge of psychosocial needs to formulate a field impression and implement a comprehensive treatment/disposition plan for various special patient populations. During this course, the student will also complete a nationally recognized pediatric course (i.e. EPC, PALS, PEPP, etc.). Topics include: Obstetrics; Gynecology; Neonatal Care; Pediatrics; Geriatrics; and Patients with Special Challenges.

Pre-requisites: Program Admission

Co-requisites: None

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EMSP 2510 Clinical Applications for the Paramedic – I (2)

This course provides the paramedic student with supervised clinical experience in various clinical settings. EMSP 2510 Clinical Applications for the Paramedic – I is one in a series of courses that also includes: EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

Pre-requisites: Program Admission

Co-requisites: None

EMSP 2520 Clinical Applications for the Paramedic – II (2)

This course provides the paramedic student with supervised clinical experience in various clinical settings. EMSP 2520 Clinical Applications for the Paramedic – II is one in a series of courses that also includes: EMSP 2510, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

Pre-requisites: Program Admission

Co-requisites: None

EMSP 2530 Clinical Applications for the Paramedic – III (2)

This course provides the paramedic student with supervised clinical experience in various clinical settings. EMSP 2530 Clinical Applications for the Paramedic – III is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

Pre-requisites: Program Admission

Co-requisites: None

EMSP 2540 Clinical Applications for the Paramedic – IV (1)

This course provides the paramedic student with supervised clinical experience in various clinical settings. EMSP 2540 Clinical Applications for the Paramedic – IV is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

Pre-requisites: None

Co-requisites: None



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## **ENGL English**

**ENGL 0097**          **Pre-Diploma English** (3)

Emphasizes the rules of grammar, punctuation, capitalization, spelling, and writing in order to ensure a smooth transition into communicating orally and in writing. Topics include basic grammar, mechanics, spelling, and writing. Scheduled laboratory experiences for application and reinforcement of classroom learning.

Pre-requisites: Approved admission level English and Reading scores

Co-requisites: None

**ENGL 0099**          **Pre-Degree English** (3)

Emphasizes the ability to communicate using written and oral methods. Topics include writing, grammar, and revising. Scheduled laboratory experiences for application and reinforcement of classroom learning.

Pre-requisites: Approved admission level English and Reading scores

Co-requisites: None

**ENGL 1010**          **Fundamentals of English I** (3)

Emphasizes the development and improvement of written and oral communication abilities. Topics include analysis of writing, applied grammar and writing skills, editing and proofreading skills, research skills, and oral communication skills.

Pre-requisites: All required

ENGL 0097 – English II OR Appropriate Placement Test Score

READ 0097 – Reading II OR Appropriate Placement Test Score.

Co-requisites: None

**ENGL 1012**          **Fundamentals of English II** (3)

Provides knowledge and application of written and oral communications found in the workplace.

Topics include writing fundamentals and speaking fundamentals.

Pre-requisites: ENGL 1010 – Fundamentals of English I

Co-requisites: None

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ENGL 1101            Composition and Rhetoric (3)

Explores the analysis of literature and articles about issues in the humanities and in society. Students practice various modes of writing, ranging from exposition to argumentation and persuasion. The course includes a review of standard grammatical and stylistic usage in proofreading and editing. An introduction to library resources lays the foundation for research. Topics include writing analysis and practice, revision, and research. Students write a research paper using library resources and using a formatting and documentation style appropriate to the purpose and audience.

Pre-requisites: All required

Appropriate Degree Level Writing (English) Placement Test Score

Appropriate Degree Level Reading Placement Test Score

Co-requisites: None

ENGL 1102            Literature and Composition (3)

Emphasizes the student's ability to read literature analytically and meaningfully and to communicate clearly. Students analyze the form and content of literature in historical and philosophical contexts. Topics include reading and analysis of fiction, poetry, and drama; research; and writing about literature.

Pre-requisites: ENGL 1101 – Composition and Rhetoric with a C or better.

Co-requisites: None

ENGL 1105            Technical Communications (3)

Emphasizes practical knowledge of technical communications techniques, procedures, and reporting formats used in industry and business. Topics include reference use and research, device and process description, formal technical report writing, business correspondence, and technical report presentation.

Pre-requisites: ENGL 1101 – Composition and Rhetoric with C or better.

Co-requisites: None

ENGL 2130            American Literature (3)

Emphasizes American literature as a reflection of culture and ideas. A survey of important works in American literature. Includes a variety of literary genres: short stories, poetry, drama, nonfiction, and novels. Topics include literature and culture, essential themes and ideas, literature and history, and research skills.

Pre-requisites: ENGL 1101 – Composition and Rhetoric with C or better.

Co-requisites: None

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**ENGL 2310**      **British Literature**      (3)

This course presents a survey of important works in early English literature. Course content includes a variety of literary genres: poetry, drama, fiction and nonfiction. Writers typically include the Beowulf poet, Gawain poet, Chaucer, Spenser, Sidney, Marlowe, Donne, Jonson, Shakespeare, and Milton. The course emphasizes English literature as a reflection of culture and ideas. Competency areas include literature and culture; essential themes and ideas, literature and history; research and writing skills, and oral communication skills.

Pre-requisites: ENGL 1101 – Composition and Rhetoric with C or better.

Co-requisites: None

### **ENGT Engineering Technology**

**ENGT 1000**      **Introduction to Engineering Technology**      (3)

Provides a study of engineering technology as a career field and describes the knowledge and skills required for academic and occupational success. Topics include: engineering technology career, measurement and standards, mathematical operators, engineering tools, and engineering concepts. Labs reinforce mathematical, mechanical and electrical concepts through practical exercises, such as measurement and calculation of density of objects, relative humidity, use of digital multi-meter, building circuits, use of precision instruments, and team exercises.

Pre-requisites: Provisional Admission

Co-requisites: None

**ENGT 2300**      **Capstone Project**      (1)

This course will require students to undertake either individual or team projects, by applying knowledge acquired classroom/lab activities in program courses and core courses. The student will create or construct a product, a circuit or mechanism using circuit building, troubleshooting and other engineering skills developed through previous course work. The project activity includes conceptualization, detailed planning and design, project construction, cost and production considerations, quality assurance and project presentation.

Pre-requisites: ECET 2101 – Circuit Analysis II

Co-requisites: None

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## **FOSC Forensics**

### **FOSC 1206 Introduction to Forensic Science (3)**

This introductory course will provide a broad overview of the areas in forensic science covered in higher level courses. Topics include the recognition, identification, individualization and evaluation of various types of physical evidence, forensic science and the law, and ethics in forensic science. The relationship of forensic science to the natural sciences and the use of the scientific method in forensic science will also be explored.

Pre-requisites: Program Admission

Co-requisites: None

### **FOSC 2010 Crime Scene Investigation I (4)**

A study of the methods and techniques of scientific crime scene investigation and analysis using principles from biology, chemistry, and physics to document, recognize, preserve and collect physical evidence. Topics covered include video recording, photography, sketching, and searching of crime scenes along with proper collection and preservation methods.

Pre-requisites: FOSC 1206 – Introduction to Forensic Science with a C or better.

Co-requisites: None

### **FOSC 2011 Crime Scene Investigation II (4)**

Designed to follow Crime Scene Investigation I, this course focuses on the specialized scene techniques needed to investigate, analyze, process and reconstruct crime scenes. Topics will include presumptive testing, enhancement reagents, special scene techniques, bloodstain pattern analysis, shooting reconstruction, pattern recognition and crime scene reconstruction.

Pre-requisites: FOSC 2010 – Crime Scene Investigation I

Co-requisites: None

### **FOSC 2014 Documentation and Report Preparation (4)**

The effectiveness of quality notes, reports and accurate documentation in the investigative process are explained and performed. Preparation of a report, chain of custody documents and other forms with proper content, mechanics, elements and format will also be explained and performed. Topics include field or bench notes, documentation of observations, factual report writing, property and evidence reports, business letters, memorandums, proper grammar, proper sentence structure and characteristics essential to quality report writing and document preparation.

Pre-requisites: All required

ENGL 1010 or ENGL 1101

FOSC 1206 – Introduction to Forensic Science with a C or better.

Co-requisites: None



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**FOSC 2150 Case Preparation and Courtroom Testimony (4)**  
Examines the case file preparation, admissibility of evidence rulings, the criminal trial process, courtroom demeanor, and direct and cross examination techniques for courtroom testimony. Skills are performed in a mock courtroom setting by the students. Topics include fact and expert witnesses, pertinent case law, property and evidence reports, investigative and laboratory reports, preparation of the witness, witness credibility and proper courtroom appearance and demeanor.  
Pre-requisites: FOSC 1206 – Introduction to Forensic Science with a C or better.  
Co-requisites: FOSC 2010 – Crime Scene Investigation I

### **FRSC Fire Science**

**FRSC 1020 Basic Firefighter – Emergency Services Fundamentals (3)**  
This course provides the student with information on the applicable laws, policies, and standards that the Firefighter I course is designed, and how the course will be administered. This course will provide the student basic knowledge of where and how the fire service originated from the colonial periods to present day firefighting operations. The student will learn basic roles and responsibilities of a firefighter, how firefighters have to abide by and work from standard operating procedures and guidelines, and how the chain of command works and their position within it. The student will be provided the knowledge on how to communicate within the fire service; whether it with the fire station or on the fire ground. This course provides the emergency responder with basic principles and functions of the Incident Command System. The course will provide the necessary knowledge and skills to operate within the ICS and their role within the ICS at the fire station, at a non-emergency scene, and at emergency scenes. It will provide also provide the emergency responder with knowledge on how to perform basic skills at emergency scenes that deal with infection control, cardiopulmonary resuscitation, basic first aid measures, and using an AED. Finally, it will provide the emergency responder skills and knowledge on how to recognize the presence of and the potential for a hazardous materials release, and how and who personnel should call. Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to obtain a certificate of completion or become certified through the appropriate governing agency for the following: 1. Infection Control 2. CPR 3. First Aid 4. ICS-100 5. IS-700 6. NPQ Hazardous Materials for First Responders Awareness Level This course meets the requirements NFPA 1001 Standard for Fire Fighter Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.  
Pre-requisites: Program Admission  
Co-requisites: None

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FRSC 1030

Basic Firefighter – MODULE I

(5)

This course provides the firefighter candidate/recruit with basic knowledge and skills to perform various fire ground operations as a firefighter on emergency scenes. The candidate/recruit will learn about safety during all phases of a firefighters career, the personal protective equipment that is required for training and every emergency response, and how to properly don it for use and doff it after use. The candidate/recruit will learn about the dynamics of fire through fire behavior and how to extinguish the different phases of fires with either portable fire extinguishers or through fire suppression attacks and techniques. The candidate/recruit will also learn the three tactical priorities of Life Safety, Incident Stabilization, and Property Conservation that have to be achieved on every fireground. Basic knowledge and skills will be provided to the candidate/recruit so they can achieve the tactical priorities through various fireground operations such as: response & size-up, forcible entry, ladders, search & rescue, ventilation, water supply, fire hose, fire nozzles, fire streams, salvage, and overhaul. Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to obtain a certificate of completion or become certified through the appropriate governing agency for the following: 1. Module I This course meets the requirements NFPA 1001 Standard for Fire Fighter Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.

Pre-requisites: Program Admission

Co-requisites: None

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FRSC 1040

Basic Firefighter – MODULE II

(3)

This course builds from the skills and knowledge in Module I and provides the knowledge and skills to support the fireground techniques learned in the previous courses. The firefighter will learn various uses of ropes & knots and how to hoist firefighting tools and equipment. The firefighter will also gain the knowledge and skills of building construction principles that will be used throughout their firefighting career to identify building conditions such as: fire spread and travel, how and where to ventilate, indications of potential building collapse, etc. The firefighter will learn survival techniques that will be used throughout their career to help keep themselves safe and how to rescue themselves or another firefighter. Firefighter rehabilitation will be discussed during this course, so that the firefighter will know how and when to properly rehab themselves before, during, after an emergency response. Knowledge of fire suppression systems will be discussed, so that the firefighter will have a basic understanding of the components of a fire detection, protection, and suppression system. Basic cause determination will be discussed so that firefighters will be aware of observations during various phases of fireground operations. Finally to complete the Firefighter I program the firefighter will participate in the following live fire scenarios in order to complete the objectives of the program. 1. Exterior Class A Fire 2. Interior Structure Attack Above Grade Level 3. Interior Structure Attack Below Grade Level 4. Vehicle Fire 5. Dumpster Fire Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to obtain a certificate of completion or become certified through the appropriate governing agency for the following: 1. NPQ Fire Fighter I This course meets the requirements NFPA 1001 Standard for Fire Fighter Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.

Pre-requisites: Program Admission

Co-requisites: None

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FRSC 1141 Hazardous Materials Operations (4)

This course provides emergency responder personnel with the information to respond safely, limit possible exposure to all personnel, and to provide information to the proper authorities as being a primary goal while reacting in the defensive mode of operation. The first responder operations level responsibilities are recognition and identification of a hazardous material scene, the gathering of information, the notification of the proper authorities, the isolation of the area by setting perimeters/zones, possible evacuation, protection by initiating the incident management system, emergency decontamination, and performing defensive actions only. Even though the first responder is a member of an emergency response service, they are not trained in specialized protective clothing or specialized control equipment. Thus, the first responder is not a member of a hazardous materials response team. This course meets the requirements of NFPA 472 – Professional Competence of First Responders to Haz Mat Incidents at the Operations Level. This course also meets the requirements of OSHA 29 CFR 1910.120, EPA, USDOT, and all other appropriate state, local and provincial occupational health and safety regulatory requirements. Also required as prerequisite: NPQ FF I and NPQ Hazardous Materials Awareness Level  
Pre-requisites: Program Admission  
Co-requisites: None

FRSC 2170 Fire and Arson Investigation (4)

Presents an introduction to Fire Investigation. Emphasis is placed upon: fire behavior, combustion properties of various materials, sources of ignition, and investigative techniques for structures, grassland, wildland, automobiles, vehicles, ships and other types of fire investigation, causes of electrical fires, chemical fires, explosive evaluations, laboratory operation, Techniques used in fire deaths and injuries, arson as a crime, other techniques, State and Federal laws, and future trends in fire investigative technology.  
Pre-requisites: Program Admission  
Co-requisites: None

**GRBT Green Building Technology**

GRBT 1010 Sustainable Concepts (4)

This course explores the underlying principles of sustainability. Topics include the various elemental cycles, population growth, biodiversity, air and water pollution, environmental hazards, nonrenewable and renewable energy, climate change, and sustainable practices.  
Pre-requisites: Program Admission  
Co-requisites: None







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HIMT 2300 Healthcare Management (3)

This course will engage in the functions of a manager, planning, organizing, decision making, staffing, leading or directing, communication and motivating. Further study will include principles of authority/ responsibility, delegation and effective communication, organization charts, job descriptions, policies and procedures, employee motivation, discipline and performance evaluation.

Pre-requisites: None

Co-requisites: None

HIMT 2400 Coding and Classification – CPT/HCPCS (3)

This course provides an introduction to, and application of, codes using CPT/HCPCS system. Codes will be applied to workbook exercises, case studies, and actual outpatient charts. Codes will be assigned manually as well as by an encoder.

Pre-requisites: HIMT 1400 – Coding and Classification – ICD Basic

Co-requisites: None

HIMT 2410 Revenue Cycle Management (3)

This course focuses on how the revenue cycle is impacted by various departments within the facility such as patient access/registration, case management/quality review, health information management, and patient accounting. Subjects include insurance plans, medical necessity, claims processing, accounts receivable, chargemaster, DRGs, APCs, edits, auditing and review. ICD and CPT coding as they relate to the billing function will be reviewed. The importance of revenue cycle management for fiscal stability is emphasized.

Pre-requisites: HIMT 1400 – Coding and Classification – ICD Basic

Co-requisites: None

HIMT 2460 Health Information Technology Practicum (3)

This course will allow students to perform advanced functions of a health information management (HIM) department. Students will work in realistic work environments in either a traditional, non-traditional, or lab setting. Activities will include application of all HIMT coursework. The student will also learn professional skills to prepare them for employment in the HIM career field.

Pre-requisites: All required

HIMT 1200 – Legal Aspects of Healthcare

HIMT 1250 – Health Record Content and Structure

Co-requisites: HIMT 2400 – Coding and Classification – CPT/HCPCS



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HIMT 2500 Certification Seminar (4)

This course provides students with the opportunity to review for the certification exam. Students are also afforded the opportunity to develop a portfolio as they seek to make the transition into the workforce. Topics include: searching the job market; preparing the portfolio; stress management and burnout; test-taking strategies; and reviewing for the certification exam.

Pre-requisites: None

Co-requisites: None

### **HIST History**

HIST 1111 World History I (3)

Emphasizes the study of intellectual, cultural, scientific, political, and social contributions of the civilizations of the world and the evolution of these civilizations during the period from the prehistoric era to early modern times. Topics include the Prehistoric Era the Ancient Near East, Ancient India, Ancient China, Ancient Rome, Ancient Africa, Islam, the Americas, Japan, Ancient Greece, the Middle Ages, and the Renaissance.

Pre-requisites: Appropriate Degree Level Writing (English) and Reading Placement Test Scores

Co-requisites: None

HIST 1112 World History II (3)

Emphasizes the study of the intellectual, cultural, scientific, political, and social contributions of the civilizations of the world and the evolution of these civilizations during the period from early modern times to the present. Topics include transitions to the Modern World, scientific revolution and the Enlightenment, political modernization, economic modernization, imperialism, and the Twentieth Century.

Pre-requisites: Appropriate Degree Level Writing (English) and Reading Placement Test Scores

Co-requisites: None

HIST 2111 U.S. History I (3)

Emphasizes the study of U. S. History to 1877 to include the post-Civil War period. The course focuses on the period from the Age of Discovery through the Civil War to include geographical, intellectual, political, economic and cultural development of the American people. It includes the history of Georgia and its constitutional development. Topics include colonization and expansion; the Revolutionary Era; the New Nation; nationalism, sectionalism, and reform; the Era of Expansion; and crisis, Civil War, and reconstruction.

Pre-requisites: Appropriate Degree Level Writing (English) and Reading Placement Test Scores

Co-requisites: None



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HRTM 1160 Food and Beverage Management (3)

Provides students with a study of food and beverage operations and management. Emphasis is placed on the successful operation of a food and beverage establishment. Topics include restaurants, owners, locations, and concepts; business plans, financing, and legal and tax matters; menus, kitchens, and purchasing; restaurant operations and management.

Pre-requisites: Program Admission

Co-requisites: None

HRTM 1201 Hospitality Marketing (3)

Introduces students to marketing techniques associated with hotel/restaurant/tourism fields with emphasis on identifying and satisfying needs of customers. Topics include: marketing introduction, research and analysis, marketing strategies, marketing plans, social media marketing, branding, positioning, sales and advertising. Because of the constant change in marketing strategies in the hospitality industry, this course will also focus on new marketing techniques that are being used in the hospitality industry.

Pre-requisites: Program Admission

Co-requisites: None

HRTM 1210 Hospitality Law (3)

Introduces the student to local, state, federal, and international laws which govern the hospitality industry. Emphasis is placed on creating a workplace where compliance with the law, adherence to ethical standards, and stressing security and loss prevention are the basis for every decision. Topics include civil law, the structure of hospitality enterprises, government agencies that impact the hospitality industry, preventative legal management, contracts, employee selection and management, duties and obligations to employees and guests, and crisis management.

Pre-requisites: Program Admission

Co-requisites: None

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

This course focuses on the principles of good supervision and leadership as they apply to day-to-day hospitality operations. Topics include recruiting, selection, orientation, compensation and benefits, motivation, teamwork, coaching, employee training and development, performance standards, discipline, employee assistance programs, health and safety, conflict management, communicating and delegating, and decision making and control.

Pre-requisites: Program Admission

Co-requisites: None

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## **HUMN Humanities**

**HUMN 1101** Introduction to Humanities (3)  
Explores the philosophic and artistic heritage of humanity expressed through a historical perspective on visual arts, music, and literature in the early, middle, and modern periods. The humanities provide insight into people and society in both the Western and non-Western world. Topics include historical and cultural developments, contributions of the humanities, and research. Pre-requisites: ENGL 1101 – Composition and Rhetoric  
Co-requisites: None

## **ICET Instrumentation and Process Measurement**

**ICET 2010** Electromechanical Devices (3)  
This course introduces electromechanical devices which are essential control elements in electrical systems. Topics include: fundamentals of electromechanical devices, control elements in electrical circuits, typical devices such as generators and alternators, D.C. and A.C. motors and controls, and transformers. Quantitative analysis of power losses, power factors, and efficiencies in D.C., single-phase and three-phase dynamos are stressed. Laboratory work parallels class work. Pre-requisites: ECET 2120 – Electronic Circuits I  
Co-requisites: None

## **IDFC Industrial Fundamental Courses**

**IDFC 1007** Industrial Safety Procedures (2)  
Provides an in-depth study of the health and safety practices required for maintenance of industrial, commercial, and home electrically operated equipment. Topics include: introduction to OSHA regulations; safety tools, equipment, and procedures; and first aid and cardiopulmonary resuscitation. Pre-requisites: Provisional Admission  
Co-requisites: None

## **IDSY Industrial Systems Technology**

**IDSY 1101** DC Circuit Analysis (3)  
This course introduces direct current (DC) concepts and applications. Topics include: electrical principles and laws; batteries; DC test equipment; Series, parallel, and simple combination circuits; and laboratory procedures and safety practices. Pre-requisites: None  
Co-requisites: None





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LETA 1016            Emergency Vehicle Operations for Basic Law Enforcement            (4)

This course provides the student of the Basic Law Enforcement Academy with an understanding of appropriate driving actions, terminology, local responsibility, specific statutes, and safety considerations as well as demonstrate proficiency in the operation of an emergency vehicle. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.

Pre-requisites: All required

LETA 1010 – Health & Life Safety for Basic Law Enforcement

LETA 1024 – Criminal Law for Criminal Justice for Basic Law Enforcement

LETA 1026 – Criminal Procedure for Basic Law Enforcement

LETA 1030 – Principles of Law Enforcement for Basic Law Enforcement

LETA 1032 – Introduction to Criminal Justice for Basic Law Enforcement

Co-requisites: None

LETA 1018            Defensive Tactics for Basic Law Enforcement            (2)

This course provides students of the Basic Law Enforcement Academy with an understanding of terminology, human anatomy, legal requirements, liability, safety, tactics, and demonstrate proper procedures for specific techniques to search, control and restrain a person. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.

Pre-requisites: All required

LETA 1010 – Health & Life Safety for Basic Law Enforcement

LETA 1024 – Criminal Law for Criminal Justice for Basic Law Enforcement

LETA 1026 – Criminal Procedure for Basic Law Enforcement

LETA 1032 – Introduction to Criminal Justice for Basic Law Enforcement

Co-requisites: None

LETA 1020            Police Patrol Operations for Basic Law Enforcement            (4)

This course presents the knowledge and skills associated with police patrol operations. Emphasis is placed on patrol techniques, crimes in progress, crisis intervention, domestic disputes, Georgia Crime Information Center procedures, electronics communications and police reports. Topics include: foundations, policing skills and communication skills. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.

Pre-requisites: All required

LETA 1010 – Health & Life Safety for Basic Law Enforcement

LETA 1024 – Criminal Law for Criminal Justice for Basic Law Enforcement

LETA 1026 – Criminal Procedure for Basic Law Enforcement

LETA 1030 – Principles of Law Enforcement for Basic Law Enforcement

LETA 1032 – Introduction to Criminal Justice for Basic Law Enforcement

Co-requisites: None

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LETA 1022            Methods of Criminal Investigation for Basic Law Enforcement            (4)

Course Description This course presents the fundamentals of criminal investigation. The duties and responsibilities of the investigator both in field and in the courtroom are highlighted. Emphasis is placed on techniques commonly utilized by investigative personnel as well as the procedures used for investigating various crimes. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.

Pre-requisites: All required

LETA 1010 – Health & Life Safety for Basic Law Enforcement

LETA 1024 – Criminal Law for Criminal Justice for Basic Law Enforcement

LETA 1026 – Criminal Procedure for Basic Law Enforcement

LETA 1030 – Principles of Law Enforcement for Basic Law Enforcement

LETA 1032 – Introduction to Criminal Justice for Basic Law Enforcement

Co-requisites: None

LETA 1024            Criminal Law for Criminal Justice for Basic Law Enforcement            (4)

This course introduces criminal law in the United States, but emphasizes the current specific status of Georgia criminal law. The course will focus on the most current statutory contents of the Official Code of Georgia Annotated (O.C.G.A.) with primary emphasis on the criminal and traffic codes. Topics include: historic development of criminal law in the United States; statutory law, Georgia Code (O.C.G.A.) Title 16 – Crimes and Offenses; statutory law, Georgia Code (O.C.G.A.) Title 40 – Motor Vehicle and Traffic Offenses; and Supreme Court rulings that apply to criminal law. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.

Pre-requisites: LETA 1032 – Introduction to Criminal Justice for Basic Law Enforcement

Co-requisites: None

LETA 1026            Criminal Procedure for Basic Law Enforcement            (4)

Introduces the procedural law of the criminal justice system which governs the series of proceedings through which government enforces substantive criminal law. The course offers an emphasis on the laws of arrest and search and seizure; the rules of evidence, right to counsel, and the rights and duties of both citizens and officers. The course covers in depth appropriate Case Law and court rulings that dictate criminal procedure on the State and Federal Level. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.

Pre-requisites: All required

LETA 1024 – Criminal Law for Criminal Justice for Basic Law Enforcement

LETA 1032 – Introduction to Criminal Justice for Basic Law Enforcement

Co-requisites: None



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LETA 1028            Police Traffic Control and Investigation for Basic Law Enforcement            (3)  
This course examines enforcement of traffic laws and procedures for traffic accident investigation. Emphasis is placed on Georgia traffic laws, traffic law enforcement, recognition of impaired driving, and traffic accident investigation. Topics include: regulations, impaired driving, and traffic accident investigation. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.

Pre-requisites: All required

- LETA 1010 – Health & Life Safety for Basic Law Enforcement
- LETA 1024 – Criminal Law for Criminal Justice for Basic Law Enforcement
- LETA 1026 – Criminal Procedure for Basic Law Enforcement
- LETA 1030 – Principles of Law Enforcement for Basic Law Enforcement
- LETA 1032 – Introduction to Criminal Justice for Basic Law Enforcement

Co-requisites: None

LETA 1030            Principles of Law Enforcement for Basic Law Enforcement            (3)  
This course examines the principles of the organization, administration, and duties of federal, state and local law enforcement agencies. Topics include: history and philosophy of law enforcement, evaluation of administrative practices, problems in American law enforcement agencies, emerging concepts, professionalism, and community crime prevention programs. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.

Pre-requisites: All required

- LETA 1024 – Criminal Law for Criminal Justice for Basic Law Enforcement
- LETA 1026 – Criminal Procedure for Basic Law Enforcement
- LETA 1032 – Introduction to Criminal Justice for Basic Law Enforcement

Co-requisites: None

LETA 1032            Introduction to Criminal Justice for Basic Law Enforcement            (3)  
Introduces the development and organization of the criminal justice system in the United States. Topics include: the American criminal justice system; constitutional limitations; organization of enforcement, adjudication, and corrections; and career opportunities and requirements. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.

Pre-requisites: Program Admission

Co-requisites: None

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LETA 1034            Constitutional Law for Criminal Justice for Basic Law Enforcement            (3)

This course emphasizes those provisions of the Bill of Rights which pertain to criminal justice. Topics include: characteristics and powers of the three branches of government; principles governing the operation of the U.S. Constitution, the Bill of Rights and the Fourteenth Amendment. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.

Pre-requisites: All required

LETA 1024 – Criminal Law for Criminal Justice for Basic Law Enforcement

LETA 1026 – Criminal Procedure for Basic Law Enforcement

LETA 1032 – Introduction to Criminal Justice for Basic Law Enforcement

Co-requisites: None

### **MAST Medical Assisting**

MAST 1010            Legal and Ethical Concerns in the Medical Office            (2)

Introduces the basic concept of medical assisting and its relationship to the other health fields. Emphasizes medical ethics, legal aspects of medicine, and the medical assistant's role as an agent of the physician. Provides the student with knowledge of medical jurisprudence and the essentials of professional behavior. Topics include: introduction to medical assisting; introduction to medical law; physician/patient/assistant relationship; medical office in litigation; as well as ethics, bioethical issues and HIPAA.

Pre-requisites: Program Admission

Co-requisites: None

MAST 1030            Pharmacology in the Medical Office            (4)

Introduces medication therapy with emphasis on safety; classification of medications; their actions; side effects; medication and food interactions and adverse reactions. Also introduces basic methods of arithmetic used in the administration of medications. Topics include: introductory pharmacology; dosage calculation; sources and forms of medications; medication classification; and medication effects on the body systems.

Pre-requisites: Program Admission and MATH 1012 – Foundations of Mathematics

Co-requisites: None

MAST 1060            Medical Office Procedures            (4)

Emphasizes essential skills required for the medical practice. Topics include: office protocol, time management, appointment scheduling, medical office equipment, medical references, mail services, medical records, and professional communication.

Pre-requisites: Program Admission

Co-requisites: None

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MAST 1080 Medical Assisting Skills I (4)

Introduces the skills necessary for assisting the physician with a complete history and physical in all types of medical practices. The course includes skills necessary for sterilizing instruments and equipment and setting up sterile trays. The student also explores the theory and practice of electrocardiography. Topics include: infection control and related OSHA guidelines; prepare patients/assist physician with age and gender-specific examinations and diagnostic procedures; vital signs/mensuration; medical office surgical procedures and electrocardiography.

Pre-requisites: All required

Program Admission

ALHS 1011 – Structure and Function of the Human Body

ALHS 1090 – Medical Terminology for Allied Health Sciences

Co-requisites: None

MAST 1090 Medical Assisting Skills II (4)

Further student knowledge of the more complex activities in a physician's office. Topics include: collection/examination of specimens and CLIA regulations/risk management; urinalysis; venipuncture; hematology and chemistry evaluations; advanced reagent testing (Strep Test, HcG etc); administration of medications; medical office emergency procedures and emergency preparedness; respiratory evaluations; principles of IV administration; rehabilitative therapy procedures; principles of radiology safety and maintenance of medication and immunization records.

Pre-requisites: All required

Program Admission

ALHS 1011 – Structure and Function of the Human Body

ALHS 1090 – Medical Terminology for Allied Health Sciences

Co-requisites: None

MAST 1100 Medical Insurance Management (2)

Emphasizes essential skills required for the medical practice. Topics include: managed care, reimbursement, and coding.

Pre-requisites: All required

Program Admission

ALHS 1011 – Structure and Function of the Human Body

ALHS 1090 – Medical Terminology for Allied Health Sciences

COMP 1000 – Introduction to Computers

ENGL 1010 – Fundamentals of English I

Co-requisites: None

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MAST 1110 Administrative Practice Management (3)  
Emphasizes essential skills required for the medical practice in the areas of computers and medical transcription. Topics include: medical transcription/electronic health records; application of computer skills; integration of medical terminology; accounting procedures; and application of software.

Pre-requisites: All required

ALHS 1011 – Structure and Function of the Human Body

ALHS 1090 – Medical Terminology for Allied Health Sciences

COMP 1000 – Introduction to Computers

ENGL 1010 – Fundamentals of English I

Co-requisites: None

MAST 1120 Human Diseases (3)

Provides fundamental information concerning common diseases and disorders of each body system. For each system, the disease or disorder is highlighted including: description, etiology, signs and symptoms, diagnostic procedures, treatment, management, prognosis, and prevention. Topics include: introduction to disease and diseases of body systems.

Pre-requisites: One required

Program Admission

ALHS 1011 – Structure and Function of the Human Body

ALHS 1090 – Medical Terminology for Allied Health Sciences

Co-requisites: None

MAST 1170 Medical Assisting Externship (6)

Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical office job setting. This clinical practicum allows the student to become involved in a work setting at a professional level of technical application and requires concentration, practice, and follow-through. Topics include: application of classroom knowledge and skills and functioning in the work environment.

Pre-requisites: Program Admission

Co-requisites: None

MAST 1180 Medical Assisting Seminar (3)

Seminar focuses on job preparation and maintenance skills and review for the certification examination. Topics include: letters of application, resumes, completing a job application, job interviews, follow-up letter/call, letters of resignation and review of program competencies for employment and certification.

Pre-requisites: Program Admission

Co-requisites: None

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## **MATH Mathematics**

**MATH 0098 Elementary Algebra (3)**

Emphasizes basic algebra skills. Topics include introduction to real numbers and algebraic expressions, solving linear equations, graphs of linear equations, polynomial operations, and polynomial factoring.

Pre-requisites: MATH 0097 – Math II OR Appropriate entrance arithmetic or algebra placement test score.

Co-requisites: None

**MATH 0099 Pre-Degree Math (3)**

This course is designed for students who require additional skills in algebra prior to taking College Algebra. Additionally, this course reinforces skills learned in MATH 0098. Topics include: operations with algebraic expressions; linear and quadratic equations; inequalities, and functions; graphing techniques; rational expressions and equations; exponents, radicals, and complex numbers; and simultaneous equations. Computer technology and Internet technology are an integral part of this course.

Pre-requisites: Appropriate arithmetic placement score

Co-requisites: None

**MATH 1011 Business Math (3)**

Emphasizes mathematical concepts found in business situations. Topics include basic mathematical skills, mathematical skills in business-related problem solving, mathematical information for documents, graphs, and mathematical problems.

Pre-requisites: MATH 0097 – Math II OR Appropriate arithmetic placement test score.

Co-requisites: None

**MATH 1012 Foundations of Mathematics (3)**

Emphasizes the application of basic mathematical skills used in the solution of occupational and technical problems. Topics include fractions, decimals, percents, ratios and proportions, measurement and conversion, formula manipulation, technical applications, and basic statistics.

Pre-requisites: MATH 0097 – Math II OR Appropriate arithmetic placement test score.

Co-requisites: None

**MATH 1012 Foundations of Mathematics (3)**

Emphasizes the application of basic mathematical skills used in the solution of occupational and technical problems. Topics include fractions, decimals, percents, ratios and proportions, measurement and conversion, geometric concepts, technical applications, and basic statistics.

Pre-requisites: Appropriate placement test score or appropriate learning support exit point.

Co-requisites: None

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- MATH 1013 Algebraic Concepts (3)  
Emphasizes concepts and operations which are applied to the study of algebra. Topics include basic mathematical concepts, basic algebraic concepts, and intermediate algebraic concepts.  
Pre-requisites: MATH 0098 – Elementary Algebra OR Appropriate algebra placement test score.  
Co-requisites: None
- MATH 1015 Geometry and Trigonometry (3)  
Emphasizes basic geometric and trigonometric concepts. Topics include measurement conversion, geometric terminology and measurements, and trigonometric terminology and functions.  
Pre-requisites: MATH 1013 – Algebraic Concepts with a C or better.  
Co-requisites: None
- MATH 1017 Trigonometry (3)  
Emphasizes trigonometric concepts, logarithms, and exponential functions. Topics include trigonometric concepts, logarithms and exponentials.  
Pre-requisites: MATH 1013 – Algebraic Concepts with a C or better.  
Co-requisites: None
- MATH 1100 Quantitative Skills and Reasoning (3)  
Emphasizes algebra, statistics, and mathematics of finance. Topics include fundamental operations of algebra, sets and logic, probability and statistics, geometry, mathematics of voting and districting, and mathematics of finance.  
Pre-requisites: Appropriate algebra placement test score.  
Co-requisites: None
- MATH 1101 Mathematical Modeling (3)  
Emphasizes functions using real-world applications as models. Topics include fundamental concepts of algebra; functions and graphs; linear, quadratic, polynomial, exponential, and logarithmic functions and models; systems of equations; and optional topics in algebra.  
Pre-requisites: Appropriate placement test score or appropriate learning support exit point.  
Co-requisites: None
- MATH 1111 College Algebra (3)  
Emphasizes techniques of problem solving using algebraic concepts. Topics include fundamental concepts of algebra, equations and inequalities, functions and graphs, and systems of equations; optional topics include sequences, series, and probability or analytic geometry.  
Pre-requisites: Appropriate placement test score or appropriate learning support exit point.  
Co-requisites: None

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- MATH 1112          College Trigonometry (3)  
Emphasizes techniques of problem solving using trigonometric concepts. Topics include trigonometric functions, properties of trigonometric functions, vectors and triangles, inverse of trigonometric functions and graphing of trigonometric functions, logarithmic and exponential functions, and complex numbers.  
Pre-requisites: Regular Admission and MATH 1111 – College Algebra with C or better  
Co-requisites: None
- MATH 1113          Precalculus (3)  
Prepares students for calculus. The topics discussed include an intensive study of polynomial, rational, exponential, logarithmic, and trigonometric functions and their graphs. Applications include simple maximum and minimum problems, exponential growth and decay.  
Pre-requisites: Regular Admission and MATH 1111 with C or better or appropriate math placement test score.  
Co-requisites: None
- MATH 1127          Introduction to Statistics (3)  
Discusses the concepts and methods fundamental to utilizing and interpreting commonly used statistics. Topics include: descriptive statistics, basic probability, discrete and continuous distributions, sampling distributions, hypothesis testing, chi-square tests and linear regression. Computer and Internet technology are an integral part of this course.  
Pre-requisites: Regular Admission and MATH 0099 with C or better or appropriate math placement test score.  
Co-requisites: None
- MATH 1131          Calculus I (4)  
Topics include the study of limits and continuity, derivatives, and integrals of functions of one variable. Applications are incorporated from a variety of disciplines. Algebraic, trigonometric, exponential, and logarithmic functions are studied.  
Pre-requisites: Regular Admission and MATH 1113 with a C or better or appropriate math placement test score.  
Co-requisites: None
- MATH 1132          Calculus II (4)  
This course includes the study of techniques of integration, application of the definite integral, and introduction to differential equations, improper integrals, sequences, and series.  
Pre-requisites: MATH 1132 with a C or better or appropriate math placement test score.  
Co-requisites: None

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## **MCST Motorcycle Service Technology**

**MCST 1000 Introduction to Motorcycle Technology (4)**

This course serves as an introduction to the program and the field of professional motorcycle service. Topics include: work facility safety and cleanliness, safety devices, environmental safety, fire prevention, personal safety, as well as the operation, construction, design, testing, maintenance, and repair of motorcycle and ATV systems and components.

Pre-requisites: Program Admission

Co-requisites: None

**MCST 1010 Motorcycle Engines and Drive Trains (6)**

This course covers 2-cycle and 4-cycle engines, their transmissions, and their final drive systems. It also provides an overview of the exhaust and lubrication systems. Upon successful completion of this course the student will have disassembled, inspected, reassembled, and operationally tested motorcycle engines and drive trains.

Pre-requisites: None

Co-requisites: MCST 1000 – Introduction to Motorcycle Technology

**MCST 1020 Motorcycle Electrical Systems (6)**

This course covers the theory, operation and repair of electrical systems and components on modern motorcycles. Upon completion, the student should be able to diagnose, service, rebuild, and adjust the components of various motorcycle electrical and accessory systems.

Pre-requisites: None

Co-requisites: MCST 1000 – Introduction to Motorcycle Technology

**MCST 1030 Motorcycle Fuel and Exhaust Systems (4)**

This course covers the theory, operation, and repair of fuel tanks, petcocks, carburetors, fuel injection systems, and exhaust systems on modern motorcycles. Upon completion of this course the student should be able to diagnose, service, rebuild, and adjust the components of various motorcycle fuel systems. The student should also be able to diagnose, service, and repair exhaust systems.

Pre-requisites: None

Co-requisites: MCST 1000 – Introduction to Motorcycle Technology

**MCST 1040 Motorcycle Chassis and Suspension Systems (4)**

This course covers the maintenance, adjustment, and repair of motorcycle chassis systems. Topics include: brakes, front and rear suspensions, and wheels. Upon completion the student should be able to diagnose, service, and repair motorcycle chassis and suspension systems.

Pre-requisites: None

Co-requisites: MCST 1000 – Introduction to Motorcycle Technology



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- MCST 1050            Customer Service and Product Awareness (3)  
 The objectives of this course include professional customer interaction/service, current knowledge of manufacturer and after-market products, and knowledge of the repair of motorcycles and utility vehicles. The topics covered in this course include commercial catalog systems, computer parts lists, inventory control, and proper selection and use of motorcycle parts and products. A motorcycle related business plan will be required.  
 Pre-requisites: Program Admission  
 Co-requisites: MCST 1000 – Introduction to Motorcycle Technology
- MCST 1110            Motorcycle Maintenance (5)  
 This course serves as an introduction to the field of professional motorcycle service. Topics include: advanced shop and tool techniques, preventive maintenance, adjustments, and minor repairs. Upon completion students should be able to perform basic inspection and service of motorcycles and ATVs.  
 Pre-requisites: None  
 Co-requisites: MCST 1000 – Introduction to Motorcycle Technology
- MCST 1120            Troubleshooting and Diagnostics (5)  
 This course covers procedures for efficient and accurate diagnosis of components in the mechanical, electrical, and fuel systems of the motorcycle. Emphasis is placed on developing logical procedures for diagnosis. Upon completion the student should be able to perform accurate diagnosis of various motorcycle systems.  
 Pre-requisites: All required  
     MCST 1000 – Introduction to Motorcycle Technology  
     MCST 1010 – Motorcycle Engines and Drive Trains  
     MCST 1020 – Motorcycle Electrical Systems  
     MCST 1030 – Motorcycle Fuel and Exhaust Systems  
     MCST 1040 – Motorcycle Chassis and Suspension Systems  
     MCST 1110 – Motorcycle Maintenance  
 Co-requisites: None
- MCST 1200            Power Equipment Repair (4)  
 This course is designed to familiarize the student with the basic function, maintenance and repair of power equipment such as lawn and garden equipment, log splitters, chainsaws, pressure washers and other common outdoor equipment.  
 Pre-requisites: None  
 Co-requisites: MCST 1000 – Introduction to Motorcycle Technology

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MCST 2000            Motorcycle Technology Internship (4)

This internship course provides the student with opportunities for application and reinforcement of motorcycle maintenance, service, and employability principles in an actual job setting. It acquaints the student with work situations and provides insights into the work environment of a repair shop.

Pre-requisites: All required

MCST 1000 – Introduction to Motorcycle Technology

MCST 1010 – Motorcycle Engines and Drive Trains

MCST 1020 – Motorcycle Electrical Systems

MCST 1030 – Motorcycle Fuel and Exhaust Systems

MCST 1040 – Motorcycle Chassis and Suspension Systems

MCST 1110 – Motorcycle Maintenance

Co-requisites: None

**MGMT Business Management**

MGMT 1100           Principles of Management (3)

Develops skills and behaviors necessary for successful supervision of people and their job responsibilities. Emphasis will be placed on real life concepts, personal skill development, applied knowledge and managing human resources. Course content is intended to help managers and supervisors deal with a dramatically changing workplace being affected by technology changes, a more competitive and global market place, corporate restructuring and the changing nature of work and the workforce. Topics include: Understanding the Managers Job and Work Environment; Building an Effective Organizational Culture; Leading, Directing, and the Application of Authority; Planning, Decision-Making, and Problem-Solving; Human Resource Management, Administrative Management, Organizing, and Controlling.

Pre-requisites: Provisional Admission

Co-requisites: None

MGMT 1105           Organizational Behavior (3)

Provides a general knowledge of the human relations aspects of the senior-subordinate workplace environment. Topics include employee relations principles, problem solving and decision making, leadership techniques to develop employee morale, human values and attitudes, organizational communications, interpersonal communications, and employee conflict.

Pre-requisites: Provisional Admission

Co-requisites: None

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- MGMT 1110**      **Employment Rules & Regulations** (3)  
Develops a working knowledge of the laws of employment necessary for managers. Topics include: Employment Law, the Courts, Alternative Dispute Resolution (ADR), Discrimination Law, Selecting Applicants Under the Law, OSHA and Safety, Affirmative Action, At-Will Doctrine, Right to Privacy, Fair Labor Standards Act (FLSA), Family Medical Leave Act (FMLA), Workers Compensation, Unemployment Compensation, and National Labor Relations Act.  
Pre-requisites: Provisional Admission  
Co-requisites: None
- MGMT 1111**      **Employee Compensation and Benefits** (3)  
This course provides students with theoretical and practical knowledge of the design and implementation of effective compensation and benefits programs. Topics include: compensation program development, legal requirements of employee benefit packets, effect of compensation on employee morale, current trends and practices in compensation and benefits, and calculation of compensation costs.  
Pre-requisites: Program Admission  
Co-requisites: None
- MGMT 1115**      **Leadership** (3)  
This course familiarizes the student with the principles and techniques of sound leadership practices. Topics include: Characteristics of Effective Leadership Styles, History of Leadership, Leadership Models, The Relationship of Power and Leadership, Team Leadership, The Role of Leadership in Effecting Change.  
Pre-requisites: Provisional Admission  
Co-requisites: None
- MGMT 1120**      **Introduction to Business** (3)  
This course is designed to provide the student with an overview of the functions of business in the market system. The student will gain an understanding of the numerous decisions that must be made by managers and owners of businesses. Topics include: the market system, the role of supply and demand, financial management, legal issues in business, employee relations, ethics, and marketing.  
Pre-requisites: Provisional Admission  
Co-requisites: None

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MGMT 1125 Business Ethics (3)

Provides students with an overview of business ethics and ethical management practices with emphasis on the process of ethical decision-making and working through contemporary ethical dilemmas faced by business organizations, managers and employees. The course is intended to demonstrate to the students how ethics can be integrated into strategic business decisions and can be applied to their own careers. The course uses a case study approach to encourage the student in developing analytical, problem-solving, critical thinking and decision-making skills. Topics include: An overview of business ethics; moral development and moral reasoning; personal values, rights, and responsibilities; frameworks for ethical decision-making in business; justice and economic distribution; corporations and social responsibility; corporate codes of ethics and effective ethics programs; business and society: consumers and the environment; ethical issues in the workplace; business ethics in a global and multicultural environment; business ethics in cyberspace; and business ethics and the rule of law.

Pre-requisites: Provisional Admission

Co-requisites: None

MGMT 1135 Managerial Accounting and Finance (3)

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.

Pre-requisites: Program Admission

Co-requisites: None

MGMT 2115 Human Resource Management (3)

This course is designed as an overview of the Human Resource Management (HRM) function and of the manager and supervisors role in managing the career cycle from organizational entry to exit. It acquaints the student with the authority, responsibility, functions, and problems of the human resource manager, with an emphasis on developing familiarity with the real world applications required of employers and managers who increasingly are in partnership with HRM generalists and specialists in their organizations. Topics include: strategic human resource management, contemporary issues in HRM: ethics, diversity and globalization; the human resource/supervisor partnership; human resource planning and productivity; job description analysis, development, and design: recruiting, interviewing, and selecting employees; performance management and appraisal systems; employee training and development: disciplinary action and employee rights; employee compensation and benefits; labor relations and employment law; and technology applications in HRM.

Pre-requisites: Provisional Admission

Co-requisites: None

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MGMT 2120      Labor Management Relations (3)

Provides a student with an overview of the relationship of rank and file employees to management in business organizations. The nature of the workplace, the economic foundations of work organizations, and the history of the relationship between management and labor is examined. The course acquaints the student with the principles of developing positive relationships between management and labor within the context of the legal environment governing labor relations. Topics include: the nature of the American workplace; the economic history of business organizations, the historical roots of labor-management relations; adversarial and cooperative approaches to labor relations; the legal framework of labor relations; employee-employer rights; collective bargaining and union organizing processes; union and nonunion grievance procedures; international labor relations; and the future of labor-management relations in a changing economy. Case studies, readings, and role-plays are used to simulate workplace applications in labor relations.

Pre-requisites: Provisional Admission

Co-requisites: None

MGMT 2125      Performance Management (3)

Develops an understanding of how fostering employer/employee relationships in the work setting improves work performance. Develops legal counseling and disciplinary techniques to use in various workplace situations. . Topics include: the definitions of coaching, counseling, and discipline; importance of the coaching relationship; implementation of an effective counseling strategy; techniques of effective discipline; and performance evaluation techniques.

Pre-requisites: Provisional Admission

Co-requisites: None

MGMT 2130      Employee Training and Development (3)

Addresses the challenges of improving the performance and career potential of employees, while benefiting the student in their own preparation for success in the workplace. The focus is on both training and career and personal development. Shows the student how to recognize when training and development is needed and how to plan, design, and deliver an effective program of training for employees. Opportunities are provided for the student to develop their own career plans, assess their work-related skills, and practice a variety of skills desired by employers. Topics include: developing a philosophy of training; having systems approach to training and development; the context of training; conducting a needs analysis; critical success factors for employees: learning principles; designing and implementing training plans; conducting and evaluating training; human resource development and careers; personal career development planning; and applications in interpersonal relationships and communication.

Pre-requisites: Provisional Admission

Co-requisites: None

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- MGMT 2135 Management Communication Techniques (3)**  
Emphasizes developing the full range of communication strategies required to become a successful manager and prepares managers for the skills required to communicate effectively in business today. Topics include: Organizational/Strategic Communication, Interpersonal Communication, Presentation Techniques, Presentation Technology & Applications, Team/Group Communication, Intercultural Communication, External Stakeholder Communication and Using Spreadsheet Applications for Business Problem Solving.  
Pre-requisites: Provisional Admission  
Co-requisites: None
- MGMT 2140 Retail Management (3)**  
Develops a working knowledge of managing a retail business from a variety of perspectives with an emphasis on store management. The emphasis is on contemporary issues in retailing, particularly the process of supervising customer service and dealing with the changing demographics of retailing. An application focus on the use of information technologies, the internet, and electronic retailing is intended to give the student hands-on experience in retail management. Topics include: strategic retail management; store, non-store, and nontraditional retailing; retail human resource management; developing a customer-focused service strategy; managing customer service; retail operations and financial management; merchandise management; buying and inventory management; global, cataloging, and electronic retail management, information technology applications in retailing.  
Pre-requisites: Provisional Admission  
Co-requisites: None
- MGMT 2145 Business Plan Development (3)**  
Provides students with knowledge and skills necessary for a manager or entrepreneur to develop and implement a business plan. Topics include: business/community compatibility, introduction to cash flow and break even analysis, development of product/service idea, determination of market feasibility, determination of financial feasibility, development of marketing strategy, development of operations outline, and application of financial concepts.  
Pre-requisites: Provisional Admission  
Co-requisites: None
- MGMT 2150 Small Business Management (3)**  
This course introduces the essentials of starting, managing, and growing a small business. Topics include: the role of the entrepreneur, pricing, advertising, financing, and layout of facilities, inventory control, staffing, purchasing, vendor selection, and relevant laws affecting small business.  
Pre-requisites: Provisional Admission  
Co-requisites: None

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- MGMT 2155      Quality Management Principles      (3)**  
Familiarizes the student with the principles and methods of Quality Management (QM). Topics include: the history of quality control, quality control leaders, quality tools, QM implementation, team building for QM, and future quality trends.  
Pre-requisites: All required  
Program Admission  
MGMT 1100 – Principles of Management  
Co-requisites: None
- MGMT 2200      Production/Operations Management      (3)**  
This course provides the student with an intensive study of the overall field of production/operations management. Topics include: role of production management/production managers, operational design, capacity planning, aggregate planning, inventory management, project management, and quality control/assurance.  
Pre-requisites: Program Admission  
Co-requisites: None
- MGMT 2205      Service Sector Management      (3)**  
This course focuses on supervision in the service sector with special emphasis on team building, quality management, and developing a customer focus. The challenge of providing world-class customer service is addressed through sections on principles of service industry supervision, career development, problem solving, stress management, and conflict resolution. Topics include: principles of service industry supervision, team building, customer service operations, TQM in a service environment, business software applications, communication in the service sector, introduction to information systems, selling principles and sales management, retail management, and legal issues in the service sector.  
Pre-requisites: None  
Co-requisites: None
- MGMT 2210      Project Management      (3)**  
Provides a basic understanding of project management functions and processes. Topics include: team selection and management; project planning, definition and scheduling of tasks; resource negotiation, allocation, and leveling; project control, monitoring, and reporting; computer tools for project planning and scheduling; managing complex relationships between project team and other organizations; critical path methodology; and total quality management.  
Pre-requisites: Provisional Admission  
Co-requisites: None

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MGMT 2215      Team Project (3)

This course utilizes team methodologies to study the field of management. It encourages students to discuss their perception of management practices which have been studied during the management program. Topics include: current issues and problems in management and supervision and state-of-the-art management and leadership techniques. Students will be put into teams, will work on team projects to demonstrate their understanding of the competencies of this course, and will do peer evaluation. Potential team projects could include authoring a management book covering the competencies, videos, web sites, bulletin boards, and slide presentations amongst others.

Pre-requisites: Program Admission

Co-requisites: None

MGMT 2216      Schedule and Cost-Control Techniques (4)

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.

Pre-requisites: All required (or advisor approval)

Program Admission

MGMT 1100 – Principles of Management

MGMT 2200 – Production/Operations Management

MGMT 2210 – Project Management

Co-requisites: None

**MKTG Marketing Management**

MKTG 1100      Principles of Marketing (3)

This course emphasizes the trends and the dynamic forces that affect the marketing process and the coordination of the marketing functions. Topics include effective communication in a marketing environment, role of marketing, knowledge of marketing principles, marketing strategy, and marketing career paths.

Pre-requisites: None

Co-requisites: None



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- MKTG 1130 Business Regulations and Compliance (3)**  
This course introduces the study of contracts and other legal issues and obligations for businesses. Topics include: creation and evolution of laws, court decision processes, legal business structures, sales contracts, commercial papers, Uniform Commercial Code, and risk-bearing devices.  
Pre-requisites: None  
Co-requisites: None
- MKTG 1160 Professional Selling (3)**  
This course introduces professional selling skills and processes. Topics include: professional selling, product/sales knowledge, customer analysis/relations, selling process, sales presentations, and ethics of selling.  
Pre-requisites: None  
Co-requisites: None
- MKTG 1190 Integrated Marketing Communications (3)**  
This course introduces the fundamental principles and practices associated with promotion and communication. Topics include: purposes of promotion and IMC, principles of promotion and Integrated Marketing Communication (IMC), budgeting, regulations and controls, media evaluation and target market selection, integrated marketing plans, trends in promotion, and promotion and communication career paths.  
Pre-requisites: None  
Co-requisites: None
- MKTG 1210 Services Marketing (3)**  
This course introduces the marketing skills required in a service business. Topics include: foundation of services marketing, managing service delivery/encounters, services marketing strategy, and aligning strategy service design, and standards.  
Pre-requisites: None  
Co-requisites: None
- MKTG 1270 Visual Merchandising (3)**  
This course focuses on the components of the visual merchandising of goods and services. Topics include: design and color principles, tools and materials of the trade, lighting and signs, installation of displays, store planning, safety, and related areas of visual merchandising and display.  
Pre-requisites: None  
Co-requisites: None

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- MKTG 1370**      **Consumer Behavior**      (3)  
This course analyzes consumer behavior and applicable marketing strategies. Topics include: the nature of consumer behavior, influences on consumer behavior, consumer decision-making process, role of research in understanding consumer behavior, and marketing strategies.  
Pre-requisites: None  
Co-requisites: None
- MKTG 2000**      **Global Marketing**      (3)  
This course introduces opportunities and international strategies employed in the global marketplace. Topics include: the environment of international marketing, analyze international marketing opportunities, international market entries, design an international marketing strategy, and career paths in international marketing.  
Pre-requisites: MKTG 1100 – Principles of Marketing  
Co-requisites: None
- MKTG 2010**      **Small Business Management**      (3)  
This course introduces competencies required in managing a small business. Topics include: nature of small business management, business management and organizational change, marketing strategies, employee relations, financial planning, and business assessment and growth.  
Pre-requisites: None  
Co-requisites: None
- MKTG 2030**      **Digital Publishing and Design**      (3)  
This course covers the knowledge and skills required to use design and digital publishing software as well as design and create business publications, collaterals and digital presences. Course work will include course demonstrations, laboratory exercises and projects. Topics include: digital publishing concepts, basic graphic design, publication layout, web page design, and practical digital applications.  
Pre-requisites: All required  
Program Admission  
COMP 1000 – Introduction to Computers  
Co-requisites: None
- MKTG 2060**      **Marketing Channels**      (3)  
Emphasizes the design and management of marketing channels. Topics include: role of marketing channels, channel design and planning, supply chain management, logistics, and managing marketing channels.  
Pre-requisites: None  
Co-requisites: None

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- MKTG 2070**      **Buying and Merchandising**      (3)  
Develops buying and merchandising skills required in retail or e-business. Topics include: principles of merchandising, inventory control, merchandise plan, assortment planning, buying merchandise, and pricing strategies.  
Pre-requisites: None  
Co-requisites: None
- MKTG 2090**      **Marketing Research**      (3)  
This course conveys marketing research methodology. Topics include: role of marketing research, marketing research process, ethics in marketing research, research design, collection data analysis, reporting, application of marketing research, and marketing research career paths.  
Pre-requisites: MKTG 1100 – Principles of Marketing  
Co-requisites: None
- MKTG 2160**      **Advanced Selling**      (3)  
This course emphasizes advanced sales presentation skills needed in professional selling. Topics include: managing effective customer relationships, self-management, sales force training, sales force development, and career paths in professional selling.  
Pre-requisites: MKTG 1160 – Professional Selling  
Co-requisites: None
- MKTG 2210**      **Entrepreneurship**      (6)  
This course provides an overview of the steps in establishing a business. A formal business will be created. Topics include planning, location analysis, financing, developing a business plan, and entrepreneurial ethics and social responsibility.  
Pre-requisites: Program Admission  
Co-requisites: None
- MKTG 2270**      **Retail Operations Management**      (3)  
This course emphasizes the planning, staffing, leading, organizing, and controlling management functions in a retail operation. Topics include: the retailing environment, retailing strategy, supply chain management, financial planning, financial strategies, employee relations, and career paths in retailing.  
Pre-requisites: Program Admission or Program Instructor Approval  
Co-requisites: None
- MKTG 2290**      **Marketing Internship/Practicum**      (3)  
This course applies and reinforces marketing and employability skills in an actual job placement or practicum experience. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of marketing skills, and professional development.  
Pre-requisites: Program Instructor Approval  
Co-requisites: None



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- OPHD 1020      Eye Anatomy and Physiology (3)  
Develops students' knowledge of the anatomy and physiology of the eye. Emphasis is placed on the corneal metabolism and its accommodation of a contact lens. Topics include: anatomy of the eye; physiology of the eye; eye diseases and abnormalities; anterior and posterior segments; drugs and treatment methods; and ophthalmic terminology.  
Pre-requisites: Program Admission or Provisional Admission  
Co-requisites: None
- OPHD 1030      Applied Optical Theory (3)  
Introduces students to properties of light and the laws of geometrical optics. Emphasis is placed on understanding major theories of light and the principles of plane and curved surfaces of mirrors and lenses. Topics include: light and vision; refraction; lens modified light; and lens systems.  
Pre-requisites: Program Admission and OPHD 1010 – Introduction to Ophthalmic Optics  
Co-requisites: None
- OPHD 1060      Optical Laboratory Techniques I (6)  
Introduces students to the operations involved in lens fabrication. Emphasis is placed on gaining knowledge of equipment requirements and developing surfacing and finishing techniques. Topics include: safety and environmental procedures and lens processing terminology; lens surfacing and finishing equipment; lens blank selection and layout; lens surfacing techniques; lens finishing techniques; lens final insertion and mounting techniques; and standard alignment, inspection of lenses and lensometer operation.  
Pre-requisites: OPHD 1010 – Introduction to Ophthalmic Optics  
Co-requisites: None
- OPHD 1070      Optical Laboratory Techniques II (6)  
This course continues students' study of lens fabrication. Emphasis is placed on using specialized lens materials and multifocal surfacing and finishing techniques. Topics include: specialized lens fabrication; multifocal lens positioning; inspection of multifocal lenses; optical calculations; frame repairs; optical equipment maintenance; advanced optical calculations, and high index lenses.  
Pre-requisites: OPHD 1060 – Optical Laboratory Techniques I  
Co-requisites: None
- OPHD 1080      Contact Lens I (5)  
Introduces students to the contact lens field. Emphasis is placed on the development of contact lenses to correct visual defects, types of contact lenses, and consumer selection. Topics include: safety and environmental procedures; contact lens history; contact lens instruments; contact lens terminology; corneal topography; lens types, prefitting evaluation, examination and patient/lens selection; adverse effects of lens wear; lens selection, inspection and verification; fitting guidelines and regulations; and follow-up care.  
Pre-requisites: Program Admission and OPHD 1020 – Eye Anatomy and Physiology  
Co-requisites: None

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OPHD 2090            Frame Selection (6)  
Introduces students to frame selection and dispensing techniques. Emphasis is placed on gaining clinical experience in providing service to the eyewear consumer. Topics include: ocular measurements; frame selection; frame materials; eyewear fitting techniques; frame adjustment; administrative procedures; lens finishing; matching frames to consumer needs; managed care terminology; information technology; communication with consumers, prescribers, and suppliers; effective consumer services; and problem solving.  
Pre-requisites: Program Admission  
Co-requisites: None

OPHD 2120            Lens Selection (6)  
This course introduces students to techniques of ophthalmic sales and emphasizes effective consumer service. Topics include: managed care terminology; information gathering; information technology; communicating with consumers, prescribers and suppliers; ophthalmic sales skills; effective consumer services and problem solving; and lens finishing. This course continues students' study of eyewear dispensing techniques. Emphasis is placed on gaining clinical experience in providing service to the eyewear consumer. Topics include: prescription lens materials; lens positioning; multifocal lenses; absorptive lenses; special lens coatings; prescription lens selection; lens finishing; use and care of eyewear; matching lenses to consumer needs; optical, physiological, and psychological problems; applied lensmeter techniques; information gathering; and ophthalmic sales skill.  
Pre-requisites: All required  
                  Program Admission or Provisional Admission  
                  OPHD 1010 – Introduction to Ophthalmic Optics  
Co-requisites: None

OPHD 2130            Contact Lens II (5)  
This course continues students' study of contact lenses with emphasis on rigid and gas permeable trial and prescriptive lens fitting techniques. Topics include: lens selection; inspection and verification; fitting guidelines and regulations; follow-up care; soft lens care and storage; fitting specialty rigid lenses; rigid lens care and storage; and fitting specialty soft contact lenses.  
Pre-requisites: OPHD 1080 – Contact Lens I  
Co-requisites: None

OPHD 2170            Contact Lens Review (3)  
This course continues student's study of contact lens dispensing knowledge skills. Emphasis is placed on reviewing types of contact lenses, fitting techniques, and further development of associated skills. Topics include: soft contact lens fitting; hard contact lens fitting; contact lens instrumentation; effective consumer service; and contact lens regulations.  
Pre-requisites: OPHD 2130 – Contact Lens II  
Co-requisites: None

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OPHD 2180      Opticianry Review (3)  
Continues students' study of ophthalmic dispensing knowledge and skills. Emphasis is placed on reviewing optical theory, laboratory procedures, and further development of associated skills. Topics include: optical laboratory; frames and lenses; dispensing techniques; eyewear sales; and eyewear regulations.  
Pre-requisites: All required  
    OPHD 2090 – Frame Selection  
    OPHD 2120 – Lens Selection  
Co-requisites: None

OPHD 2190      Opticianry Occupational Based Instruction (5)  
Continues students' study of ophthalmic dispensing techniques. Emphasis is placed on gaining clinical experience in providing service to the ophthalmic consumer. Topics include: special visual problems; contact lenses; analyzing ophthalmic problems; ordering procedures; marketing eyewear; and work attitudes. The occupation-based instruction is implemented through the use of a Practicum or internship and all of the following: written individualized training plans, written performance evaluation, and required weekly seminar.  
Pre-requisites: All required  
    OPHD 2090 – Frame Selection  
    OPHD 2120 – Lens Selection  
    OPHD 2130 – Contact Lens II  
Co-requisites: None

**PARA Paralegal Studies**

PARA 1100      Introduction to Law and Ethics (3)  
Emphasizes the American legal system, the role of the lawyer and legal assistant within that system, and the ethical obligations imposed upon attorneys and legal assistants. Topics include: survey of American jurisprudence, code of professional responsibility and ethics overview, and introduction to areas of law and legal vocabulary.  
Pre-requisites: Program Admission, program advisement, ENGL 1101, Watson-Glasser Exam  
Co-requisites: None





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- PARA 1125            Criminal Law and Criminal Procedure (3)  
Introduces the student to the basic concepts of substantive criminal law and its procedural aspects with an emphasis on the constitutionally protected rights of the accused in the criminal justice system. Topics include: substantive criminal law and procedure and criminal litigation support.  
Pre-requisites: PARA 1100 – Introduction to Law and Ethics, with a C or better  
Co-requisites: None
- PARA 1130            Civil Litigation (3)  
Emphasizes competencies and concepts of civil litigation in both federal and state courts. Topics include: federal and state litigation; trial and pretrial proceedings; litigation ethics; and litigation documents, exhibits, investigations, and interviews.  
Pre-requisites: PARA 1100 – Introduction to Law and Ethics, with a C or better  
Co-requisites: None
- PARA 1135            Wills, Trusts, Probate, and Administration (3)  
Provides a general framework of the substantive theory of wills, trusts, and estates. Topics include: wills, trusts, and powers of attorney; probate of wills and administration of estates; document preparation for other probate proceedings; general jurisdiction of the probate court; terminology of wills and estate practice; client interviews; and document preparation.  
Pre-requisites: PARA 1100 – Introduction to Law and Ethics, with a C or better  
Co-requisites: None
- PARA 1140            Tort Law (3)  
Introduces the student to the basic concepts of substantive tort law. Topics include: concepts of intentional torts, negligence and product liability; causation and liability concepts; damages and defenses; and special tort actions and immunities.  
Pre-requisites: PARA 1100 – Introduction to Law and Ethics, with a C or better  
Co-requisites: None
- PARA 1145            Law Office Management (3)  
Introduces the student to common forms of law practice. The student will be exposed to methods of billing and time-keeping, automation in the law office, the law office library, the appropriate role of support staff in the law office, and ethical concerns relevant to law office management. Topics include: forms of law practice and insurance needs, support systems, support staff, and ethical responsibilities.  
Pre-requisites: PARA 1100 – Introduction to Law and Ethics, with a C or better  
Co-requisites: None

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PARA 1150            Contracts, Commercial Law and Business Organizations            (3)

Introduces the student to the basic concepts of legal rules commonly applicable in commercial settings, to the basic concepts of substantive contract law and to the formulation and operation of sole proprietorships, general partnerships, limited partnerships, and corporations. Additionally, the course explores the basic concepts of agency law. Topics include Constitutional law and its impact on business, the essential elements of a contract and related legal principles and the Uniform Commercial Code, sole proprietorships, partnerships, professional associations and other business organizations, corporations and tax implications of different organizations.

Pre-requisites: PARA 1100 – Introduction to Law and Ethics, with a C or better

Co-requisites: None

PARA 1200            Bankruptcy/Debtor-Creditor Relations            (3)

Introduces the student to the purpose and application of the Federal Bankruptcy Code and Rules, as well as applicable state law related to bankruptcy and debtor-creditor issues. Topics include: the Bankruptcy Code and Rules, Bankruptcy Court procedures, the preparation of bankruptcy forms and documents, state law workouts and collection, and the role of the paralegal in a bankruptcy practice.

Pre-requisites: PARA 1100 – Introduction to Law and Ethics, with a C or better

Co-requisites: None

PARA 1205            Constitutional Law            (3)

Explains the major legal principles and concepts of the U.S. Constitution including governmental powers and structure, and civil liberties. Additionally, this course includes an exploration of the history of the Constitution and case law interpreting it.

Pre-requisites: PARA 1100 – Introduction to Law and Ethics, with a C or better

Co-requisites: None

PARA 1210            Legal and Policy Issues in Healthcare            (3)

Provide an overview of the legal issues involved in the delivery of healthcare and the issues relating to Elder Law. Students will recognize the fundamentals of the healthcare treatment relationship, liability issues, patient care decisions and the human condition of sickness. They will explore the complexities of health care financing, health care access, governmental regulations and privacy issues. Topics will also include access to care, informed consent, patient care decisions, the doctor-patient relationship, end-of-life decision making, legal problems of the elderly, law and mental health, AIDS and the law and the privatization of health care facilities.

Pre-requisites: PARA 1100 – Introduction to Law and Ethics, with a C or better

Co-requisites: None



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## PHYS Physics

### PHYS 1110      Conceptual Physics (3)

Introduces some of the basic laws of physics. Topics include systems of units and conversion of units, vector algebra, Newtonian mechanics, fluids and thermodynamics, heat, light, and optics, mechanical waves, electricity and magnetism, and modern physics.

Pre-requisites: All required

ENGL 1101 – Composition and Rhetoric

MATH 1101 – Mathematical Modeling OR MATH 1111 – College Algebra

Co-requisites: PHYS 1110L – Conceptual Physics Lab

### PHYS 1110L      Conceptual Physics Lab (1)

Selected laboratory exercises paralleling the topics in PHYS 1110. The laboratory exercises for this course include systems of units and systems of measurement, vector algebra, Newtonian mechanics, fluids and thermodynamics, heat, light, and optics, mechanical waves, electricity and magnetism, and modern physics.

Pre-requisites: All required

ENGL 1101 – Composition and Rhetoric

MATH 1101 – Mathematical Modeling OR MATH 1111 – College Algebra

Co-requisites: PHYS 1110 – Conceptual Physics

### PHYS 1111      Introductory Physics I (3)

The first course of two algebra and trigonometry based courses in the physics sequence. Topics include material from mechanics (kinematics, dynamics, work and energy, momentum and collisions, rotational motion, static equilibrium, elasticity theory, and simple harmonic motion), mechanical waves, theory of heat and heat transfer, and thermodynamics.

Pre-requisites: All required

ENGL 1101 – Composition and Rhetoric

MATH 1112 – College Trigonometry OR MATH 1113 – Precalculus

Co-requisites: PHYS 1111L – Introductory Physics Lab I

### PHYS 1111L      Introductory Physics Lab I (1)

Selected laboratory exercises paralleling the topics in PHYS 1111. The laboratory exercises for this course include units of measurement, Newton's laws, work energy and power, momentum and collisions, one- and two-dimensional motion, circular motion and law of gravity, rotational dynamics and static equilibrium, elasticity theory, harmonic motion, theory of heat and heat transfer, thermodynamics, wave motion, and sound.

Pre-requisites: All required

ENGL 1101 – Composition and Rhetoric

MATH 1112 – College Trigonometry OR MATH 1113 – Precalculus

Co-requisites: PHYS 1111 – Introductory Physics I



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PNSG 1100          Nursing Fundamentals (7)

An introduction to the nursing process. Topics include: nursing as a profession; ethics and law; client care which is defined as using the nursing process, using critical thinking, and providing client education and includes principles and skills of nursing practice, documentation, and an introduction to physical assessment; customer/client relationships; geriatrics and standard precautions.

Pre-requisites: All required

Program Admission

ALHS 1011 – Structure and Function of the Human Body

ALHS 1040 – Introduction to Health Care

ALHS 1090 – Medical Terminology for Allied Health Sciences

ENGL 1010 – Fundamentals of English I

MATH 1012 – Foundations of Mathematics

PSYC 1010 – Basic Psychology

Co-requisites: None

PNSG 1120          Medical Surgical Nursing I (7)

Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; pathological disorders and deviations from the normal state of health in the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; client care, treatment, pharmacology, and nutritional aspects related to the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; and standard precautions related to the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems.

Pre-requisites: All required

PNSG 1020 – Pharmacology for Clinical Calculations

PNSG 1030 – Clinical Nutrition

PNSG 1100 – Nursing Fundamentals

Co-requisites: None







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PNSG 2120 Pediatric Nursing (4)

Focuses on health management and maintenance and the prevention of illness, care of the child as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance and prevention of illness, care of the child as a whole, and deviations from the normal state of health in the pediatric client; client care, treatments, pharmacology, and diet therapy of the pediatric client; growth and development; and standard precautions.

Pre-requisites: All required

PNSG 1020 – Pharmacology for Clinical Calculations

PNSG 1030 – Clinical Nutrition

PNSG 1100 – Nursing Fundamentals

Co-requisites: None

PNSG 2122 Pediatric Nursing Practicum (1)

Focuses on the clinical patient care aspects of health management and maintenance and the prevention of illness, care of the family as a whole, care of the child as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance and prevention of illness, care of the child as a whole, and deviations from the normal state of health in the pediatric client; client care, treatment, pharmacology, medication administration, and diet therapy of the pediatric client; growth and development; and standard precautions.

Pre-requisites: All required

PNSG 1020 – Pharmacology for Clinical Calculations

PNSG 1030 – Clinical Nutrition

PNSG 1100 – Nursing Fundamentals

Co-requisites: PNSG 2120 – Pediatric Nursing

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PNSG 2130            Obstetric Nursing (4)

Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the reproductive system, pathological and nonpathological concerns in obstetric clients, and the newborn; client care, treatments, pharmacology, and diet therapy related to the reproductive system, obstetric clients, and the newborn; and standard precautions.

Pre-requisites: All required

    PNSG 1020 – Pharmacology for Clinical Calculations

    PNSG 1030 – Clinical Nutrition

    PNSG 1100 – Nursing Fundamentals

Co-requisites: None

PNSG 2132            Obstetric Nursing Practicum (2)

Focuses on clinical patient care aspects health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance and prevention of illness; care of the individual as a whole; and deviations from the normal state of health in the reproductive system, pathological and nonpathological concerns in obstetric clients, and the newborn; client care, treatment, pharmacology, medication administration, and diet therapy related to the reproductive system, obstetric clients, and the newborn; and standard precautions.

Pre-requisites: All required

    PNSG 1020 – Pharmacology for Clinical Calculations

    PNSG 1030 – Clinical Nutrition

    PNSG 1100 – Nursing Fundamentals

Co-requisites: PNSG 2130 – Obstetric Nursing

PNSG 2150            Nursing Leadership (1)

Builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market. Topics include: application of the nursing process, supervisory skills, client education methods, group dynamics and conflict resolution.

Pre-requisites: All required

    PNSG 1020 – Pharmacology for Clinical Calculations

    PNSG 1030 – Clinical Nutrition

    PNSG 1100 – Nursing Fundamentals

Co-requisites: None

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PNSG 2152            Nursing Leadership Practicum (2)

Builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market, focusing on practical applications. Topics include: application of the nursing process, critical thinking, supervisory skills, client education methods, and group dynamics.

Pre-requisites: All required

    PNSG 1020 – Pharmacology for Clinical Calculations

    PNSG 1030 – Clinical Nutrition

    PNSG 1100 – Nursing Fundamentals

Co-requisites: PNSG 2150 – Nursing Leadership

PNSG 2210            Medical-Surgical Nursing I (4)

Focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; immunology; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the cardiovascular, respiratory, and hematological and immunological systems.

Pre-requisites: Program Admission

Co-requisites: None

PNSG 2220            Medical-Surgical Nursing II (4)

This second course in a series of four focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the endocrine, gastrointestinal, and urinary system.

Pre-requisites: Program Admission

Co-requisites: None







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PNSG 2340 Medical-Surgical Nursing Clinical IV (2)

This fourth clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 mental health experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

Pre-requisites: Program Admission

Co-requisites: None

PNSG 2410 Nursing Leadership (1)

Builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market. Topics include: application of the nursing process, supervisory skills, client education methods, group dynamics and conflict resolution.

Pre-requisites: Program Admission

Co-requisites: None

PNSG 2415 Nursing Leadership Clinical (2)

Builds on the concepts presented in prior nursing courses and develops the clinical skills necessary for successful performance in the job market, focusing on practical applications. Topics include: application of the nursing process, critical thinking, supervisory skills, client education methods, and group dynamics.

Pre-requisites: Program Admission

Co-requisites: None

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## **POLS Political Science**

**POLS 1101 American Government (3)**

Emphasizes study of government and politics in the United States. The focus of the course will provide an overview of the Constitutional foundations of the American political processes with a focus on government institutions and political procedures. The course will examine the constitutional framework, federalism, civil liberties and civil rights, public opinion, the media, interest groups, political parties, and the election process along with the three branches of government. In addition, this course will examine the processes of Georgia state government. Topics include foundations of government, political behavior, and governing institutions.

Pre-requisites: Appropriate Degree Level Writing (English) and Reading Placement Test Scores

Co-requisites: None

## **PSYC Psychology**

**PSYC 1010 Basic Psychology (3)**

Presents basic concepts within the field of psychology and their application to everyday human behavior, thinking, and emotion. Emphasis is placed on students understanding basic psychological principles and their application within the context of family, work and social interactions. Topics include an overview of psychology as a science, the nervous and sensory systems, learning and memory, motivation and emotion, intelligence, lifespan development, personality, psychological disorders and their treatment, stress and health, and social relations.

Pre-requisites: Provisional Admission

Co-requisites: None

**PSYC 1010 Basic Psychology (3)**

Presents basic concepts within the field of psychology and their application to everyday human behavior, thinking, and emotion. Emphasis is placed on students understanding basic psychological principles and their application within the context of family, work and social interactions. Topics include an overview of psychology as a science, the nervous and sensory systems, learning and memory, motivation and emotion, intelligence, lifespan development, personality, psychological disorders and their treatments, stress and health, and social psychology.

Pre-requisites: Provisional Admission

Co-requisites: None





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## **RART Recording Arts Technology**

### **RART 1100 Introduction to the Music Industry (3)**

This course will initially provide a survey of the music industry, highlighting those areas where music and business intersect. The focus will be on developing a foundational understanding of the structure and areas of the music industry. By analyzing how the industry underwent extreme change and what opportunities arose from the changing landscape in the discovery consumption of music, students will be able to better understand emerging trends in the industry and how to apply them.

Pre-requisites: MUSC 1101 – Music Appreciation

Co-requisites: None

### **RART 1200 Introduction to Sound Production (3)**

A moderately technical introduction to the science of acoustics and audio systems technology. Covers the nature, measurement and behavior of sound; audio terminology, signal flow, and equipment performance specifics; digital audio, microphone types and usage; and an overview of recording theory.

Pre-requisites: Program Instructor Approval

Co-requisites: None

### **RART 1300 Introduction to Audio Recording (4)**

Introduction to the basic techniques and tools used in audio recording. Areas of study include signal path, microphone applications, software, hardware, outboard gear, soldering techniques, tracking, mixing and editing.

Pre-requisites: RART 1100 – Introduction to the Music Industry

Co-requisites: None

### **RART 1350 Advanced Audio Recording (4)**

This class takes Intro to Audio Recording to the next level. Students will explore the world of multi-track recording and will be able to demonstrate importing and exporting audio, panning, track by track manipulation, creating mix-downs, MP3 and WAV files, the use of sound effects and the creation of them. This course seeks to equip the student to record sound for various situations they will encounter in the many fields now utilizing multimedia production. Mastering these skills will make a graduate of this program qualified to work in the Music/Radio/Audio production industry.

Pre-requisites: One required

MUSC 1101 – Music Appreciation

RART 1300 – Introduction to Audio Recording

Co-requisites: None

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RART 2100 Digital Sound Engineering and Movie Making (4)

This course is an introduction to new media. It includes sound, video, animation, mp3, DVD, and compression technology. Introduction to music and sound as related to moviemaking. Students will have the opportunity to create and assemble music, sound, and video into a finished product. Introduces the basic techniques and tools used in live sound engineering and mixing. Areas of study include set up, signal path, microphone application, hardware and outboard gear.

Pre-requisites: One required

RART 1300 – Introduction to Audio Recording

RART 1350 – Advanced Audio Recording

Co-requisites: None

RART 2200 Podcast/Internet Radio and Alternative Audio Production (4)

This course is designed for students who want to learn new media and how to create their own radio show through the use of advanced audio production skills. Once produced, you'll learn marketing and distribution avenues through podcasting and the intranet. Students will explore multi-channel, multi-platform communications in the world of audio production. Students will understand and take part in the creation of promos and imaging, while gaining a grasp of the various effects available in Adobe Audition, including voice processing and compression, EQ, reverb, etc.

Pre-requisites: RART 1200 – Introduction to Sound Production

Co-requisites: None

RART 2300 Live Event Production (4)

The student will be introduced to audio concepts and equipment for recording live theater, concerts, recitals and events. They will be taught how to get the best sound on location using microphone types and placement, mixers, recording technologies, and signal processing. Students will learn techniques for streaming audio live or recording event.

Pre-requisites: One required

RART 1300 – Introduction to Audio Recording

RART 1350 – Advanced Audio Recording

Co-requisites: None

RART 2500 Television Sound Production (4)

Students in this course will be introduced to basic audio and recording concepts and equipment used for television and motion picture production. Students will learn how to capture the best sound in various situations from location recording environments to studio recording. Types of microphones and microphone placement will be taught as well as the transfer of audio to video presentations and audio editing skills used in digital audio work stations.

Pre-requisites: RART 1300 – Introduction to Audio Recording

Co-requisites: None

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## **READ Reading**

READ 0099 Pre-Degree Reading (3)

Provides computerized reading instruction and study skills most essential for understanding, retaining, and evaluating study material. Emphasizes the development of efficient reading and study skills and higher level thinking strategies needed to become an independent learner. Topics include: extended vocabulary enrichment, expansion of comprehension strategies, critical thinking, test taking strategies, and rapid reading techniques.

Pre-requisites: Approved admission level Reading and English scores

Co-requisites: None

## **RELG Religion**

RELG 1100 Introduction to World Religions (3)

Introduction to World Religions is a survey course of the history, practice, and modern relevance of the world's religious traditions. Through the study of religion and its influence on history and culture, greater insight and understanding of diverse populations can be attained. Topics include an overview of significant religious traditions from around the world, critical analysis of the relationships between religions and artistic traditions, and critical analysis of the influence of religion on culture, politics, and history.

Pre-requisites: ENGL 1101 – Composition and Rhetoric

Co-requisites: None

## **SOCI Sociology**

SOCI 1101 Introduction to Sociology (3)

Explores the sociological analysis of society, its culture, and structure. Sociology is presented as a science with emphasis placed on its methodology and theoretical foundations. Topics include basic sociological concepts, socialization, social interaction and culture, social groups and institutions, deviance and social control, social stratification, social change, and marriage and family.

Pre-requisites: Appropriate Degree Level Writing (English) and Reading Placement Test Scores

Co-requisites: None

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## **SPCH Speech**

**SPCH 1101**            **Public Speaking** (3)  
Introduces the student to the fundamentals of oral communication. Topics include selection and organization of materials, preparation and delivery of individual and group presentations, analysis of ideas presented by others, and professionalism.  
Pre-requisites: Regular Admission OR ENGL 0098 – English III  
Co-requisites: None

## **TRST Transit Systems Technology**

**TRST 1000**            **Transit Industry Fundamentals** (1)  
Introduces students to the transit industry. Topics include; Jobs and careers in the transit industry (including rail services, bus services and infrastructure services.), and the transit industry's role in the community.  
Pre-requisites: Provisional Admission  
Co-requisites: None

**TRST 1010**            **Transit Bus Engines** (4)  
This course introduces students to transit bus engines. Topics include: Engine types, engine block and cylinder head, lubrication systems, cooling systems, air induction and exhaust systems, fuel systems, compressed natural gas storage and handling, and fuel cell technology  
Pre-requisites: Provisional Admission  
Co-requisites: One required  
    **DIET 1010 – Diesel Electrical and Electronic Systems**  
    **TRST 1000 – Transit Industry Fundamentals**

**TRST 1020**            **Transit Bus Body Systems** (4)  
This course introduces students to body systems specific to transit buses. Topics include: wheelchair systems, door and window systems, kneeling and articulation systems, destination signage, windshield wiper systems, fire suppression and gas detection systems, and seating systems.  
Pre-requisites: Provisional Admission  
Co-requisites: All required  
    **DIET 1010 – Diesel Electrical and Electronic Systems**  
    **TRST 1000 – Transit Industry Fundamentals**

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TRST 1030            Mobility Van Body Systems (3)

This course introduces students to body systems specific to light and medium duty transit buses and mobility vans. Topics include: wheelchair systems, seating systems, wheelchair restraint systems, door and window systems, proximity alarms, and fire suppression/gas detection systems.

Pre-requisites: Provisional Admission

Co-requisites: All required

AUTT 1020 – Automotive Electrical Systems

TRST 1000 – Transit Industry Fundamentals

TRST 1040            Transit Fiber Optics Controls (2)

Introduces the fundamentals of fiber optics and explores the applications of fiber optic transmission systems. Laboratory exercises give students hands-on experience with fiber optic devices and test equipment. Topics includes: fundamentals of fiber optics, types of optical fibers, transmitters/receivers, connectors, and use fiber optic meters.

Pre-requisites: Provisional Admission

**WELD Welding**

WELD 1000            Introduction to Welding Technology (3)

Provides an introduction to welding technology with an emphasis on basic welding laboratory principles and operating procedures. Topics include: industrial safety and health practices, hand tool and power machine use, measurement, laboratory operating procedures, welding power sources, welding career potentials, and introduction to welding codes and standards.

Pre-requisites: Provisional Admission

Co-requisites: None

WELD 1010            Oxyfuel Cutting (3)

Introduces fundamental principles, safety practices, equipment, and techniques necessary for metal heating and oxyfuel cutting. Topics include: metal heating and cutting principles, safety procedures, use of cutting torches and apparatus, metal heating techniques, metal cutting techniques, manual and automatic oxyfuel cutting techniques, and oxyfuel pipe cutting. Practice in the laboratory is provided.

Pre-requisites: None

Co-requisites: WELD 1000 – Introduction to Welding Technology

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WELD 1020            Oxyacetylene Welding (2)

Introduces the fundamental theory, safety practices, equipment, and techniques necessary to perform basic oxyacetylene welding operations. Topics include: welding theory; oxyacetylene welding safety; use of gas cylinders and regulators; use of torches, tips, and apparatus; welding without filler rods; running beads with filler rods; butt, open butt, and lap joints; and brazing and soldering. Practice in the laboratory is provided.

Pre-requisites: None

Co-requisites: None

WELD 1030            Blueprint Reading for Welding Technology (3)

This course introduces the knowledge and skills necessary for reading welding and related blueprints and sketches. An emphasis is placed on identifying types of welds, and the associated abbreviations and symbols.

Pre-requisites: None

Co-requisites: All required:

    MATH 1012 – Foundations of Mathematics

    WELD 1000 – Introduction to Welding Technology

WELD 1040            Flat Shielded Metal Arc Welding (4)

This course introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in flat positions. Qualification tests, flat position, are used in the evaluation of student progress toward making industrial welds.

Pre-requisites: None

Co-requisites: WELD 1000 – Introduction to Welding Technology

WELD 1050            Horizontal Shielded Metal Arc Welding (4)

Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the horizontal position. Qualification tests, horizontal position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: horizontal SMAW safety and health practices, selection and applications of electrodes, selection and applications for horizontal SMAW, horizontal SMAW joints, and horizontal SMAW to specification.

Pre-requisites: None

Co-requisites: WELD 1040 – Flat Shielded Metal Arc Welding

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- WELD 1060          Vertical Shielded Metal Arc Welding (4)  
Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the vertical position. Qualification tests, vertical position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: vertical SMAW safety and health practices, selection and applications of electrodes for vertical SMAW, vertical SMAW joints, and vertical SMAW to specification.  
Pre-requisites: None  
Co-requisites: All required  
    WELD 1040 – Flat Shielded Metal Arc Welding  
    WELD 1050 – Horizontal Shielded Metal Arc Welding
- WELD 1070          Overhead Shielded Metal Arc Welding (4)  
Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the overhead position. Qualification tests, overhead position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: overhead SMAW safety and health practices, selection and applications of electrodes for overhead SMAW, overhead SMAW joints, and overhead SMAW to specification.  
Pre-requisites: None  
Co-requisites: WELD 1060 – Vertical Shielded Metal Arc Welding
- WELD 1090          Gas Metal Arc Welding (4)  
Provides knowledge of theory, safety practices, equipment and techniques required for successful gas metal arc welding. Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standard welds. Topics include: GMAW safety and health practices; GMAW theory, machines, and set up; transfer modes; wire selection; shielded gas selection; and GMAW joints in all positions.  
Pre-requisites: None  
Co-requisites: WELD 1000 – Introduction to Welding Technology
- WELD 1110          Gas Tungsten Arc Welding (4)  
Provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful gas tungsten arc welding. Qualification tests, all positions, are used in the evaluating of student progress toward making industrial standard welds. Topics include: GTAW safety and health practices; shielding gases; metal cleaning procedures; GTAW machines and set up; selection of filler rods; GTAW weld positions; and production of GTAW beads, bead patterns, and joints.  
Pre-requisites: None  
Co-requisites: WELD 1000 – Introduction to Welding Technology



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WELD 1120 Preparation for Industrial Qualification (3)  
Introduces industrial qualification methods, procedures, and requirements. Students are prepared to meet the qualification criteria of selected national welding codes and standards. Topics include: test methods and procedures, national industrial codes and standards, fillet and groove weld specimens, and preparation for qualifications and job entry.

Pre-requisites: All required

WELD 1040 – Flat Shielded Metal Arc Welding

WELD 1070 – Overhead Shielded Metal Arc Welding

WELD 1090 – Gas Metal Arc Welding

WELD 1110 – Gas Tungsten Arc Welding

Co-requisites: None

WELD 1150 Advanced Gas Tungsten Arc Welding (3)

Provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful advanced gas tungsten arc welding (GTAW). Qualification tests, all positions, are used in the evaluation of student progress toward making advanced level industrial standard welds. Topics include: GTAW safety and health practices; shielding gases; metal cleaning procedures; GTAW machines and equipment set up; selection of filler rods; GTAW weld positions; and advanced production of GTAW beads, bead patterns, and joints.

Pre-requisites: All required:

WELD 1000 – Introduction to Welding Technology

WELD 1110 – Gas Tungsten Arc Welding

Co-requisites: None

WELD 1151 Fabrication Processes (3)

Presents practices common in the welding and metal fabrication industry. Topics include: metal fabrication safety and health practices and metal fabrication procedures.

Pre-requisites: All required:

WELD 1030 – Blueprint Reading for Welding Technology

WELD 1070 – Overhead Shielded Metal Arc Welding

Co-requisites: None

WELD 1152 Pipe Welding (3)

Provides the opportunity to apply skills to pipe welding operations. Topics include: pipe welding safety and health practices, pipe welding nomenclature, pipe layout and preparation, pipe joint assembly, horizontal welds on pipe (2G), vertical welds on pipe (5G), and welds on 45 degree angle pipe (6G).

Pre-requisites: Program Admission and WELD 1110 – Gas Tungsten Arc Welding

Co-requisites: None

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WELD 1153          Flux Cored Arc Welding (4)

Provides knowledge of theory, safety practices, equipment, and techniques required for successful flux cored arc welding (FCAW). Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standards welds. Topics include: FCAW safety and health practices, FCAW theory, machine set up and operation, shielded gas selection, and FCAW joints in all positions.

Pre-requisites: All required:

    WELD 1000 – Introduction to Welding Technology

    WELD 1090 – Gas Metal Arc Welding

Co-requisites: None

WELD 1154          Plasma Cutting (3)

Provides knowledge of theory, safety practices, equipment, and techniques required for plasma cutting. Topics include: safety practices; plasma torch and theory; plasma machine set up and operation; and plasma cutting techniques.

Pre-requisites: All required:

    WELD 1000 – Introduction to Welding Technology

    WELD 1010 – Oxyfuel Cutting

Co-requisites: None

WELD 1156          Ornamental Iron Works (3)

Provides an introduction to ornamental ironworks with emphasis on safety practices, equipment and ornamental ironwork techniques. Topics include: introduction to ornamental ironworks and safety practices; use of scroll machine, and use of bar twister.

Pre-requisites: All required

    WELD 1010 – Oxyfuel Cutting

    WELD 1030 – Blueprint Reading for Welding Technology

    WELD 1040 – Flat Shielded Metal Arc Welding

    WELD 1090 – Gas Metal Arc Welding

Co-requisites: None

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WELD 1500 Welding and Joining Technology Practicum/Internship (3)

Provides additional skills application in an industrial setting through a cooperative agreement among industry, the Welding Joining Technology program, and the student to furnish employment in a variety of welding occupations. Emphasizes student opportunities to practice welding skills in a hands on situation and to work in an industrial environment under the supervision of a master welding technician. Supplements and complements the courses taught in the Welding and Joining Technology program. Topics include: application of welding and joining skills, appropriate employability skills, problem solving, adaptability to job equipment and technology, progressive productivity, and acceptable job performance.

Pre-requisites: All required

WELD 1030 – Blueprint Reading for Welding Technology

WELD 1040 – Flat Shielded Metal Arc Welding

WELD 1070 – Overhead Shielded Metal Arc Welding

WELD 1090 – Gas Metal Arc Welding

WELD 1110 – Gas Tungsten Arc Welding

Co-requisites: None

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## FACULTY AND STAFF

### **Ibsa Abdi (2015)**

*Acting Director/Faculty Clinical laboratory Technology*

A.S.S MLT (ASCP) DeKalb Technical College; B.S. Norway, Agriculture University of Norway;  
M.H.S. Georgia Regent University

### **Claudette Alexander-Thomason (2015)**

*Faculty, Arts and Sciences*

Bachelors (BS), Bowie State University (Speech and Theatre Education), Masters (MA), North Carolina Agricultural and Technical State University (African American Literature and English)

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B.A., Morehouse College

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B.S., Southern Polytechnic State University; M.B.A., Georgia Institute of Technology; Ed.D, University of Phoenix

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### **Chris Baker (2007)**

*Assistant Director of IT Operations*

Diploma, Georgia Piedmont Technical College

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BSN, Saint Paul University, Philippines, MSN MBA, University of Phoenix

### **Debra Barker (1994)**

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B.S., University of Phoenix; Diploma, Georgia Piedmont Technical College

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**Connell Bell (2002)**

*Librarian*

A.A., Santa Fe Community College; B.A., University of Florida; M.L.S., Clark Atlanta University

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*Coordinator, Equity / Special Populations*

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B.S., Georgia Southern University; M.S., Capella University; Distance Learning Certificate, State University of West Georgia; additional study, University of Louisville, University of Georgia, Maysville Community College

**Robert Clements (2008)**

*Faculty, Computer Information Systems*

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B.S., Western Carolina University; M.S., Clemson University; CCAI: Cisco Certified Academy Instructor, A+ and Net+; CCNA: Cisco Networking Certification; CCENT: Cisco Certified Entry Networking Technician; 19 years technical experience

**Samuel Cooke (2013)**

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A.A.S., Southern Union State Community College; B.A., Auburn University

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*Director, Paralegal Studies*

B.A., Emory University; J.D., Mercer University School of Law

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*Faculty, Automotive Technology*

A.S., Florida Junior College; ASE Certified Automotive Technician; 22 years technical experience

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*Faculty, Building Automation Systems*

AAS, Georgia Piedmont Technical College; 15 years of industry experience

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*Student Affairs Admissions Specialist*

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*Faculty, General Studies*

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**Vernon Davis (2009)**

*Faculty, Class B Truck Driving*

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**Mariam Dittmann (2012)**

*Vice President, Institutional Effectiveness & Technology*  
B.S., Furman University; M.S., Ph.D., University of Georgia

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B.S., Tuskegee Institute; M.Ed., Atlanta University; MPA., Ph.D., Clark Atlanta University

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*Vice President, Economic Development and Community Outreach and Engagement*  
B.A., University of North Texas; additional study, Southern Methodist University; Certified Global Career Development Facilitator (GCDF); Certified Instructor, Napoleon Hill's Keys to Success Program

**John Etienne (2001)**

*Faculty, Computer Information Systems*  
A.A., B.S., University Central Florida; M.S., Georgia State University; Ed.D., Walden University; Cisco Certified Network Associate; Early Achiever MCSE – Microsoft® Windows 2000; Microsoft® Certified System Engineer; Network + Certification; A+ Certification; Industry experience as network engineer and network administrator

**Bethany Rose Flynn (1993)**

*Senior Graphic Designer / Creative Director*  
Diploma, Georgia Piedmont Technical College; B.F.A., Savannah College of Art and Design

**John Gamble (2008)**

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M.S., Troy University

**Leigh Garza (2011)**

*Faculty, Adult Education*  
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Faculty, Arts & Sciences  
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**James D. Gilbert (2006)**

*Training Center Coordinator*  
B.A., Mercer University

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**Linda A. Gilmore (1997)**

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**Consuelo Godden (2000)**

*Director, Regional Transportation Training Center*

B.S.E.D., University of Georgia; NCCER Certified; Defensive Driving Certificate; Fork Lift Safety Certificates; CDL License; additional graduate study, Georgia State University

**Debra B. Gordon (1989)**

*Associate Vice President, Academic Affairs*

B.S., M.Ed., Tennessee State University; Ed.D, Clark Atlanta University

**Cornell Grant (1997)**

*Faculty, General Studies*

B.S., Voorhees College; M.S., Clark Atlanta University

**Linda Grant (1998)**

*Faculty, Early Childhood Care and Education*

B.A., Stockton State College; M.A., Montclair State University; Ph.D., University of Georgia; Certified Trainer West Ed Infant/Toddler Caregivers; additional graduate study, William Paterson University

**Don Green (2005)**

*Faculty, Commercial Truck Driving*

Tri-State Commercial Truck Driving School; additional study, Excelsior College and Sinclair Community College

**Paula Greenwood (2006)**

*Special Services Advisor*

B.S., Memphis State University

**Delores Guillory (2011)**

*Faculty, General Studies*

B.A., M.A., Prairie View A&M University; Ph.D., Clark Atlanta University

**April S. Halliday (1997)**

*Faculty, Business Office Technology*

B.S., M.Ed., Ed.S., University of Georgia

**Christine Harden Hamilton (2011)**

*Coordinator, Clubs / Organizations*



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B.A., Long Island University; additional graduate study, Savannah College of Art & Design

**Willie Harvey (2006)**

*Faculty, Welding and Joining Technology*

Diploma, Georgia Piedmont Technical College; B.A., Argosy University

**Sharon Haworth (2012)**

*Project Director, Predominantly Black Institutions (PBI) Grant*

B.A., M.Ed., Specialist, University of Florida

**Kye Haymore (2007)**

*Faculty, Paralegal Studies*

A.B., J.D., University of Georgia

**Kaye Henry**

**(2007)**

*Faculty, Practical Nursing*

B.S.N., East Carolina University

**Loretta Hicks (2007)**

*Director, Business and Community Services, DeKalb*

B.S., M.S., Bowling Green State University

**Marcus W. Hicks (1997)**

*Dean, Academic Affairs*

A.A., Spartanburg Methodist College; B.S., College of Charleston; M.Ed., University of Georgia

**Rebecca C. Hill (1995)**

*Director, GPTC's American Heart Association Training Center; EMS Faculty & Clinical Coordinator*

A.S., Eastern New Mexico University; Paramedic Diploma, LPN, Georgia Piedmont Technical College,

**Tina Horne (2001)**

*GED Administrator / Chief Examiner, Adult Education*

B.A., Spelman College; additional study, Georgia Perimeter College and Georgia State University

**Diane Hunter (2007)**

*Adult Education ESL Coordinator*

B.A., M.Ed., Mercer University

**Scoville Jenkins (2015)**

*Faculty, Design and Media Production*

AS, Dean Junior College; BS, Emerson College; 36 years industry experience

---

**Marcus Johnson (2015)**

*Faculty, General Studies*

B.A. Georgia Southwestern State University; M.S. Troy State University

**Maria M. Johnson (2006)**

*Faculty, General Studies*

B.A., M.S., Florida International University

**Candice Jones (2013)**

*Dean, Student Development*

B.A., College of Charleston; M.S., Florida International University

**Jean Jones (2011)**

*Faculty, Early Childhood Care and Education*

B.A., Mercer University; Ph.D., Georgia State University

**Michael D. Jones (1996)**

*Faculty, Computer Information Systems*

B.A., Emory University; M.B.A., Golden Gate University; Associate Computing Professional (ACP) Certification; Certified Data Management Professional (CDMP) Certification; MTA Database Administration Fundamentals

**Natalie Kostas (2000)**

*Dean, Industrial Technologies*

B.S., Wichita State University; M.S., University of Kansas

**Melanie Kramber (2013)**

*Faculty, Practical Nursing*

B.S.N., University of Alabama in Huntsville

**Rebecca Krystopa (1994)**

*Director, Administrative Services*

TCC, A.A.S., Georgia Piedmont Technical College

**Diane Loos (2011)**

*Faculty, Law Enforcement Academy*

B.A., University of Alabama; additional graduate study, University of Virginia, FBI/NA graduate class 222, Certified Georgia Peace Officer

**Sharon Lowery (2004)**

*Faculty, Early Childhood Care and Education*

---

B.S.Ed., Bowling Green University; M.S., University of North Dakota

**William Lyle (2013)**

*Faculty, Accounting*

B.A., University of Pittsburgh; M.S., Robert Morris University

**Antwonia Massey (2014)**

*Faculty, Cosmetology*

Graduate, DeKalb Technical College; 8 years of technical experience

**Melissa Massey (2009)**

*Counselor*

B.S., Jacksonville State University; M.S., Georgia State University

**Harry McCann (2008)**

*Director, Law Enforcement Academy*

A.A.S., Georgia Piedmont Technical College; B.S.S., Mercer University; M.P.A., Columbus State University; Certified Georgia Peace Officer, FBI/NA graduate class 252

**S. Cathryn McCrary (2000)**

*Faculty, Accounting*

B.S., Hampton University; M.B.A., Georgia State University; C.P.A., State of Georgia; Certificate of E-Learning Design & Development, Southwest Georgia Technical College

**Sonya McDaniel (2011)**

*Director, Business and Financial Services*

B.S., M.P.A., University of Southern Mississippi

**Julie McKay (2007)**

*Director, Conference Center Operations*

B.S., Hampton University

**Catrenia W. McLendon (1994)**

*Dean, Academic and Student Affairs at South DeKalb*

B.A., University of Tennessee; M.Ed., Troy State University; additional graduate study, Argosy University, Ed.D

**Jeryll A. McWhorter (1990)**

*Faculty, Air Conditioning Technology*

**Todd Meadors (1996)**

*Faculty, Computer Information Systems*

---

B.B.A., M.B.A., Mercer University; M.S., Georgia State University; Ed.D., Nova Southeastern University; Microsoft® Certified Systems Engineer; Network + Certification; A+ Certification

**Samuel Mitchell (2005)**

*Faculty, Air Conditioning Technology*

A.A.T., Georgia Piedmont Technical College; B.A.S., Clayton State University; Conditioned Air Contractor Unrestricted; EPA Certified Universal; NATE Certified; 12 years technical experience

**Terry Moore (2005)**

*Faculty, Automotive Technology*

A.A.S., Georgia Perimeter College; ASE Certification

**Celia Murray (2007)**

*Faculty, Paralegal Studies*

B.B.A., Mercer University; J.D., University of Georgia

**Stella Nango-Ndzana (2013)**

*Faculty, Clinical Laboratory Technology*

A.A.S. MLT (ASCP), DeKalb Technical College; B.S. CLS (AMT), Thomas University

**Anthony Neal (2015)**

*Vice President, Institutional Advancement*

B.A., Denison University; M.S. Central Michigan University; Ph.D., Jackson State University

**Marcella Nelson (2012)**

*Research Assistant*

B.B.A., Pace University

**Lan Nguyen (2014)**

*Math tutor*

Georgia State University, B.A. Business Administration and Management

**Francis Nyandeh (2002)**

*Dean, Arts and Sciences and Learning Support* B.S., University of Science and Technology, Ghana; M.S., Clark Atlanta University; additional study, Oregon Graduate Institute

**Kelli Owen (2014)**

*Faculty, Criminal Justice*

A.S. Gordon College, B.A. University of Georgia, M.P.A. Columbus State University, Certified Georgia Peace Officer

**Adetola Olobatuyi (2014)**

---

*Faculty, Practical Nursing*  
BSN Howard University; MHA University of Maryland

**Parker Owen (2001)**

*Librarian, DeKalb Campus*  
B.A., Georgia State University; Masters of Library / Information Sciences, Valdosta State University

**Frances Owens (2002)**

*Faculty, Cosmetology*  
Graduate, Minosa Beauty School; 35 years technical experience

**Martha Pacini (2015)**

Executive Director, Marketing Communications

**Corey Parker (2005)**

*Coordinator, Academic Advising, DeKalb Campus*  
B.S., Old Dominion University; M.Ed., Cambridge College

**Danny Parrott (2013)**

*Faculty, Emergency Medical Services*  
Nationally Registered Advanced Emergency Medical Technician, Level II EMS Instructor, Georgia Certified Fire Instructor, Basic Life Support and Advanced Cardiac Life Support Instructor

**Ernest Pauley (2011)**

*Faculty, Automotive Technology*  
A.A.S., Georgia Piedmont Technical College

**Lisa Peeples (1992)**

*Assistant Registrar*  
A.A.S., Georgia Piedmont Technical College

**Stephen Peprah (2015)**

Faculty, Arts and Sciences  
Bachelors (Mathematics): University of Cape Coast Ghana  
Masters (Mathematics): National University

**Keith Perry (1991)**

*Director, Information Technology*  
A.A.S., Georgia Perimeter College; B.S., Florida State University; C.N.E., C.N.A.

**Lisa M. Peters (1992)**

*Director, Special Services*

---

B.I.S., M.S., Georgia State University

**Ingrid D. Pettigrew (2005)**

*Account Specialist*

American Business Institute

**Kelly P. Pollard (2000)**

*Student Affairs Admissions Specialist*

B.S., Troy State University; Additional Studies, Argosy University

**Ramona Pollard (2007)**

*Faculty, Banking and Finance*

B.A., University of Tennessee-Chattanooga; M.B.A., Norwich University

**Janice Pressley (2014)**

*Program Director/Faculty Medical Assisting*

A.A.S. Westwood College; B.S Westwood College; MHA Argosy University

**Dianne Rackley (2010)**

*Student Affairs Admissions Specialist*

B.S., DeVry University; M.B.A., Keller University; A.A.T., Georgia Piedmont Technical College

**Genevieve Randall (2006)**

*Assistant Director, Student Financial Services*

B.S., Hampton University

**Marie Richardson (2007)**

*Librarian*

B.A., Fisk University; M.S., Atlanta University

**Terry G. Richardson (1998)**

*Director, Student Retention*

B.S., Hampton University; M. Divinity, Emory University; Ed.D., Vanderbilt University

**Kathleen Roberts (2011)**

*Faculty, Adult Education*

B.A., University of Kentucky

**Michael S. Sachs (1989)**

*Faculty, Motorcycle Technology*

B.S.Ed., M.Ed., University of Georgia; ASE Certified Master Automotive Technician

---

**R. Keith Sagers (2005)**

*Chief Operating Officer*

B.S., DeVry University; M.B.A., Keller Graduate School

**Lakisha Sanders (2013)**

*Assistant Vice President, Business and Financial Services*

B.A., University of Illinois at Urbana-Champaign, B.I.T., Armstrong Atlantic State University

**Bryan Sexton (2007)**

*Faculty, Electronics Technology*

A.A.S., Georgia Perimeter College; A.A.T., Lanier Technical College; B.S., Southern Polytechnic State University; M.S., Mercer University School of Engineering

**Mary Shearon (1999)**

*Faculty, Adult Education*

B.S., University of Tennessee

**Margaret A. Shepard (1996)**

*Faculty, Adult Education*

B.S.Ed., Northwest Missouri State College; additional study, Mount Saint Scholastica College, University of Georgia

**Howard Shulman (2005)**

*Faculty, Computer Information Systems*

B.S., Polytechnic Institute; M.S., New Mexico State University

**Jabari Simama (2012)**

*President*

B.S., University of Bridgeport; M.A., Clark Atlanta University; Ph.D., Emory University

**Hazel Simmons (2012)**

*Transitions Program Specialist*

B.S., California State University Fresno

**Kimberley Sloan (2003)**

*Director, Student Success and Learning Support Center*

B.A., M.Ed., North Carolina Central University; additional studies, Appalachian State University

**Demetrius Smith (2015)**

*Faculty, Air Conditioning*

HVAC Ashworth College; 22 years industry experience

---

**Theresa Snagg (2006)**

*Dean, Health and Professional Services*

B.S.N., City College; M.S.A., Pace University

**Providencia Soto-Alicia (1998)**

*Academic Technology Specialist*

B.A., B.A., Inter-American University of Puerto Rico; M.Ed., American InterContinental University

**Claudia H. Stokes (1984)**

*Faculty, General Studies*

B.S., Savannah State University; M.A., Clark Atlanta University; Ed.S., Georgia State University; additional study, Clark Atlanta University

**Andrea Strommen (2011)**

*Faculty, Automotive Technology*

A.A.T., Chattahoochee Technical College

**Arnold Taylor (2007)**

*Faculty, Cosmetology*

27 years technical experience

**David Randy Taylor (2008)**

*Faculty, Early Childhood Care and Education*

B.F.A., University of Georgia; M.Ed., Georgia State University

**Beverly Thomas (2006)**

*Dean, Public Safety & Security*

B.S., Kennesaw State University; M.S., Valdosta State University; Georgia Certified Peace Officer

**Jabbar Thomas (2015)**

BS, Georgia State University; BA, Georgia State University; MFA Loyola Marymount University; 17 years industry experience

**Cory Thompson (2009)**

*Director, Marketing*

B.A., Grandview College

**Nancy Thompson (2008)**

*Adult Education ABE/GED Coordinator*

B.S., Salem State College



---

**Betty J. Tilley (2007)**

*Director, Counseling Services*

B.A., University of Vermont; M.A., Goddard College; Georgia Marriage and Family Therapist License

**Jordi Vinas (2009)**

*Academic & Career Advisor*

B.B.A., Georgia State University

**Aretha Walker (2001)**

*Faculty, General Studies*

B.S., Wiley College; M.A., New York University; Ph.D., Clark Atlanta University

**Maylon Walker (2015)**

*Faculty, Computer Information Systems*

M.I.T., American InterContinental University; Ed.D. University of Phoenix

**Shatrela Washington-Hubbard (2013)**

*Faculty, Business Administrative Technology*

B.A., Georgia State University; MHRM, University of South Carolina; Additional Study, University of Georgia

**Lisa Weinberg (2011)**

*Sign Language Interpreter*

A.S., Georgia Perimeter College

**Linda M. West (1996)**

*Faculty, Computer Information Systems*

B.S., Georgia State University; MOUS Certifications; additional graduate study, Georgia State University

**Kristen P. Westrick (2004)**

*Faculty, General Studies*

B.A., Piedmont College; M.A., Georgia State University

**Doxie White (2011)**

*Coordinator*

B.S., Florida A & M University

---

**Patricia Wilkins (2012)**

*CNA/Allied Health Program Director/ Instructor*

B.S.N., Brenau University; M.P.H., Walden University

**Tomeika Williams (2013)**

*Faculty, Accounting*

B.B.A., M.B.A., American Intercontinental University; Advanced Graduate Study, Capella University

**Wendy S. Wilmoth (2014)**

*Director, Learning Resources*

B.A., Georgia State University; M.L.I.S., D.P.A., Valdosta State University

**Melody Maddox (2008)**

*Assistant Chief of Police*

B.S., Morris Brown College; M.S., Central Michigan University

**Anders Wennerholm (2015)**

*Faculty, Transit Bus Maintenance*

ASE, Master Tech, School Bus; ASE, Master Tech, Automotive; ASE, Master Tech, Heavy/Medium Truck; Over 40 year's industry experience

**Michael Woods (2000)**

*Faculty, Electrical / Computer Engineering Technology* B.S., M.S., Georgia State University; additional study, University of Oklahoma, University of Idaho, University of Alabama; CCNA Certification

**Susan Wright (2006)**

*Dean, Business Information Systems*

B.S., M.B.A., Albany State University; additional study, Georgia State University

**Katrina Young (2013)**

*Director, Business and Community Services*

Newton, Rockdale and Morgan

Oklahoma, University of Idaho, University of Alabama; CCNA Certification

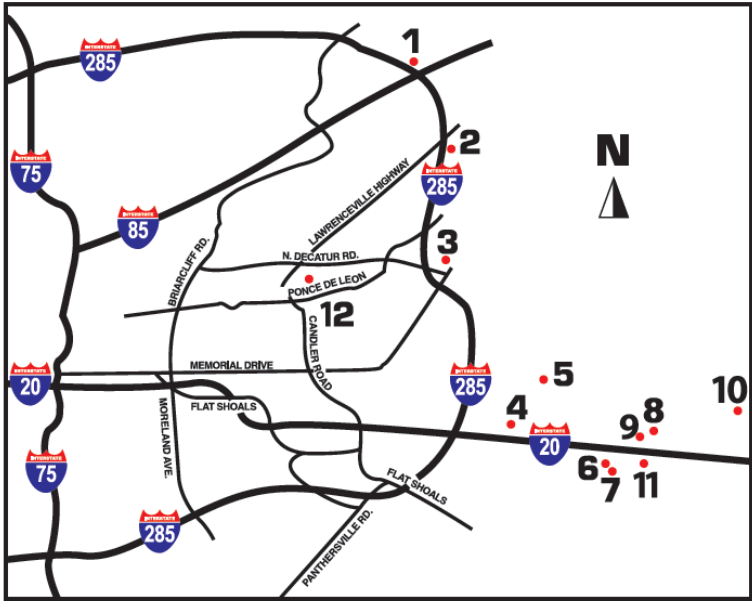
B.A. Georgia State University

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**EMERITUS**

|  |               |
|--|---------------|
| <b>Clarence D. Adams</b><br><i>Recruiter / Admissions Specialist</i>                 | <b>(1997)</b> |
| <b>Joan Tracey Axelberd</b><br><i>Coordinator, Admissions &amp; Special Services</i> | <b>(2000)</b> |
| <b>James A. Bearman</b><br><i>Faculty</i>  | <b>(2000)</b> |
| <b>Dr. Iris Criscoe</b> <i>(deceased 2011)</i><br><i>Dean of Instruction</i>         | <b>(1997)</b> |
| <b>Dr. James Gray</b><br><i>Vice-President</i>                                       | <b>(2014)</b> |
| <b>Dr. Velon Gray</b><br><i>Registrar</i>  | <b>(1997)</b> |
| <b>Robert L. Green</b><br><i>Recruiter / Admissions Specialist</i>                   | <b>(1999)</b> |
| <b>Thomas R. Henderson</b><br><i>Media Specialist</i>                                | <b>(1997)</b> |
| <b>Kenneth E. Kent</b><br><i>Faculty</i>   | <b>(1997)</b> |
| <b>Julian Wade</b><br><i>Dean for Academic Affairs</i>                               | <b>(2014)</b> |
| <b>Doris Westbrook</b><br><i>Dean of Student Services</i>                            | <b>(1997)</b> |
| <b>Queen Young</b><br><i>Instructor – BIS</i>  | <b>(2014)</b> |

# GEORGIA PIEDMONT TECHNICAL COLLEGE LOCATIONS



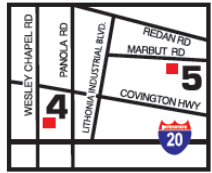
**COMMUNITY EDUCATION CENTER (1)**  
5745 Buford Highway  
Doraville, GA 30340  
Phone: (404) 297-9522  
Ext. **4000**  
Fax: (770) 458-9081



**PAUL M STARNES CTR (2)**  
1085 Montreal Road  
Clarkston, GA 30021  
Phone: (404) 297-9522  
Ext. **2525**  
Fax: (404) 294-0673



**DEKALB CAMPUS (3)**  
495 North Indian Creek Dr.  
Clarkston, GA 30021  
Phone: (404) 297-9522  
Ext. **0**  
Fax: (404) 294-6290



**SOUTH DEKALB CAMPUS (4)**  
2460 Wesley Chapel Rd  
Ste 25A,  
Decatur, GA 30035  
Phone: (404) 297-9522  
Ext. **6000**

**REGIONAL TRANSPORTATION TRAINING CENTER (RTTC) (5)**  
6720 Marbut Road  
Lithonia, GA 30058  
Phone: (404) 297-9522  
Ext. **5500**



**ROCKDALE CENTER (6)**  
1400 Parker Road  
Conyers, GA 30094  
Phone: (770) 761-3092

**ROCKDALE CAREER ACADEMY (RCA) (7)**  
1064 Culpepper Drive  
Conyers, GA 30094  
Phone: (404) 297-9522  
Ext. **3100**



**NEWTON CAMPUS BLDG. A, B & C (8)**  
16200 Alcovy Road  
Covington, GA 30014  
Phone: (404) 297-9522  
Ext. **3100**  
Fax: (770) 385-6292



**MORGAN COUNTY CENTER (10)**  
150 E. Washington Street  
Madison, GA 30650  
Phone: (404) 297-9522  
Ext. **5000**

**NEWTON CAMPUS (9) BLDG. D & CONF. CTR.**  
8100 Bob Williams Pkwy,  
Covington, GA 30014  
Phone: (404) 297-9522  
Ext. **5000**  
Fax: (770) 385-4674

**NEWTON COLLEGE & CAREER ACADEMY (11)**  
144 Ram Drive  
Covington, GA 30014  
Ext. **3100**

**DECATUR CAREER ACADEMY (12)**  
310 N McDonough St.  
Decatur, GA 30030  
Ext. **0**

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

**Title IX Coordinator:**

Dr. Debra Gordon, Dean of Academic Programs, Georgia Piedmont Technical College, Room A-103B, 495 North Indian Creek Drive, Clarkston, GA 30021, [gordond@gptc.edu](mailto:gordond@gptc.edu), (404) 297-9522, ext. 1176

**Equal Employment Opportunity (EEO) Compliance Officer:**

Lolita Morrison, Director of Human Resources, Georgia Piedmont Technical College, Room A-157, 495 North Indian Creek Drive, Clarkston, GA 30021, [morrisonl@gptc.edu](mailto:morrisonl@gptc.edu), (404) 297-9522, ext. 1210

**ADA/504 Coordinator:**

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

**Equity Coordinator:**

Roz Bogle, Coordinator of Equity / Special Populations, Georgia Piedmont Technical College, Room A-170, 495 North Indian Creek Drive, Clarkston, GA 30021, [bogler@gptc.edu](mailto:bogler@gptc.edu), (404) 297-9522, ext. 1280

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