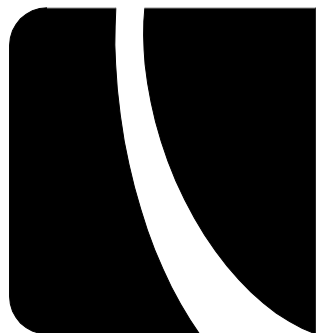




**SOUTHERN
CRESCENT**
TECHNICAL COLLEGE

**2011-2012
Course Catalog**



SOUTHERN CRESCENT

TECHNICAL COLLEGE

2011-2012 COURSE CATALOG

Flint River Campus
1533 Highway 19 South
Thomaston, GA 30286
706-646-6148
800-752-9681

Griffin Campus
501 Varsity Road
Griffin, GA 30223
770-228-7348
877-897-0006

Butts County Center
1578 Highway 16 West
Jackson, GA 30233
770-504-7590

Jasper County Center
112 Industrial Park Drive
Monticello, GA 31064
706-468-9930

Taylor County Center
196 East Main Street
Butler, GA 31006
478-862-2323

Southern Crescent Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities, including admissions policies, scholarship and loan programs, athletic and other Southern Crescent Technical College administered programs, including any Workforce Investment Act of 1998 (WIA) Title I financed programs. It also encompasses the employment of personnel and contracting for goods and services. Southern Crescent Technical College shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. Title IX/Equity Coordinator: Special Services Manager, Griffin Campus, 501 Varsity Road, Griffin, Georgia, 30223; (770) 228-7382. ADA/Section 504 Coordinator: Special Services Coordinator, Griffin Campus, 501 Varsity Road, Griffin, Georgia, 30223; (770) 228-7258. Any complaints filed against the Title IX/Equity Coordinator or ADA/Section 504 Coordinator on any campus/center shall be handled by the Vice President for Student Affairs, 501 Varsity Road, Griffin, Georgia, 30223. (770) 228-7348.

Southern Crescent Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Southern Crescent Technical College. You may also visit the website: <http://www.sacscoc.org>.

ACADEMIC DEPARTMENTS

Arts & Sciences Allied Health Public Safety

Business Technology Personal Services Industrial Studies

<u>Page</u>	<u>Major Code</u>	<u>Major</u>	<u>Griffin</u>	<u>Flint</u>	<u>Center</u>
		<u>AAS-Applied Technical Management</u>			
10	AS33	AAS-Applied Technical Management (AAS)	X		
		<u>Accounting</u>			
11	PA61	Payroll Accounting Specialist (TCC)	X	X	
11	CAY1	Computerized Accounting Specialist (TCC)	X	X	
12	TPS1	Tax Preparation Specialist (TCC)	X	X	
12	OA31	Office Accounting Specialist (TCC)	X	X	
13	AC12	Accounting (Diploma)	X	X	
14	AC13	Accounting (AAS)	X	X	
		<u>Air Conditioning Technology</u>			
15	LC11	Light Commercial Air Conditioning Specialization (TCC)	X	X	
16	ACT2	Air Conditioning Technology (Diploma)	X	X	
17	ACT3	Air Conditioning Technology (AAS)	X	X	
18	AZ31	Air Conditioning Technician Assistant (TCC)	X	X	
18	HAA1	Heating and Air Conditioning Installation Tech (TCC)	X	X	
19	GM41	General Maintenance Mechanic (TCC)	X	X	
		<u>Auto Collision Repair</u>			
19	AP71	Automotive Refinishing Assistant II (TCC)	X		
20	ACR2	Auto Collision Repair (Diploma)	X		
		<u>Automotive Technology & related program(s)</u>			
21	AH21	Automotive Climate Control Technician (TCC)	X		
21	AE41	Auto Electrical/Electronic Systems Technician (TCC)	X	X	
22	AE61	Automotive Engine Repair Technician (TCC)	X	X	
22	AA71	Automotive Transmission/Transaxle Tech Specialist (TCC)	X	X	
23	ASG1	Automotive Chassis Technician Specialist (TCC)	X		
23	AE51	Automotive Engine Performance Technician (TCC)	X	X	
24	LEE1	Lawn Equipment/Small Engine Repair (TCC)			Jasper
24	AF12	Automotive Fundamentals (Diploma)	X	X	
25	AT23	Automotive Technology (AAS)	X		

<u>Page</u>	<u>Major Code</u>	<u>Major</u>	<u>Griffin</u>	<u>Flint</u>	<u>Center</u>
		<u>Barbering</u>			
27	BA12	Barbering (Diploma)			Butts
28	BF21	Barbering for Cosmetologists (TCC)			Butts
		<u>Business and Office Technology</u>			
28	MF41	Microsoft Office Application Professional (TCC)	X	X	Butts & Taylor
29	AS21	Administrative Support Assistant (TCC)	X	X	
29	CC81	Certified Customer Service Specialist (TCC)	X		
29	TC31	Technical Specialist (TCC)	X	X	
31	BA22	Business Administrative Technology (Diploma)	X	X	
33	BA23	Business Administrative Technology (AAS)	X	X	
35	HI13	Health Information Technology (AAS)	X		
		<u>Carpentry</u>			
36	CC71	Cabinet Making Assistant (TCC)	X		
37	CCW1	Certified Construction Worker (TCC)	X		
37	FC71	Framing Carpenter (TCC)	X		
38	CA22	Carpentry (Diploma)	X		
39	CM12	Construction Management (Diploma)	X		
		<u>Commercial Photography</u>			
40	DP21	Digital Photographer (TCC)	X		
		<u>Commercial Truck Driving</u>			
40	CSQ1	Commercial Straight Truck & Passenger Driving (Class B)(TCC)		X	Jasper
41	CT61	Commercial Truck Driving (TCC)		X	Butts
		<u>Computer Information Systems</u>			
42	CA71	CompTIA A+ Certified Technician Preparation (TCC)	X		
42	CN71	Cisco Network Specialist (TCC)	X		
43	IB71	Internet Specialist Web Application Developer (TCC)	X		
44	ISE1	Internet Specialist Web Site Developer (TCC)	X		
45	MS11	Microsoft Network Administrator (TCC)	X		
45	VPA1	Video Production Assistant (TCC)	X		
46	DS13	Database Specialist (AAS)	X		
47	DS14	Database Specialist (Diploma)	X		
48	NS13	Networking Specialist (AAS)	X		
50	NS14	Networking Specialist (Diploma)	X		
51	CP23	Computer Programming (AAS)	X		
53	CP24	Computer Programming (Diploma)	X		
54	IS53	Internet Specialist-Web Site Design (AAS)	X		
56	IS64	Internet Specialist-Web Site Design (Diploma)	X		
57	IS43	Internet Specialist-Web Application Development (AAS)	X		
59	IS42	Internet Specialist-Web Application Development (Diploma)	X		

<u>Page</u>	<u>Major Code</u>	<u>Major</u>	<u>Griffin</u>	<u>Flint</u>	<u>Center</u>
		<u>Cosmetology</u>			
61	C012	Cosmetology (Diploma)	X	X	
63	CI21	Cosmetology Instructor Training (TCC)	X		
63	NT11	Nail Technician (TCC)		X	
		<u>Criminal Justice</u>			
64	CJT2	Criminal Justice Technology (Diploma)	X	X	
66	CJT3	Criminal Justice Technology (AAS)	X	X	
68	CJ21	Criminal Justice Specialist (TCC)	X	X	Taylor
		<u>Culinary Arts</u>			
68	CNB1	Culinary Nutrition Assistant (TCC)	X		
69	FPW1	Food Production Worker I (TCC)	X		
69	CA43	Culinary Arts (AAS)	X		
70	CA44	Culinary Arts (Diploma)	X		
		<u>Dental Assisting</u>			
71	DA12	Dental Assisting (Diploma)	X		
		<u>Design and Media Production Technology</u>			
74	DAM3	Design and Media Production Technology (AAS)	X		
75	DEM2	Design and Media Production Technology (Diploma)	X		
		<u>Diesel Equipment Technology</u>			
76	DET4	Diesel Equipment Technology (Diploma)		X	Butts
		<u>Drafting</u>			
77	DT12	Drafting Technology (Diploma)	X		
79	DT13	Drafting Technology (AAS)	X		
		<u>Early Childhood Care and Education</u>			
81	CD61	Child Development Specialist (TCC)	X	X	
81	EC31	Early Childhood Care and Education Basics (TCC)	X	X	
82	IC31	Infant/Toddler Child Care Specialist (TCC)	X	X	
82	ECP1	Early Childhood Program Administration (TCC)	X	X	
83	EC41	Early Childhood Exceptionalities	X	X	
84	ECC2	Early Childhood Care/Education (Diploma)	X	X	
85	EC13	Early Childhood Care/Education (AAS)	X	X	
		<u>Electrical Construction and Maintenance</u>			
86	AL51	Apprentice Lineworker-Basic (TCC)		X	
87	IE31	Industrial Electrical Controls (TCC)	X		
87	ET51	Electrical Technician (TCC)		X	
88	ES12	Electrical Systems Technology (Diploma)	X		
		<u>Electrocardiography Technology</u>			
89	ET81	Electrocardiography Technology (TCC)	X		
		<u>Electronics and Telecommunications</u>			
90	ET13	Electronics Technology (AAS)	X	X	
92	ET14	Electronics Technology (Diploma)	X	X	

Page	Major Code	Major	Griffin	Flint	Center
		<u>Environmental Horticulture</u>			
93	GC31	Garden Center Technician (TCC)	X		
94	LS11	Landscape Specialist (TCC)	X		
94	FD11	Floral Designer (TCC)	X		
95	EH12	Horticulture (Diploma)	X		
96	EH13	Horticulture (AAS)	X		
		<u>Fire Science Technology</u>			
97	FF11	Firefighter I (TCC)	X	X	
98	FF21	Firefighter II (TCC)	X	X	
99	FST2	Fire Science Technology (Diploma)	X	X	
100	FS13	Fire Science Technology (AAS)	X	X	
101	FI12	Firefighter/EMSP (Diploma)	X	X	
		<u>Forensic Science Technology</u>			
102	FCS1	Forensic Computer Science (TCC)	X		
102	FS12	Forensic Science Technology (Diploma)	X		
103	FST3	Forensic Science Technology (AAS)	X		
		<u>Health Care Assistant</u>			
105	HA21	Health Care Assistant (TCC)	X	X	
106	HS21	Health Care Science (TCC)	X		
		<u>Industrial Systems Technology</u>			
108	IS13	Industrial Systems Technology (AAS)	X		
109	IST4	Industrial Systems Technology (Diploma)	X		
110	IF11	Industrial Fluid Power Technician (TCC)	X		
110	PC81	Programmable Control Technician I (TCC)	X		
111	IE41	Industrial Electrician (TCC)	X		
111	IM41	Industrial Motor Control Technician (TCC)	X		
		<u>Machine Tool Technology</u>			
112	MP11	Mill Operator (TCC)	X		
112	LP11	Lathe Operator (TCC)	X		
113	CS41	CNC Setup and Programmer (TCC)	X		
113	CS51	CNC Specialist (TCC)	X		
114	CT12	CNC Technology (Diploma)	X		
115	MTT2	Machine Tool Technology (Diploma)	X		
		<u>Management-Supervisory Development</u>			
116	MAL1	Management and Leadership Specialist (TCC)	X	X	Henry
116	HRM1	Human Resource Management Specialist (TCC)	X	X	
117	SB41	Small Business Management Specialist (TCC)	X	X	Henry
117	SSM1	Service Sector Management Specialist (TCC)	X	X	
118	SS31	Supervisory/Management Specialist (TCC)	X	X	Henry

<u>Page</u>	<u>Major Code</u>	<u>Major</u>	<u>Griffin</u>	<u>Flint</u>	<u>Center</u>
118	EE71	Entrepreneur Management (TCC)	X		
119	MD12	Business Management (Diploma)	X		
120	MD13	Business Management (AAS)	X		
		<u>Medical Assisting</u>			
122	MA22	Medical Assisting (Diploma)	X	X	
125	OT13	Orthopaedic Technology (AAS)	X		
		<u>Medical Laboratory Technology</u>			
128	PT21	Phlebotomy Technician (TCC)	X		
		<u>Paralegal Studies</u>			
129	PS12	Paralegal Studies (Diploma)	X		
130	PS13	Paralegal Studies(AAS)	X		
131	PF21	Paralegal Fundamentals (TCC)	X		
		<u>Paramedic Technology</u>			
132	EMH1	Advanced Emergency Medical Technician (AEMT) (TCC)	X	X	
133	EMJ1	Emergency Medical Technician (EMT) (TCC)	X	X	
134	EB71	Emergency Medical Responder (EMR) (TCC)	X	X	
135	PT12	Paramedicine (Diploma)	X	X	
137	PT13	Paramedicine (AAS)	X	X	
139	EP12	EMS Professions (Diploma)	X	X	
		<u>Pharmacy Technology</u>			
140	PT22	Pharmacy Technology (Diploma)	X		
142	PT23	Pharmacy Technology (AAS)	X		
		<u>Plumbing</u>			
144	RP11	Residential/Commercial Plumbing Technician (TCC)		X	
145	PL12	Plumbing (Diploma)		X	
		<u>Practical Nursing and Related Programs</u>			
146	CN21	Nurse Aide (TCC)	X	X	Butts
146	DS11	Direct Support Professional (TCC)	X	X	
147	HPC1	Hemodialysis Patient Care Specialist (TCC)	X		
147	PC21	Patient Care Assistant (TCC)	X	X	
148	PN12	Practical Nursing (Diploma)	X	X	
		<u>Radiologic Technology</u>			
151	RT23	Radiologic Technology (AAS)	X		
		<u>Respiratory Therapy Technology</u>			
154	PT61	Polysomnography Technician (TCC)	X		
155	RCT3	Respiratory Care (AAS)	X		
		<u>Surgical Technology</u>			
158	CS91	Central Sterile Supply Processing Technician – Advance (TCC)	X		
159	ST12	Surgical Technology (Diploma)	X		
161	ST13	Surgical Technology (AAS)	X		

<u>Page</u>	<u>Major Code</u>	<u>Major</u>	<u>Griffin</u>	<u>Flint</u>	<u>Center</u>
		<u>Welding and Joining Technology</u>			
163	FS31	Basic Shielded Metal Arc Welder (TCC)	X	X	
163	GTA1	Gas Tungsten Arc Welder (TCC)	X	X	Jasper
164	GM31	Gas Metal Arc Welder (TCC)	X	X	Jasper
164	OI21	Ornamental Iron Fabricator (TCC)	X	X	
165	VSM1	Vertical Shielded Metal Arc Welder Fabricator (TCC)	X	X	
166	WAJ2	Welding and Joining Technology (Diploma)	X	X	

ASSOCIATE OF APPLIED SCIENCE (AAS) DEGREES, DIPLOMAS, AND TECHNICAL CERTIFICATES OF CREDIT (TCC'S)

Unless otherwise indicated, all degree, diploma, and technical certificate programs require applicants to meet general admission requirements and must also:

1. Present official documentation of an earned high school diploma, GED, or college degree.
2. Present acceptable ASSET, COMPASS, SAT, or ACT scores taken within the last five years or transfer of program level English and math from a regionally accredited college or a post-secondary institution with a grade of C or better.

Southern Crescent Technical College strives to provide the most up-to-date curriculum that will meet the needs of graduates that enter the workforce. To accomplish this mission, curriculum changes are needed on occasion. Please refer to the latest catalog/handbook addendum for an update on all curriculum changes.

All diploma and degree programs and some certificate programs require both general core and technical core classes. Please note that general core classes may be added or deleted due to the availability of properly credentialed instructors in these subject areas. Southern Crescent Technical College will offer the minimum required general core classes, so students will be able to complete a program of study in a timely manner. In addition, the College will offer as many general core choices and options as instructor availability allows.

Program Length

The estimated length for most Associate of Applied Science (AAS) degree programs is approximately two years, or six semesters.

The estimated length for most Diploma programs is approximately eighteen months, or five semesters.

***Note:** Estimated program length reflects full-time enrollment and does not include learning support classes or delays due to course offerings, waiting lists, cohorts, or competitive admissions, etc.

General Education Degree Courses – Semester System

This page provides a list of general education courses for degree programs under the **semester system**. Degree students will be required to take **one** course from each Area **plus** a fifth course from any area (Area I, II, III, or IV).

NOTE: ENGL 1101 and MATH 1111 are **required** by all degree-seeking students.

Area I – Language Arts/Communication

Course	Course Title	Semester Pre- and Co-Requisites
ENGL 1101 Required	Composition and Rhetoric	P - Appropriate Degree Level Writing (English) and Reading Placement Test Scores
ENGL 1102	Literature and Composition	P - ENGL 1101 with C or better
SPCH 1101	Public Speaking	P - Regular Admission or ENGL 0098

Area II – Social/Behavioral Sciences

ECON 1101	Principles of Economics	P - Regular Admission
PSYC 1101	Introductory Psychology	P - Appropriate Degree Level Writing (English) and Reading Placement Test Scores
SOCI 1101	Introduction to Sociology	P - Appropriate Degree Level Writing (English) and Reading Placement Test Scores
POLS 1101	American Government	P - Appropriate Degree Level Writing (English) and Reading Placement Test Scores
HIST 2111	U.S History I	P - Appropriate Degree Level Writing (English) and Reading Placement Test Scores

Area III – Natural Sciences/Mathematics

BIOL 1111	Biology I	P - Regular Admission C - BIOL 1111L
BIOL 1111L	Biology I Lab	P - Regular Admission C - BIOL 1111
CHEM 1211	Chemistry I	P - MATH 1101 or MATH 1111 with C or better C - CHEM1211L
CHEM 1211L	Chemistry I Lab	P - MATH 1101 or MATH 1111 with C or better C - CHEM1211
MATH 1111 Required	College Algebra	P - Appropriate Degree Level Math Placement Test Score AND Reading Placement Test

Area IV – Humanities/Fine Arts

HUMN 1101	Introduction to Humanities	P - ENGL 1101 with C or better
MUSC 1101	Music Appreciation	P - ENGL 1101 with C or better
ARTS 1101	Art Appreciation	P - ENGL 1101 with C or better
ENGL 2130	American Literature	P - ENGL 1101 with C or better
THEA 1100	Theatre Appreciation	P - ENGL 1101 with C or better

AAS- Applied Technical Management

AS33 AAS-Applied Technical Management Associate of Applied Science Degree Offered at the Griffin Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	5 Term(s)
Minimum Credit Hours for Graduation	68

Program Description: The AAS in Applied Technical Management allows a student to prepare for positions in business that require general skills along with technical proficiency. The student will obtain degree-level general education knowledge and business-related skills in addition to the knowledge obtained in a diploma program.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Please refer to the list of General Education Courses to choose the General Education Core. All Degree students will be required to take one course from each Area plus a fifth course from any area (Area I, II, III, or IV).

<u>Program Courses</u>	<u>Credits</u>
General Education Core (Required minimum: 15 Semester hours)	
Area I - Language Arts/Communications (3 hrs)	3
ENGL 1101 - Composition and Rhetoric (REQUIRED)	
Area II - Social/Behavioral Sciences (3 hrs) - <u>Choose One</u>	3
ECON 1101 - Principles of Economics	
PSYC 1101 - Introductory Psychology	
SOCI 1101 - Introduction to Sociology	
POLS 1101 - American Government	
HIST 2111 - U.S. History I	
Area III - Natural Sciences/Mathematics (3 hrs) - <u>Choose One</u>	3
MATH 1101 - Mathematical Modeling	
MATH 1111 - College Algebra	
MATH 1100 - Quantitative Skills and Reasoning	
Area IV - Humanities and Fine Arts (3 hrs) - <u>Choose One</u>	3
HUMN 1101 - Introduction to Humanities	
MUSC 1101 - Music Appreciation	
ARTS 1101 - Art Appreciation	
ENGL 2130 - American Literature	
General Education Course Elective (3 hrs)	3
Choose additional General Core Elective from Area I, II, III or IV	15 hrs

Occupational Courses

Completion of Diploma program required for this AAS program	37
<u>Must Complete All Courses</u>	
ACCT 1100 - Financial Accounting I	4
MGMT 1100 - Principles of Management	3
MGMT 1105 - Organizational Behavior	3
MGMT 2125 - Performance Management	3
Legal-Related Course - <u>Choose One</u>	
ACCT 2140 - Legal Environment of Business	3
MGMT 1110 - Employment Law	3
MKTG 1130 - Business Regulations and Compliance	3

Accounting

PA61 Payroll Accounting Specialist Technical Certificate of Credit Offered at the Griffin and Flint River Campuses

Program Entrance Term Fall, Spring, Summer

Minimum Length of Program 2 Term(s)

Minimum Credit Hours for Graduation 17

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

Admission Requirements

Minimum Required Age 16

High School Diploma or GED Required Yes

Program Courses

Credits

COMP 1000 - Introduction to Computers

3

ACCT 1100 - Financial Accounting I

4

ACCT 1105 - Financial Accounting II

4

ACCT 1115 - Computerized Accounting

3

ACCT 1130 - Payroll Accounting

3

CAY1 Computerized Accounting Specialist Technical Certificate of Credit Offered at the Griffin and Flint River Campuses

Program Entrance Term Fall, Spring, Summer

Minimum Length of Program 2 Term(s)

Minimum Credit Hours for Graduation 21

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

Admission Requirements

Minimum Required Age 16

High School Diploma or GED Required Yes

Program Courses

Credits

COMP 1000 - Introduction to Computers

3

ACCT 1100 - Financial Accounting I

4

ACCT 1105 - Financial Accounting II

4

ACCT 1115 - Computerized Accounting

3

ACCT 1120 - Spreadsheet Applications

4

Elective -- 3 hrs

3

TPS1 Tax Preparation Specialist
Technical Certificate of Credit
Offered at the Griffin and Flint River Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	2 Term(s)
Minimum Credit Hours for Graduation	16

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

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

OA31 Office Accounting Specialist
Technical Certificate of Credit
Offered at the Griffin and Flint River Campuses

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

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

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

**AC12 Accounting
Diploma**
Offered at the Griffin and Flint River Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	4 Term(s)
Minimum Credit Hours for Graduation	42

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

Credits

Basic Skills Courses

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

Occupational Courses

ACCT 1100 - Financial Accounting I	4
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
COMP 1000 - Introduction to Computers	3
Accounting Elective	3
Specific Occupational-Guided Elective	3
Accounting Electives include the following:	
ACCT 2110 - Accounting Simulation	3
ACCT 2120 - Business Tax Accounting	3
ACCT 2140 - Legal Environment of Business	3
ACCT 2145 - Personal Finance	3
ACCT 2150 - Principles of Auditing	3
ACCT 2155 - Principles of Fraud Examination	3

AC13 Accounting
Associate of Applied Science Degree
Offered at the Griffin and Flint River Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	5 Term(s)
Minimum Credit Hours for Graduation	64

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Please refer to the list of General Education Courses to choose the General Education Core. All Degree students will be required to take one course from each Area plus a fifth course from any area (Area I, II, III, or IV).

<u>Program Courses</u>	<u>Credits</u>
General Education Core (Required minimum: 15 Semester Credit Hours)	
Area I - Language Arts/Communication	
ENGL 1101 - Composition and Rhetoric	3
Area II - Social/Behavioral Sciences	
Social/Behavioral Sciences Elective	3
Area III - Natural Sciences/Mathematics - Select 1	
MATH 1100 - Quantitative Skills and Reasoning	3
MATH 1101 - Mathematical Modeling	3
MATH 1111 - College Algebra	3
Area IV - Humanities/Fine Arts	
Humanities/Fine Arts Elective	3
Program-Specific Requirements	
General Core Elective	3
Occupational Courses	
ACCT 1100 - Financial Accounting I	4
ACCT 1105 - Financial Accounting II	4
ACCT 1110 - Managerial Accounting	3
ACCT 1115 - Computerized Accounting	3
ACCT 1120 - Spreadsheet Applications	4
ACCT 1125 - Individual Tax Accounting	3
ACCT 1130 - Payroll Accounting	3
BUSN 1440 - Document Production	4
COMP 1000 - Introduction to Computers	3
Accounting Elective 9 hrs	9
Specific Occupational-Guided Elective 6 hrs	6
Elective 3 hrs	3
Accounting Electives include the following:	
ACCT 2110 - Accounting Simulation	3
ACCT 2120 - Business Tax Accounting	3
ACCT 2140 - Legal Environment of Business	3

ACCT 2145 - Personal Finance	3
ACCT 2150 - Principles of Auditing	3
ACCT 2155 - Principles of Fraud Examination	3

Air Conditioning Technology

LC11 Light Commercial Air Conditioning Specialization Technical Certificate of Credit Offered at the Griffin and Flint River Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	1 Term(s)
Minimum Credit Hours for Graduation	11

Program Description: The Light Commercial Air Conditioning Specialization TCC is a sequence of courses that prepares diploma or degree graduates or air conditioning technicians for careers in the light commercial air conditioning industry. The program emphasizes a combination of air conditioning theory and practical application necessary for successful employment. Program graduates receive a Light Commercial Air Conditioning Specialization Technical Certificate of Credit.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

AIRC 2005 - Design and Application of Light Commercial Air Conditioning	<u>Credits</u> 3
AIRC 2010 - Light Commercial Air Conditioning Control Systems	3
AIRC 2020 - Light Commercial Air Conditioning Systems Operation	5

**ACT2 Air Conditioning Technology
Diploma**
Offered at the Griffin and Flint River Campuses

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

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

Credits

Basic Skills Courses

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

Occupational Courses

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

ACT3 Air Conditioning Technology
Associate of Applied Science Degree
Offered at the Griffin and Flint River Campuses

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Please refer to the list of General Education Courses to choose the General Education Core. All Degree students will be required to take one course from each Area plus a fifth course from any area (Area I, II, III, or IV).

Program Courses

Credits

General Education Core (Required minimum: 15 Semester hours)

Area I - Language Arts/Communication	
ENGL 1101 - Composition and Rhetoric	3
Area II - Social/Behavioral Sciences	
Social Sciences/Behavioral Sciences Elective	3
Area III - Natural Sciences/Mathematics	
Choose One of the Following	
MATH 1111 - College Algebra	3
MATH 1100 - Quantitative Skills and Reasoning	3
MATH 1101 - Mathematical Modeling	3
Area IV - Humanities/Fine Arts	
Humanities/Fine Arts Elective	3
Program-Specific Requirements	
General Core Elective	

Occupational Courses

AIRC 1005 - Refrigeration Fundamentals	4
AIRC 1010 - Refrigeration Principles and Practices	4
AIRC 1020 - Refrigeration Systems Components	4
COMP 1000 - Introduction to Computers	3
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
Course Electives-Choose minimum 8 credits	
AIRC 2005 - Design and Application of Light Commercial Air Conditioning	3
AIRC 2010 - Light Commercial Air Conditioning Control Systems	3
AIRC 2020 - Light Commercial Air Conditioning Systems Operation	5
AIRC 2040 - Residential Systems Designs	5

AIRC 2050 - Georgia State and Local Residential Air Conditioning Codes	3
AIRC 2060 - Air Distribution Systems for Residential Air Conditioning	3
AIRC 2070 - Commercial Refrigeration Design	3
AIRC 2080 - Commercial Refrigeration Application	5
AIRC 2090 - Troubleshooting and Servicing Commercial Refrigeration	3

AZ31 Air Conditioning Technician Assistant
Technical Certificate of Credit
Offered at the Griffin and Flint River Campuses

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

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	No

Program Courses

Credits

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

HAA1 Heating and Air Conditioning Installation Tech
Technical Certificate of Credit
Offered at the Griffin and Flint River Campuses

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

Program Description: The Heating and Air Conditioning Installing Technician TCC prepares students for careers in the installation of heating and air conditioning systems. Emphasis is placed on the theory and practical application skills necessary to provide the skills for successful employment.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

Credits

AIRC 1010 - Refrigeration Principles and Practices	4
AIRC 1030 - HVACR Electrical Fundamentals	4
AIRC 1060 - Air Conditioning Systems Application and Installation	4

GM41 General Maintenance Mechanic
Technical Certificate of Credit
Offered at the Griffin and Flint River Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	2 Term(s)
Minimum Credit Hours for Graduation	29

Program Description: The General Maintenance Mechanic Technical Certificate of Credit prepares students for careers in building and facilities and maintenance entry level positions. Topics include refrigeration fundamentals, plumbing fundamentals, commercial wiring practices, structural maintenance, and electrical and electrical motor fundamentals.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

Credits

MATH 1012 - Foundations of Mathematics	3
IDFC 1007 - Industrial Safety Procedures	2
AIRC 1005 - Refrigeration Fundamentals	4
AIRC 1030 - HVACR Electrical Fundamentals	4
AIRC 1040 - HVACR Electrical Motors	4
BFMT 1030 - Fundamentals of Structured Maintenance	4
BFMT 1050 - Fundamentals of Plumbing	2
ELTR 1080 - Commercial Wiring I	6

Auto Collision Repair

AP71 Automotive Refinishing Assistant II
Technical Certificate of Credit
Offered at the Griffin Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	2 Term(s)
Minimum Credit Hours for Graduation	10

Program Description: The Refinishing Assistant II program is an advanced certificate option for students who complete the Automotive Refinishing Assistant I program. This program is designed to produce graduates who are entry level paint and refinishing specialists. Topics will include surface preparation, paint identification, spray gun equipment, spray gun techniques, blending, and tinting and matching of colors.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

Credits

ACRP 2000 - Introduction to Refinishing	5
ACRP 2005 - Fundamentals of Refinishing I	5

ACR2 Auto Collision Repair
Diploma
Offered at the Griffin Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	3 Term(s)
Minimum Credit Hours for Graduation	48

Program Description: The Automotive Collision Repair Program is a sequence of courses designed to prepare students for careers in the automotive collision repair profession. Learning opportunities develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes either major automotive collision repair or automotive painting and refinishing depending on the specialization area a student chooses to complete. Program graduates receive an Automotive Collision Repair diploma which qualifies them as major collision repair technicians or painting and refinishing technicians.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

Credits

Basic Skills Core

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

Occupational Courses

ACRP 1000 - Introduction to Auto Collision Repair	4
ACRP 1005 - Automobile Component Repair and Replacement	4
ACRP 1010 - Foundations of Collision Repair	5
COMP 1000 - Introduction to Computers	3
ACRP 1015 - Fundamentals of Automotive Welding	4
ACRP 1018 - Mechanical and Electrical Systems	4
Complete the Following Specialization	
Refinishing Specialization	
ACRP 2000 - Introduction to Refinishing	5
ACRP 2005 - Fundamentals of Refinishing I	5
ACRP 2008 - Fundamentals of Refinishing II	3
ACRP 2009 - Refinishing Internship	3

Automotive Technology & related program(s)

AH21 Automotive Climate Control Technician

Technical Certificate of Credit

Offered at the Griffin Campus

Program Entrance Term Fall, Spring, Summer

Minimum Length of Program 2 Term(s)

Minimum Credit Hours for Graduation 14

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

Admission Requirements

Minimum Required Age 16

High School Diploma or GED Required Yes

Program Courses

Credits

AUTT 1010 - Automotive Technology Introduction 2

AUTT 1020 - Automotive Electrical Systems 7

AUTT 1060 - Automotive Climate Control Systems 5

AE41 Auto Electrical/Electronic Systems Technician

Technical Certificate of Credit

Offered at the Griffin and Flint River Campuses

Program Entrance Term Fall, Spring, Summer

Minimum Length of Program 1 Term(s)

Minimum Credit Hours for Graduation 9

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

Admission Requirements

Minimum Required Age 16

High School Diploma or GED Required Yes

Program Courses

Credits

AUTT 1010 - Automotive Technology Introduction 2

AUTT 1020 - Automotive Electrical Systems 7

AE61 Automotive Engine Repair Technician
Technical Certificate of Credit
Offered at the Griffin and Flint River Campuses

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

Credits

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

AA71 Automotive Transmission/Transaxle Tech Specialist
Technical Certificate of Credit
Offered at the Griffin and Flint River Campuses

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

Credits

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

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

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

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

Credits

AUTT 1010 - Automotive Technology Introduction	2
AUTT 1020 - Automotive Electrical Systems	7
AUTT 1030 - Automotive Brake Systems	4
AUTT 1050 - Automotive Suspension and Steering Systems	4

AE51 Automotive Engine Performance Technician
Technical Certificate of Credit
Offered at the Griffin and Flint River Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	2 Term(s)
Minimum Credit Hours for Graduation	16

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

Credits

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

LEE1 Lawn Equipment/Small Engine Repair
Technical Certificate of Credit
Offered at the Jasper Center

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

Program Description: This program introduces students to the fundamentals of lawn equipment and small engine repair. Students completing this program will be prepared for entry level employment in the professional lawn care, golf course maintenance, landscaping, and small engine repair industries.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	No

Program Courses

Credits

LEQR 1000 - 4-Cycle Engines	5
LEQR 1100 - General Lawnmower Repair	4
LEQR 1150 - 2-Cycle Engine Equipment Repair	3

AF12 Automotive Fundamentals
Diploma
Offered at the Griffin and Flint River Campuses

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

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Applicants must meet general admissions requirements, and must also present documentation of valid driver's license.

Additional Cost

Approximate additional costs other than tuition, fees, and textbooks:

- Tools.....\$500 and up
- Equipment/supplies.....\$70 and up

Other required out-services:

- EPA certification in mobile air conditioning servicing.....\$20
(Must be achieved before students complete AUTT 1060, Climate Control)

Program Courses

Credits

Basic Skills Core	
MATH 1012 - Foundations of Mathematics	3
EMPL 1000 - Interpersonal Relations and Professional Development	2
ENGL 1010 - Fundamentals of English I	3
Occupational Courses	
AUTT 1010 - Automotive Technology Introduction	2

AUTT 1020 - Automotive Electrical Systems	7
AUTT 1030 - Automotive Brake Systems	4
AUTT 1040 - Automotive Engine Performance	7
AUTT 1050 - Automotive Suspension and Steering Systems	4
AUTT 1060 - Automotive Climate Control Systems	5
COMP 1000 - Introduction to Computers	3
Choose One of the Following:	
AUTT 1070 - Automotive Technology Internship	4
WELD 1000 - Introduction to Welding Technology	3
AUTT 2100 - Automotive Alternative Fuel Vehicles	4

AT23 Automotive Technology
Associate of Applied Science Degree
Offered at the Griffin Campus

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

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Applicants must meet general admissions requirements, and must also present documentation of valid driver's license.

Additional Cost

Approximate additional costs other than tuition, fees, and textbooks:

- Tools.....\$500 and up
- Equipment/supplies.....\$70 and up

Other required out-services:

- EPA certification in mobile air conditioning servicing.....\$20
(Must be achieved before students complete AUTT 1060, Climate Control)

Please refer to the list of General Education Courses to choose the General Education Core. All Degree students will be required to take one course from each Area plus a fifth course from any area (Area I, II, III, or IV).

<u>Program Courses</u>	<u>Credits</u>
General Education Core (Required minimum: 15 Semester Credit Hours)	
Area I - Language Arts/Communication	
ENGL 1101 - Composition and Rhetoric	3
Area II - Social/Behavioral Sciences	
Social/Behavioral Sciences Elective	3
Area III - Natural Sciences/Mathematics - Select 1	
MATH 1100 - Quantitative Skills and Reasoning	3
MATH 1101 - Mathematical Modeling	3
MATH 1111 - College Algebra	3

Area IV - Humanities/Fine Arts	
Humanities/Fine Arts Elective	3
Program-Specific Requirements	
General Core Elective	3
Occupational Courses	
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
COMP 1000 - Introduction to Computers	3
AUTT 2030 - Automotive Automatic Transmissions and Transaxles	5
Choose One of the Following	
AUTT 1070 - Automotive Technology Internship	4
WELD 1000 - Introduction to Welding Technology	3
AUTT 2100 - Automotive Alternative Fuel Vehicles	4

Barbering

BA12 Barbering Diploma Offered at the Butts Center

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

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

Credits

Basic Skills Courses

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

Occupational Courses

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

BF21 Barbering for Cosmetologists
Technical Certificate of Credit
Offered at the Butts Center

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	2 Term(s)
Minimum Credit Hours for Graduation	19

Program Description: The Barbering for Cosmetologist Technical Certificate allows the student who holds a current Master Cosmetology license to receive additional training that will qualify the student to take the examination for Barbering.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

<u>Program Courses</u>	<u>Credits</u>
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 1100 - Barber/Styling Practicum and Internship	3

Business Administrative Technology

MF41 Microsoft Office Applications Professional
Technical Certificate of Credit
Offered at Griffin and Flint River Campuses,
Taylor and Butts Centers

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

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

<u>Program Courses</u>	<u>Credits</u>
COMP 1000 - Introduction to Computers	3
Specific Occupational-Guided Elective 3 hrs	
BUSN 1400 - Word Processing Applications	4
BUSN 1410 - Spreadsheet Concepts and Applications	4
BUSN 1420 - Database Applications	4
BUSN 1430 - Desktop Publishing and Presentation Applications	4

AS21 Administrative Support Assistant
Technical Certificate of Credit
Offered at the Griffin and Flint River Campuses

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

Program Description: The Administrative Support Assistant program prepares individuals to provide administrative support under the supervision of office managers, executive assistants, and other office personnel. Courses include: Introduction to Computers, word processing, and office procedures.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

Credits

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

CC81 Certified Customer Service Specialist
Technical Certificate of Credit
Offered at the Griffin Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	1 Term(s)
Minimum Credit Hours for Graduation	11

Program Description: The Certified Customer Service Specialist (CCSS) program provides training in the core interpersonal and technical skills required to deliver exceptional customer service in a broad range of customer contact jobs.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

Credits

MKTG 1161 - Service Industry Business Environment	2
MKTG 1162 - Customer Contact Skills	4
MKTG 1163 - Computer Skills for Customer Service	2
MKTG 1164 - Business Skills for the Customer	2
MKTG 1165 - Personal Effectiveness in Customer Service	1

TC31 Technical Specialist
Technical Certificate of Credit
Offered at the Griffin and Flint River Campuses

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

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Please refer to the list of General Education Courses to choose the General Education Core. All Degree students will be required to take one course from each Area plus a fifth course from any area (Area I, II, III, or IV).

<u>Program Courses</u>	<u>Credits</u>
COMP 1000 - Introduction to Computers – Required – 3 hrs.	3
Language Arts/Communication - ENGL 1101 Required - 3 hrs.	
ENGL 1101 - Composition and Rhetoric	3
ENGL 1102 - Literature and Composition	3
SPCH 1101 – Public Speaking	3
Humanities/Fine Arts - Select two courses - 6 hrs.	
ARTS 1101 - Art Appreciation	3
ENGL 2130 - American Literature	3
HUMN 1101 - Introduction to Humanities	3
MUSC 1101 - Music Appreciation	3
Social/Behavioral Science - Select two courses - 6 hrs.	
ECON 1101 - Principles of Economics	3
HIST 1111 - World History I	3
HIST 2111 - U.S. History I	3
POLS 1101 - American Government	3
PSYC 1101 - Introductory Psychology	3
SOCI 1101 - Introduction to Sociology	3
Natural Sciences/Mathematics - Required - 3 hrs.	
MATH 1111 - College Algebra	3
General Education Core and Occupational Guided Electives – 15-18 hrs.	
<i>Occupational electives not requiring program admission may be considered. Electives must be approved by Certificate advisor.</i>	
ENGL 1105 – Technical Communications	3
ACCT 1100 – Financial Accounting	3
BIOL 1111– Biology I	3
BIOL 1111L – Biology I Lab	1
BIOL 2113 – Anatomy and Physiology I	3
BIOL 2113L - Anatomy and Physiology I Lab	1
BIOL 2114 – Anatomy and Physiology I	3
BIOL 2114L - Anatomy & Physiology II Lab	1
BIOL 2117 – Microbiology	3
BIOL 2117L - Microbiology I Lab	1

BUSN 1440 – Document Production	4
CHEM 1211 – Chemistry I	3
CHEM 1211L – Chemistry I Lab	1
CIST 1001 – Computer Concepts	3
DMPT 1000 – Intro to Design and Media Product	3
MGMT 1100 – Principles of Management	3

BA22 Business Administrative Technology
Diploma
Offered at the Griffin and Flint River Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	4 Term(s)
Minimum Credit Hours for Graduation	50

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

Credits

Basic Skills Courses

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

Occupational Courses

COMP 1000 - Introduction to Computers	3
BUSN 1400 - Word Processing Applications	4
BUSN 1440 - Document Production	4
BUSN 2190 - Business Document Proofreading and Editing	3
ACCT 1100 - Financial Accounting I	4
BUSN 1190 - Digital Technologies in Business	2
BUSN 1240 - Office Procedures	3
BUSN 1410 - Spreadsheet Concepts and Applications	4
BUSN 1430 - Desktop Publishing and Presentation Applications	4
BUSN 2160 - Electronic Mail Applications	2
BUSN 2210 - Applied Office Procedures	3

Specific Occupational Guided Elective (Minimum 6 Credit Hours)	
BUSN 1100 - Introduction to Keyboarding	3
BUSN 1200 - Machine Transcription	2
BUSN 1210 - Electronic Calculators	2
BUSN 1220 - Telephone Training	2
BUSN 1300 - Introduction to Business	3
BUSN 1330 - Personal Effectiveness	3
BUSN 1420 - Database Applications	4
BUSN 2170 - Web Page Design	2

Elective courses that could be **only transferred** into the Business Administrative Technology program include:

BUSN 1180 - Computer Graphics and Design	3
BUSN 1230 - Legal Terminology	3
BUSN 1250 - Records Management	2
BUSN 1310 - Introduction to Business Culture	3
BUSN 1320 - Business Interaction Skills	3
BUSN 1340 - Customer Service Effectiveness	3
BUSN 2180 - Speed and Accuracy Keying	1
BUSN 2220 - Legal Administrative Procedures	3
BUSN 2300 - Medical Terminology	2
BUSN 2310 - Anatomy and Terminology for the Medical Administrative Assistant	3
BUSN 2200 - Office Accounting	4
BUSN 2320 - Medical Document Processing/Transcription	4
BUSN 2330 - Adv Medical Document Processing/Transcription	4
BUSN 2340 - Medical Administrative Procedures	4
BUSN 2350 - Computerized Medical Office Skills	2
BUSN 2360 - Acute Care Medical Transcription	4
BUSN 2370 - Medical Office Billing/Coding/Insurance	3
BUSN 2380 - Medical Administrative Assistant Internship I	4
BUSN 2390 - Medical Administrative Assistant Internship II	6

BA23 Business Administrative Technology
Associate of Applied Science Degree
Offered at the Griffin and Flint River Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	5 Term(s)
Minimum Credit Hours for Graduation	64

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Please refer to the list of General Education Courses to choose the General Education Core. All Degree students will be required to take one course from each Area plus a fifth course from any area (Area I, II, III, or IV).

<u>Program Courses</u>	<u>Credits</u>
General Education Core (Required minimum: 15 Semester Credit Hours)	
Area I - Language Arts/Communication	
ENGL 1101 - Composition and Rhetoric	3
Area II - Social/Behavioral Sciences	
Social/Behavioral Sciences Elective	3
Area III - Natural Sciences/Mathematics - Select 1	
MATH 1100 - Quantitative Skills and Reasoning	3
MATH 1101 - Mathematical Modeling	3
MATH 1111 - College Algebra	3
Area IV - Humanities/Fine Arts	
Humanities/Fine Arts Elective	3
Program-Specific Requirements	
General Core Elective	3
Occupational Courses	
COMP 1000 - Introduction to Computers	3
BUSN 1400 - Word Processing Applications	4
BUSN 1430 - Desktop Publishing and Presentation Applications	4
BUSN 1440 - Document Production	4
BUSN 1190 - Digital Technologies in Business	2
BUSN 1240 - Office Procedures	3
BUSN 1410 - Spreadsheet Concepts and Applications	4
BUSN 1420 - Database Applications	4
BUSN 2160 - Electronic Mail Applications	2
BUSN 2210 - Applied Office Procedures	3
BUSN 2190 - Business Document Proofreading and Editing	3
MGMT 1100 - Principles of Management	3
ACCT 1100 - Financial Accounting I	4

Specific Occupational Guided Electives -- 6 hrs	6
MGMT 1125 - Business Ethics	3
MGMT 2215 - Team Project	3
BUSN 1100 - Introduction to Keyboarding	3
BUSN 1200 - Machine Transcription	2
BUSN 1210 - Electronic Calculators	2
BUSN 1220 - Telephone Training	2
BUSN 1300 - Introduction to Business	3
BUSN 1330 - Personal Effectiveness	3
BUSN 2170 - Web Page Design	2

Elective courses that could be **only transferred** into the Business Administrative Technology program include:

BUSN 1180 - Computer Graphics and Design	3
BUSN 1230 - Legal Terminology	3
BUSN 1250 - Records Management	3
BUSN 1310 - Introduction to Business Culture	3
BUSN 1320 - Business Interaction Skills	3
BUSN 1340 - Customer Service Effectiveness	3
BUSN 2180 - Speed and Accuracy Keying	1
BUSN 2220 - Legal Administrative Procedures	3
BUSN 2230 - Office Management	3
BUSN 2240 - Business Administrative Assistant Internship I	4
BUSN 2250 - Business Administrative Assistant Internship II	6
BUSN 2300 - Medical Terminology	2
BUSN 2310 - Anatomy and Terminology for the Medical Administrative Assistant	3
BUSN 2320 - Medical Document Processing/Transcription	4
BUSN 2340 - Medical Administrative Procedures	4
BUSN 2350 - Computerized Medical Office Skills	2
BUSN 2360 - Acute Care Medical Transcription	4
BUSN 2370 - Medical Office Billing/Coding/Insurance	3
BUSN 2200 - Office Accounting	4
BUSN 2330 - Adv Medical Document Processing/Transcription	4
BUSN 2380 - Medical Administrative Assistant Internship I	4
BUSN 2390 - Medical Administrative Assistant Internship II	6

HI13 Health Information Technology
Associate of Applied Science Degree
Offered at the Griffin Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	6 Term(s)
Minimum Credit Hours for Graduation	64

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Applicants must meet general admissions requirements, and must also:

1. The student must successfully complete (or transfer in) the following courses: ENGL 1101, HUMN 1101, PSYC 1101, SPCH 1101, ALHS 1090, MATH 1111, COMP 1000, BIOL 2113, BIOL 2114, and MAST 1120 with a minimum grade of "C" in each course and a grade point average (GPA) of 2.5 or higher. Upon doing so the student will be "program ready" and eligible for admission into the Health Information Management Technology program.
2. Upon completion of the general and non-HIMT occupational core courses listed above, students must complete an application for the HIMT program and indicate that they are "*Program Ready*" in order to enroll in any HIMT course.
3. The HIMT program does not accept transient students. Students wishing to take HIMT programmatic courses must be enrolled at SCTC.
4. The HIMT program does not have a waitlist; however, students must complete the above listed requirements before they will be allowed to enroll in any occupational core courses.
5. Students must pass each HIMT course with a "C" or better in order progress to the next level of courses. Students must maintain a minimum GPA of 3.0 to remain in the program.
6. Students must complete all HIMT courses online as the program is only offered in the online format.

Courses with an ALHS/BIOL/CHEM prefix must be taken within five years *prior to* acceptance into any Allied Health Occupational program. See **Course Expiration** in the Southern Crescent Technical College Student Handbook for more details.

Please refer to the list of General Education Courses to choose the General Education Core. All Degree students will be required to take one course from each Area plus a fifth course from any area (Area I, II, III, or IV).

<u>Program Courses</u>	<u>Credits</u>
General Education Core (Required minimum: 15 Semester hours)	
ENGL 1101 - Composition and Rhetoric	3
HUMN 1101 - Introduction to Humanities	3
PSYC 1101 - Introduction to Psychology	3
SPCH 1101 - Public Speaking	3
MATH 1111 - College Algebra	3
Occupational Courses	
ALHS 1090 - Medical Terminology for Allied Health Sciences	2
COMP 1000 - Introduction to Computers	3
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 1120 Human Pathological Conditions in the Medical Office*	3

HIMT Occupational Core

HIMT 1100 - Introduction to Health Information Technology	3
HIMT 1150 - Computer Applications in Healthcare	2
HIMT 1200 - Legal Aspects of Healthcare	2
HIMT 1250 - Health Record Content and Structure	2
HIMT 1350 - Pharmacotherapy	2
HIMT 1400 - Coding and Classification I - ICD Coding	4
HIMT 1410 - Coding and Classification II - ICD Advanced Coding	3
HIMT 2150 - Healthcare Statistics	2
HIMT 2200 - Performance Improvement	2
HIMT 2300 - Healthcare Management	3
HIMT 2400 - Coding and Classification System III - CPT/HCPCS Coding	3
HIMT 2410 - Revenue Cycle Management	2
HIMT 2460 - Health Information Technology Practicum	<u>3</u>
	64

Carpentry

CC71 Cabinet Making Assistant Technical Certificate of Credit Offered at the Griffin Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	1 Term(s)
Minimum Credit Hours for Graduation	17

Program Description: This certificate introduces the student to the safe use of hand and power tools in relation to cabinet making. Basic cabinet making skills, blueprint reading and safety will be studied. Graduates of the Cabinet Making Assistant Certificate may expect to find entry-level jobs in small, medium, or large cabinet making facilities. Job duties could include cutting parts, building, or installing cabinets.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	No

Program Courses

	<u>Credits</u>
CABT 1080 - Cabinet Design and Layout	3
CABT 1114 - Cabinet Components	3
CABT 1116 - Cabinet Assembly I	5
COFC 1020 - Professional Tool Use and Safety	3
COFC 1050 - Construction Print Reading Fundamentals	3

CCW1 Certified Construction Worker
Technical Certificate of Credit
Offered at the Griffin Campus

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

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	No

Program Courses

Credits

COFC 1000 - Safety	2
COFC 1010 - Introduction to Construction	2
COFC 1020 - Professional Tool Use and Safety	3
COFC 1030 - Materials and Fasteners	2
COFC 1050 - Construction Print Reading Fundamentals	3

FC71 Framing Carpenter
Technical Certificate of Credit
Offered at the Griffin Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	1 Term(s)
Minimum Credit Hours for Graduation	13

Program Description: The Framing Carpenter certificate program prepares students for employment as framing carpenters. Program graduates are trained in the use of hand and power tools, materials, blueprint reading, and floor, wall, ceiling and roof framing.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	No

***Other conditions for Admission:**

Candidates must have completed COFC 1020, COFC 1030, and COFC 1050 with a grade of "C" or better.

Program Courses

Credits

CARP 1070 - Site Layout, Footings and Foundations	3
CARP 1105 - Floor and Wall Framing	4
CARP 1110 - Ceiling and Roof Framing and Covering	6

**CA22 Carpentry
Diploma
Offered at the Griffin Campus**

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	3 Term(s)
Minimum Credit Hours for Graduation	50

Program Description: The Carpentry, Diploma program is a sequence of courses that prepares students for careers in the carpentry industry. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of carpentry theory and practical application necessary for successful employment. Program graduates receive a carpentry diploma and have the qualifications of an entry-level residential carpenter or entry-level commercial carpenter.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

Credits

Basic Skills Courses

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

Occupational Courses

COFC 1000 - Safety	2
COFC 1010 - Introduction to Construction	2
COFC 1020 - Professional Tool Use and Safety	3
COFC 1030 - Materials and Fasteners	2
COFC 1050 - Construction Print Reading Fundamentals	3
CARP 1070 - Site Layout, Footings and Foundations	3
CARP 1105 - Floor and Wall Framing	4
CARP 1110 - Ceiling and Roof Framing Covering	6
CARP 1112 - Exterior Finishes and Trim	4
CARP 1114 - Interior Finishers I	5
COMP 1000 - Introduction to Computers	3
Complete one of the following specializations:	
Residential Specialization	
CARP 1190 - Interior Finishes II	2
CARP 1210 - Cornice and Soffit	1
CARP 1260 - Stairs	2
Commercial Specialization	
CARP 1310 - Doors and Door Hardware	2
CARP 1320 - Site Development, Concrete Forming, and Rigging and Reinforcing	4

CM12 Construction Management
Diploma
Offered at the Griffin Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	4 Term(s)
Minimum Credit Hours for Graduation	65

Program Description: The Construction Management diploma program is designed for the student who wishes to prepare for a career in some aspect of construction supervision. The diploma program in carpentry provides background skills in several areas of construction. Supervision courses, computer aided drafting, project management, and accounting for construction businesses provide a core of management and supervisory courses leading to a Construction Management Diploma.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

Credits

Basic Skills Courses

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

Occupational Courses

ACCT 1100 - Financial Accounting	4
COMP 1000 - Introduction to Computers	3
CARP 1070 - Site Layout, Footings and Foundations	3
CARP 1105 - Floor and Wall Framing	4
CARP 1110 - Ceiling and Roof Framing Covering	6
CARP 1112 - Exterior Finishes and Trim	4
CARP 1114 - Interior Finishers I	5
CMTT 2010 - Residential Estimating Review	3
CMTT 2020 - Construction Drafting I	3
CMTT 2050 - Residential Code Review	3
CMTT 2130 - Computerized Construction Scheduling	3
CMTT 2170 - Construction Contracting	4
COFC 1000 - Safety	2
COFC 1010 - Introduction to Construction	2
COFC 1020 - Professional Tool Use and Safety	3
COFC 1030 - Materials and Fasteners	2
COFC 1050 - Construction Print Reading Fundamentals	3

Commercial Photography

DP21 Digital Photographer Technical Certificate of Credit Offered at the Griffin Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	2 Term(s)
Minimum Credit Hours for Graduation	12

Program Description: The Digital Photographer technical certificate of credit program is designed to provide the student with knowledge of the fundamentals of digital photography.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Students are encouraged to take PHOT 1102 and PHOT 1105 the first semester and PHOT 1126 and PHOT 2103 the second semester.

<u>Program Courses</u>	<u>Credits</u>
PHOT 1102 - Visual Theory I	3
PHOT 1105 - Digital Imaging I	3
PHOT 1126 - Portraiture I	3
PHOT 2103 - Commercial I	3

Commercial Truck Driving

CSQ1 Commercial Straight Truck and Passenger Driving (Class B) Technical Certificate of Credit Offered at the Flint River Campus and Jasper Center

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

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. At the completion of the program, the student is administered the Georgia CDL Skills Exam.

Admission Requirements

Minimum Required Age	18
High School Diploma or GED Required	No

Must submit a DOT physical/drug screen (5 panel) and alcohol test. Must be 18 years old to operate in the State of Georgia (21 to operate nationally), have a 7 yr. MVR report with no more than 8 pts. in the last 3 yrs., no more than 3 moving violations in the last 3 years, have no DUI in the last 7 yrs. and no more than one in the last 15 yrs. If convicted of a felony within the last 10 years student must be interviewed by the program coordinator.

A commercial driving disqualification is imposed when a licensee is convicted of 2 or more serious traffic offenses within a 3 yr. period. A first disqualification is for 60 days and a second or subsequent disqualification is for 120 days per code O.C.G.A. 40-5-151(f) (1).

A "serious traffic violation" includes any of the following offenses when committed while operating a commercial motor vehicle or a non-commercial motor vehicle per code O.C.G.A. 40-5-142(22).

1. Speeding 15 or more miles per hour above the posted speed limit;
2. Reckless driving, as defined under state and local law;
3. Following another vehicle too closely, as defined under state or local law;
4. Improper or erratic lane change;
5. Any violation relating to motor vehicle traffic control that involves a fatal crash;
6. A railroad grade crossing violation as defined under state law or local ordinance;

7. Driving a commercial motor vehicle without obtaining a commercial drivers license;
8. Driving a commercial motor vehicle without a valid commercial driver's license in the driver's immediate possession; or
9. Driving a commercial motor vehicle without a commercial driver's license of the proper class and/or endorsements for the specific vehicle being operated or for the passengers or type of cargo transported.

Georgia law provides that a commercial driving disqualification must be imposed even if the licensee does not hold a commercial driver's license. This has no impact upon a citizen's non-commercial driving privilege but merely prevents him or her from obtaining a commercial driver's license during the period of disqualification.

Program Courses

Credits

CTDL 1010 - Fundamentals of Commercial Driving	3
CTDL 1050 - Straight Truck/Passenger Vehicle Basic Operation	3
CTDL 1060 - Straight Truck and Passenger Vehicle Advanced Operation	4

CT61 Commercial Truck Driving Technical Certificate of Credit Offered at the Flint River Campus & Butts Center

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

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

Admission Requirements

Minimum Required Age	18
High School Diploma or GED Required	No

Must submit a DOT physical/drug screen (5 panel) and alcohol test. Must be 18 years old to operate in the State of Georgia (21 to operate nationally), have a 7 yr. MVR report with no more than 8 pts. in the last 3 yrs., no more than 3 moving violations in the last 3 years, have no DUI in the last 7 yrs. and no more than one in the last 15 yrs. If convicted of a felony within the last 10 years student must be interviewed by the program coordinator.

A commercial driving disqualification is imposed when a licensee is convicted of 2 or more serious traffic offenses within a 3 yr. period. A first disqualification is for 60 days and a second or subsequent disqualification is for 120 days per code O.C.G.A. 40-5-151(f) (1).

A "serious traffic violation" includes any of the following offenses when committed while operating a commercial motor vehicle or a non-commercial motor vehicle per code O.C.G.A. 40-5-142(22).

1. Speeding 15 or more miles per hour above the posted speed limit;
2. Reckless driving, as defined under state and local law;
3. Following another vehicle too closely, as defined under state or local law;
4. Improper or erratic lane change;
5. Any violation relating to motor vehicle traffic control that involves a fatal crash;
6. A railroad grade crossing violation as defined under state law or local ordinance;
7. Driving a commercial motor vehicle without obtaining a commercial drivers license;
8. Driving a commercial motor vehicle without a valid commercial driver's license in the driver's immediate possession; or
9. Driving a commercial motor vehicle without a commercial driver's license of the proper class and/or endorsements for the specific vehicle being operated or for the passengers or type of cargo transported.

Georgia law provides that a commercial driving disqualification must be imposed even if the licensee does not hold a commercial driver's license. This has no impact upon a citizen's non-commercial driving privilege but merely prevents him or her from obtaining a commercial driver's license during the period of disqualification.

Program Courses

Credits

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

Computer Information Systems

CA71 CompTIA A+ Certified Technician Preparation Technical Certificate of Credit Offered at the Griffin Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	1 Term(s)
Minimum Credit Hours for Graduation	18

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

Credits

COMP 1000 - Introduction to Computers	3
CIST 1001 - Computer Concepts	4
CIST 1122 - Hardware Installation and Maintenance	4
CIS Operating Systems Course	3
CIS Elective	4

CN71 Cisco Network Specialist Technical Certificate of Credit Offered at the Griffin Campus

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

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

Credits

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

Prerequisites:

All Prerequisite courses must be completed with at least a 'C' grade.

Course Expiration

To ensure that students graduate with current skills in Computer Information Systems all CIST courses and COMP 1000 must be taken within five years prior to graduation. Courses older than five years must be retaken.

IB71 Internet Specialist Web Application Developer
Technical Certificate of Credit
Offered at the Griffin Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	2 Term(s)
Minimum Credit Hours for Graduation	35

Program Description: The Web Application and Services Developer Certificate teach students to develop web sites which include front end scripting and back end server programs. This training includes both Microsoft based and open source web programming techniques. In addition, students learn to provide interactivity to databases and web services. The purpose of this certificate is to provide training opportunities for persons already either employed in the IT industry or have already have IT training to upgrade their skill with advanced courses and skills.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

	<u>Credits</u>
CIST 1220 - Structured Query Language (SQL)	4
CIST 1305 - Program Design and Development	3
CIST 1510 - Web Development I	3
CIST 1520 - Scripting Technologies	3
CIST 1601 - Information Security Fundamentals	3
CIST 2510 - Web Technologies	3
 Choose Two Intro Web Programming Courses (8hrs)	
CIST 2311 - Visual Basic I	4
CIST 2341 - C# Programming I	4
CIST 2351 - PHP Programming I	4
CIST 2371 - Java Programming I	4
CIST 2381 - Mobile Application Development	4
CIST 2560 - Web Application Programming I	4
CIST 2570 - Open Source Web Application Programming I	4
 Choose Two Intermediate Web Programming Courses (8 hrs)	
CIST 2312 - Visual Basic II	4
CIST 2313 - Visual Basic III	4
CIST 2352 - PHP Programming II	4
CIST 2372 - Java Programming II	4
CIST 2373 - Java Programming III	4
CIST 2561 - Web Application Programming II	4
CIST 2571 - Open Source Web Application Programming II	4
CIST 2580 - Interactive and Social Apps Integration	4

Prerequisites:

All Prerequisite courses must be completed with at least a 'C' grade.

Course Expiration

To ensure that students graduate with current skills in Computer Information Systems all CIST courses and COMP 1000 must be taken within five years prior to graduation. Courses older than five years must be retaken.

ISE1 Internet Specialist Web Site Developer
Technical Certificate of Credit
Offered at the Griffin Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	2 Term(s)
Minimum Credit Hours for Graduation	35

Program Description: The curriculum in the Internet Specialist Web Site Design TCC program prepares the student to create and maintain professional, high-quality web sites. Program graduates will be competent in the technical areas of web design, including web graphic design, XHTML, scripting, web application server-side languages, database driven content, web project management, internet security, and mobile applications. Various software tools will be used throughout the curriculum including Microsoft Visual Studio, Adobe Web Suite and/or open source products, Program graduates earn a Computer Information Systems Technology/Internet Specialist Web Site Developer TCC and will have the skills necessary for employment in the web design field or to work as a free-lance web designer. The purpose of this certificate is to provide training opportunities for persons already either already employed in the computer industry or have already been trained in a related computer area and wish to upgrade their skill with advanced courses and skills

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

	<u>Credits</u>
CIST 1220 - Structured Query Language (SQL)	4
CIST 1305 - Program Design and Development	3
CIST 1510 - Web Development I	3
CIST 1520 - Scripting Technologies	3
CIST 1530 - Web Graphics I	3
CIST 1540 - Web Animation I	3
CIST 1601 - Information Security Fundamentals	3
CIST 2510 - Web Technologies	3
CIST 2550 - Web Development II	3

OPTION

CIST 2531 - Web Graphics II	3
CIST 2541 - Web Animation II	3

ELECTIVE-Select One

CIST 2311 - Visual Basic I	4
CIST 2351 - PHP Programming I	4
CIST 2371 - Java Programming I	4
CIST 2381 - Mobile Application Development	4
CIST 2560 - Web Application Programming I	4
CIST 2570 - Open Source Web Application Programming I	4
CIST 2580 - Interactive and Social Apps Integration	4

Prerequisites:

All Prerequisite courses must be completed with at least a 'C' grade.

Course Expiration

To ensure that students graduate with current skills in Computer Information Systems all CIST courses and COMP 1000 must be taken within five years prior to graduation. Courses older than five years must be retaken.

MS11 Microsoft Network Administrator
Technical Certificate of Credit
Offered at the Griffin Campus

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

Program Description: The Microsoft Network Administrator Technician 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.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

Credits

CIST 2411 - Microsoft Client	4
CIST 2412 - Microsoft Server Directory Services	4
CIST 2413 - Microsoft Server Infrastructure	4
Microsoft Elective (4 hrs.) Choose one	
CIST 2414 - Microsoft Server Administrator or	4
CIST 2420 - Microsoft Exchange Server	4

Prerequisites:

All Prerequisite courses must be completed with at least a 'C' grade.

Course Expiration

To ensure that students graduate with current skills in Computer Information Systems all CIST courses and COMP 1000 must be taken within five years prior to graduation. Courses older than five years must be retaken.

VPA1 Video Production Assistant
Technical Certificate of Credit
Offered at the Griffin Campus

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

Program Description: The Interactive Video Production Assistant certificate program will train competent entry-level video recording assistants who can successfully get an entry level job or continue with their education goals in one of our other program areas. Subject matter includes basic training in digital audio/video recording that can be presented in a web format.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

Credits

CIST 2801 - Interactive Video Productions I	4
CIST 2802 - Interactive Video Productions II	4

Prerequisites:

All Prerequisite courses must be completed with at least a 'C' grade.

Course Expiration

To ensure that students graduate with current skills in Computer Information Systems all CIST courses and COMP 1000 must be taken within five years prior to graduation. Courses older than five years must be retaken.

DS13 Database Specialist
Associate of Applied Science Degree
 Offered at the Griffin Campus

Program Entrance Term Fall, Spring, Summer

Minimum Length of Program 5 Term(s)

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.

Admission Requirements

Minimum Required Age 16

High School Diploma or GED Required Yes

Please refer to the list of General Education Courses to choose the General Education Core. All Degree students will be required to take one course from each Area plus a fifth course from any area (Area I, II, III, or IV).

Program Courses**Credits**

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

Area I - Language Arts/Communication

ENGL 1101 - Composition and Rhetoric 3

Area II - Social/Behavioral Sciences

Social/Behavioral Sciences Elective 3

Area III - Natural Sciences/Mathematics - Select 1

MATH 1100 - Quantitative Skills and Reasoning 3

MATH 1101 - Mathematical Modeling 3

MATH 1111 - College Algebra 3

Area IV - Humanities/Fine Arts

Humanities/Fine Arts Elective 3

Program-Specific Requirements

General Core Elective 3

Occupational Courses

CIST 1001 - Computer Concepts 4

CIST 1305 - Program Design and Development 3

COMP 1000 - Introduction to Computers 3

CIS Programming Language Course	4
CIST 1200 - Database Management	4
CIST 2921 - IT Analysis, Design, and Project Management	4
<u>SQL Server Specialization (23 Hrs)</u>	
CIS Elective	3
CIST 1220 - Structured Query Language (SQL)	4
CIST 2411 - Microsoft Client	4
CIST 2222 - Administering Microsoft SQL Server	4
CIST 2224 - Designing and Implementing Databases with Microsoft SQL Server	4
CIST 2412 - Microsoft Server Directory Services	4

Prerequisites:

All Prerequisite courses must be completed with at least a 'C' grade.

Course Expiration

To ensure that students graduate with current skills in Computer Information Systems all CIST courses and COMP 1000 must be taken within five years prior to graduation. Courses older than five years must be retaken.

DS14 Database Specialist Diploma Offered at the Griffin Campus

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

	<u>Credits</u>
Basic Skills Courses	
ENGL 1010 - Fundamentals of English I	3
MATH 1012 - Foundations of Mathematics	3
EMPL 1000 - Interpersonal Relations and Professional Development	2
Occupational Courses	
CIST 1001 - Computer Concepts	4
CIST 1305 - Program Design and Development	3
COMP 1000 - Introduction to Computers	3
CIST 1200 - Database Management	4

CIS Programming Language Course	4
CIST 2921 - IT Analysis, Design, and Project Management	4
<u>SQL Server Specialization</u>	
CIST 1220 - Structured Query Language (SQL)	4
CIS Elective	3
CIST 2411 - Microsoft Client	4
CIST 2222 - Administering Microsoft SQL Server	4
CIST 2224 - Designing and Implementing Databases with Microsoft SQL Server	4
CIST 2412 - Microsoft Server Directory Services	4

Prerequisites:

All Prerequisite courses must be completed with at least a 'C' grade.

Course Expiration

To ensure that students graduate with current skills in Computer Information Systems all CIST courses and COMP 1000 must be taken within five years prior to graduation. Courses older than five years must be retaken.

NS13 Networking Specialist **Associate of Applied Science Degree** Offered at the Griffin Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	5 Term(s)
Minimum Credit Hours for Graduation	66

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Please refer to the list of General Education Courses to choose the General Education Core. All Degree students will be required to take one course from each Area plus a fifth course from any area (Area I, II, III, or IV).

<u>Program Courses</u>	<u>Credits</u>
General Education Core (Required minimum: 15 Semester Credit Hours)	
Area I - Language Arts/Communication	
ENGL 1101 - Composition and Rhetoric	3
Area II - Social/Behavioral Sciences	
Social/Behavioral Sciences Elective	3
Area III - Natural Sciences/Mathematics - Select 1	
MATH 1100 - Quantitative Skills and Reasoning	3
MATH 1101 - Mathematical Modeling	3
MATH 1111 - College Algebra	3

Area IV - Humanities/Fine Arts	
Humanities/Fine Arts Elective	3
Program-Specific Requirements	
General Core Elective	3
Occupational Courses	
COMP 1000 - Introduction to Computers	3
CIST 1001 - Computer Concepts	4
CIS Elective	3
CIS Operating Systems Course	3
CIST 1122 - Hardware Installation and Maintenance	4
 <u>Introductory-Level Networking Class</u>	
CIST 1401 - Computer Networking Fundamentals	4
CIST 2451 - Cisco Network Fundamentals	4
CIS Elective	3
CIS Security Course	3
CIS Elective	4
CIS Elective	4
 Networking Specializations	
<u>Microsoft Specialization</u>	
CIST 2411 - Microsoft Client	4
CIST 2412 - Microsoft Server Directory Services	4
CIST 2413 - Microsoft Server Infrastructure	4
MS Elective	4
 <u>Cisco Exploration Specialization</u>	
Choose One	
CIST 2451 - Cisco Network Fundamentals	4
CIS Networking Elective	4
CIST 2452 - Cisco Routing Protocols and Concepts	4
CIST 2453 - Cisco LAN Switching and Wireless	4
CIST 2454 - Cisco Accessing the WAN	4

Prerequisites:

All Prerequisite courses must be completed with at least a 'C' grade.

Course Expiration

To ensure that students graduate with current skills in Computer Information Systems all CIST courses and COMP 1000 must be taken within five years prior to graduation. Courses older than five years must be retaken.

**NS14 Networking Specialist
Diploma
Offered at the Griffin Campus**

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	5 Term(s)
Minimum Credit Hours for Graduation	54

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

Credits

Basic Skills Courses

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

Occupational Courses

COMP 1000 - Introduction to Computers	3
CIST 1001 - Computer Concepts	4
CIST 1122 - Hardware Installation and Maintenance	4
CIS Operating Systems	3

Introductory-Level Networking Class

CIST 1401 - Computer Networking Fundamentals	4
CIST 2451 - Cisco Network Fundamentals	4
CIST 2441 - Cisco Networking for Home and Small Businesses	4

CIS Security Course	3
CIS Elective	3
CIS Elective	3
CIS Elective	3

Networking Specializations

Microsoft Specialization

CIST 2411 - Microsoft Client	4
CIST 2412 - Microsoft Server Directory Services	4
CIST 2413 - Microsoft Server Infrastructure	4
MS Elective	4

Cisco Exploration Specialization

Choose One

CIST 2451 - Cisco Network Fundamentals	4
CIS Networking Elective	4
CIST 2452 - Cisco Routing Protocols and Concepts	4
CIST 2453 - Cisco LAN Switching and Wireless	4

Prerequisites:

All Prerequisite courses must be completed with at least a 'C' grade.

Course Expiration

To ensure that students graduate with current skills in Computer Information Systems all CIST courses and COMP 1000 must be taken within five years prior to graduation. Courses older than five years must be retaken.

CP23 Computer Programming
Associate of Applied Science Degree
 Offered at the Griffin Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	5 Term(s)
Minimum Credit Hours for Graduation	66

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.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Please refer to the list of General Education Courses to choose the General Education Core. All Degree students will be required to take one course from each Area plus a fifth course from any area (Area I, II, III, or IV).

<u>Program Courses</u>	<u>Credits</u>
General Education Core (Required minimum: 15 Semester Credit Hours)	
Area I - Language Arts/Communication	
ENGL 1101 - Composition and Rhetoric	3
Area II - Social/Behavioral Sciences	
Social/Behavioral Sciences Elective	3
Area III - Natural Sciences/Mathematics - Select 1	
MATH 1100 - Quantitative Skills and Reasoning	3
MATH 1101 - Mathematical Modeling	3
MATH 1111 - College Algebra	3
Area IV - Humanities/Fine Arts	
Humanities/Fine Arts Elective	3
Program-Specific Requirements	
General Core Elective	3
Occupational Courses (31 Semester Credit Hours)	
COMP 1000 - Introduction to Computers	3
CIST 1001 - Computer Concepts	4
CIST 1220 - Structured Query Language (SQL)	4
CIST 1305 - Program Design and Development	3

CIST 1510 - Web Development I	3
CIST 2921 - IT Analysis, Design, and Project Management	4
ACCT 1100 - Financial Accounting I	4
CIS Elective	3
CIS Elective	3
Programming Language Courses (Required 20 semester hours with at least one Tier II course)	
Programming Language Courses Tier I	
CIST 2311 - Visual Basic I	4
CIST 2312 - Visual Basic II	4
CIST 2351 - PHP Programming I	4
CIST 2361 - C++ Programming I	4
CIST 2371 - Java Programming I	4
CIST 2372 - Java Programming II	4
Programming Language Courses Tier II	
CIST 2313 - Visual Basic III	4
CIST 2352 - PHP Programming II	4
CIST 2362 - C++ Programming II	4
CIST 2373 - Java Programming III	4

Prerequisites:

All Prerequisite courses must be completed with at least a 'C' grade.

Course Expiration

To ensure that students graduate with current skills in Computer Information Systems all CIST courses and COMP 1000 must be taken within five years prior to graduation. Courses older than five years must be retaken.

**CP24 Computer Programming
Diploma**
Offered at the Griffin Campus

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

Credits

Basic Skills Courses (8 Semester Hours)

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

Occupational Courses(24 Semester Credit Hours)

COMP 1000 - Introduction to Computers	3
CIST 1001 - Computer Concepts	4
CIST 1220 - Structured Query Language (SQL)	4
CIST 1305 - Program Design and Development	3
CIST 1510 - Web Development I	3
CIST 2921 - IT Analysis, Design, and Project Management	4
CIS Elective Class	3

Programming Language Courses (Required 20 semester hours with at least one Tier II course)

Programming Courses Tier I

CIST 2311 - Visual Basic I	4
CIST 2312 - Visual Basic II	4
CIST 2342 - C# Programming II	4
CIST 2351 - PHP Programming I	4
CIST 2361 - C++ Programming I	4
CIST 2371 - Java Programming I	4
CIST 2372 - Java Programming II	4

Programming Courses Tier II

CIST 2313 - Visual Basic III	4
CIST 2352 - PHP Programming II	4
CIST 2362 - C++ Programming II	4
CIST 2373 - Java Programming III	4

Prerequisites:

All Prerequisite courses must be completed with at least a 'C' grade.

Course Expiration

To ensure that students graduate with current skills in Computer Information Systems all CIST courses and COMP 1000 must be taken within five years prior to graduation. Courses older than five years must be retaken.

IS53 Internet Specialist-Web Site Design
Associate of Applied Science Degree
Offered at the Griffin Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	5 Term(s)
Minimum Credit Hours for Graduation	64

Program Description: The Computer Information Systems - Internet Specialist Web Site Design 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 Internet Specialists Web Site Designers.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Please refer to the list of General Education Courses to choose the General Education Core. All Degree students will be required to take one course from each Area plus a fifth course from any area (Area I, II, III, or IV).

<u>Program Courses</u>	<u>Credits</u>
General Education Core (Required minimum: 15 Semester Credit Hours)	
Area I - Language Arts/Communication	
ENGL 1101 - Composition and Rhetoric	3
Area II - Social/Behavioral Sciences	
Social/Behavioral Sciences Elective	3
Area III - Natural Sciences/Mathematics - Select 1	
MATH 1100 - Quantitative Skills and Reasoning	3
MATH 1101 - Mathematical Modeling	3
MATH 1111 - College Algebra	3
Area IV - Humanities/Fine Arts	
Humanities/Fine Arts Elective	3
Program-Specific Requirements	
General Core Elective	3
Occupational Courses	
COMP 1000 - Introduction to Computers	3
CIST 1001 - Computer Concepts	4
CIST 1220 - Structured Query Language (SQL)	4
CIST 1305 - Program Design and Development	3
CIST 1510 - Web Development I	3
CIST 1520 - Scripting Technologies	3
CIST 1530 - Web Graphics I	3
CIST 1540 - Web Animation I	3
CIST 1601 - Information Security Fundamentals	3
CIST 2510 - Web Technologies	3
Choose One of the following:	
CIST 2531 - Web Graphics II	3
CIST 2541 - Web Animation II	3
CIST 2550 - Web Development II	3
CIST 2921 - IT Analysis, Design, and Project Management	4

Choose one of the programming courses	
CIST 2311 - Visual Basic I	4
CIST 2351 - PHP Programming I	4
CIST 2371 - Java Programming I	4
CIST 2381 - Mobile Application Development	4
CIST 2560 - Web Application Programming I	4
CIST 2570 - Open Source Web Application Programming I	4
CIST 2580 - Interactive and Social Apps Integration	4
Choose one	
CIST 2950 - Web Systems Project	3
CIST 2991 - CIST Internship I	3

Prerequisites:

All Prerequisite courses must be completed with at least a 'C' grade.

Course Expiration

To ensure that students graduate with current skills in Computer Information Systems all CIST courses and COMP 1000 must be taken within five years prior to graduation. Courses older than five years must be retaken.

IS64 Internet Specialist-Web Site Design
Diploma
Offered at the Griffin Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	4 Term(s)
Minimum Credit Hours for Graduation	54

Program Description: The Computer Information Systems - Internet Specialist Web Site Design 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 Internet Specialists Web Site Designers.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

Credits

Basic Skills Courses

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

Occupational Courses

CIST 1001 - Computer Concepts	4
COMP 1000 - Introduction to Computers	3
CIST 1305 - Program Design and Development	3
CIST 1220 - Structured Query Language (SQL)	4
CIST 1510 - Web Development I	3
CIST 1520 - Scripting Technologies	3
CIST 1530 - Web Graphics I	3
CIST 1540 - Web Animation I	3
CIST 1601 - Information Security Fundamentals	3
CIST 2510 - Web Technologies	3

Choose One

CIST 2531 - Web Graphics II	3
CIST 2541 - Web Animation II	3
CIST 2550 - Web Development II	3
CIST 2921 - IT Analysis, Design, and Project Management	4

Choose one

CIST 2311 - Visual Basic I	4
CIST 2351 - PHP Programming I	4
CIST 2371 - Java Programming I	4
CIST 2381 - Mobile Application Development	4
CIST 2560 - Web Application Programming I	4
CIST 2570 - Open Source Web Application Programming I	4
CIST 2580 - Interactive and Social Apps Integration	4

Prerequisites:

All Prerequisite courses must be completed with at least a 'C' grade.

Course Expiration:

To ensure that students graduate with current skills in Computer Information Systems all CIST courses and COMP 1000 must be taken within five years prior to graduation. Courses older than five years must be retaken.

IS43 Internet Specialist-Web Application Development
Associate of Applied Science Degree
Offered at the Griffin Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	5 Term(s)
Minimum Credit Hours for Graduation	64

Program Description: The Computer Information Systems Internet Specialist Web Applications and Services Development 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 E-Commerce web programmers.

Please refer to the list of General Education Courses to choose the General Education Core. All Degree students will be required to take one course from each Area plus a fifth course from any area (Area I, II, III, or IV).

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

Credits

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

Area I - Language Arts/Communication

ENGL 1101 - Composition and Rhetoric	3
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Area II - Social/Behavioral Sciences

Social/Behavioral Sciences Elective	3
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Area III - Natural Sciences/Mathematics - Select 1

MATH 1101 - Mathematical Modeling	3
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MATH 1111 - College Algebra	3
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Area IV - Humanities/Fine Arts

Humanities/Fine Arts Elective	3
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Program-Specific Requirements

General Core Elective	3
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Occupational Courses

COMP 1000 - Introduction to Computers	3
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CIST 1001 - Computer Concepts	4
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CIST 1220 - Structured Query Language (SQL)	4
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CIST 1305 - Program Design and Development	3
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CIST 1510 - Web Development I	3
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CIST 1520 - Scripting Technologies	3
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CIST 1601 - Information Security Fundamentals	3
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CIST 2550 - Web Development II	3
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CIST 2921 - IT Analysis, Design, and Project Management	4
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Choose Two Intro Web Apps Courses (8 hrs)

CIST 2311 - Visual Basic I	4
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CIST 2351 - PHP Programming I	4
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CIST 2371 - Java Programming I	4
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CIST 2381 - Mobile Application Development	4
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CIST 2560 - Web Application Programming I	4
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CIST 2570 - Open Source Web Application Programming I	4
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Choose Two Intermediate Web Apps Courses (8hrs)

CIST 2312 - Visual Basic II	4
CIST 2313 - Visual Basic III	4
CIST 2352 - PHP Programming II	4
CIST 2372 - Java Programming II	4
CIST 2373 - Java Programming III	4
CIST 2561 - Web Application Programming II	4
CIST 2570 - Open Source Web Application Programming I	4
CIST 2580 - Interactive and Social Apps Integration	4

Choose one

CIST 2950 - Web Systems Project	3
CIST 2991 - CIST Internship I	3

Prerequisites:

All Prerequisite courses must be completed with at least a 'C' grade.

Course Expiration

To ensure that students graduate with current skills in Computer Information Systems all CIST courses and COMP 1000 must be taken within five years prior to graduation. Courses older than five years must be retaken.

IS42 Internet Specialist-Web Application Development
Diploma
Offered at the Griffin Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	4 Term(s)
Minimum Credit Hours for Graduation	54

Program Description: The Computer Information Systems Internet Specialist Web Applications and Services Development 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 E-Commerce web programmers.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

Credits

Basic Skills Courses

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

Occupational Courses

COMP 1000 - Introduction to Computers	3
CIST 1001 - Computer Concepts	4
CIST 1220 - Structured Query Language (SQL)	4
CIST 1305 - Program Design and Development	3
CIST 1510 - Web Development I	3
CIST 1520 - Scripting Technologies	3
CIST 1601 - Information Security Fundamentals	3
CIST 2550 - Web Development II	3
CIST 2921 - IT Analysis, Design, and Project Management	4

Choose Two Intro Web Apps Courses (8 hrs)

CIST 2311 - Visual Basic I	4
CIST 2351 - PHP Programming I	4
CIST 2371 - Java Programming I	4
CIST 2381 - Mobile Application Development	4
CIST 2560 - Web Application Programming I	4
CIST 2570 - Open Source Web Application Programming I	4

Choose Two Intermediate Web Apps Courses (8hrs)

CIST 2312 - Visual Basic II	4
CIST 2313 - Visual Basic III	4
CIST 2352 - PHP Programming II	4
CIST 2372 - Java Programming II	4
CIST 2373 - Java Programming III	4
CIST 2561 - Web Application Programming II	4

CIST 2571 - Open Source Web Application Programming II

4

CIST 2580 - Interactive and Social Apps Integration

4

Prerequisites:

All Prerequisite courses must be completed with at least a 'C' grade.

Course Expiration

To ensure that students graduate with current skills in Computer Information Systems all CIST courses and COMP 1000 must be taken within five years prior to graduation. Courses older than five years must be retaken.

Cosmetology

C012 Cosmetology Diploma Offered at the Griffin and Flint River Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	3 Term(s)
Minimum Credit Hours for Graduation	54

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

All occupational core courses must be completed with a grade of "C" or better.

Griffin Campus

Upon successful completion (or transfer in) of ENGL 1010, MATH 1012, EMPL 1000 *OR* PSYC 1010 and COMP 1000 with a minimum grade point average of 2.0, the student will be eligible to register for courses with the COSM prefix.

It will be the responsibility of the student to notify the Cosmetology Program Advisor when all general core courses and COMP 1000 have been completed. With this notification, the student will be placed on the Cosmetology COSM prefix eligible list. Once students are placed on the COSM prefix eligible list, they will be registered in COSM prefix courses based upon general core course completion date. In the event two or more students have the same general core course and COMP 1000 completion date, the date the student applied to the Cosmetology Program will be used to determine placement position for registration. The number of students allowed into classes with the COSM prefix is limited. Classes will be filled by students from the COSM prefix eligible list.

If a student changes his/her declared major from Cosmetology to a different major, and then back to Cosmetology, the latest Cosmetology application will be used to determine placement.

Flint River Campus

Students are required to successfully complete (or transfer in) ENGL 1010, MATH 1012, EMPL 1000 or PSYC 1010 and COMP 1000 within the first two semesters of program enrollment with a minimum grade point average of 2.0.

It is the student responsibility to notify the Cosmetology Advisor when all general core classes and COMP 1000 have been completed. The student will be eligible for COSM suffix courses upon program enrollment, but must take them in conjunction with general education and COMP 1000. If a student fails to complete all core within the first two semesters of enrollment, they will no longer be eligible for COSM prefix courses until all general core and COMP 1000 requirements have been satisfied. Once the student provides proof of general core and COMP 1000 course completion to the Cosmetology Program Advisor, that student will regain eligibility for all COSM prefix courses.

Approximate additional costs other than tuition, fees, and textbooks:

Tools	\$490
Equipment/supplies	\$50
Uniforms	\$90
Other required out-services:	
State Board Exam/License	\$139

Program Courses**Credits****Basic Skills Courses**

MATH 1012 - Foundations of Mathematics	3
ENGL 1010 - Fundamentals of English I	3
Choose one of the following:	
EMPL 1000 - Interpersonal Relations and Professional Development <u>OR</u>	2
PSYC 1010 - Basic Psychology	3

Occupational Courses

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

CI21 Cosmetology Instructor Training
Technical Certificate of Credit
Offered at the Griffin Campus

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

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

Admission Requirements

Minimum Required Age	18
High School Diploma or GED Required	Yes

Program Courses

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

NT11 Nail Technician
Technical Certificate of Credit
Offered at the Flint River Campus

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

Program Description: The Nail Technician program is a sequence of courses that prepares students for careers in the field of Nail Technician. 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, nail diseases and disorders, skin and nail care, and work ethics. The curriculum meets state licensing requirements of the State Board of Cosmetology. Program graduates receive a Nail Technician certificate and are employable as a Nail Technician.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

	<u>Credits</u>
COSM 1000 - Introduction to Cosmetology Theory	4
COSM 1070 - Nail Care and Advanced Techniques	3
COSM 1180 - Nail Care I	5
COSM 1120 - Salon Management	3
COSM 1190 - Nail Care II	5

Criminal Justice Technology

CJT2 Criminal Justice Technology Diploma Offered at the Griffin and Flint River Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	5 Term(s)
Minimum Credit Hours for Graduation	48

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

Credits

Basic Skills

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

Occupational Courses

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

Practicum or Internship

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

Occupational Electives: Select 3 for a minimum of 9 hours

CRJU 1021 - Private Security	3
CRJU 1050 - Police Patrol Operations	3
CRJU 1052 - Criminal Justice Administration	3
CRJU 1054 - Police Officer Survival	3
CRJU 1056 - Police Traffic Control and Investigation	3
CRJU 1075 - Report Writing	3
CRJU 2060 - Criminology	3

CRJU 2110 - Homeland Security	3
CRJU 2201 - Criminal Courts	3
LETA 1010 - Health & Life Safety for Basic Law Enforcement	2
LETA 1012 - Ethics and Liability for Basic Law Enforcement	2
LETA 1014 - Firearms Training for Basic Law Enforcement	4
LETA 1016 - Emergency Vehicle Operations for Basic Law Enforcement	4
LETA 1018 - Defensive Tactics for Basic Law Enforcement	2
CRJU 1043 - Probation and Parole	3
CRJU 1072 - Introduction to Forensic Science	3
CRJU 1074 - Applications in Introductory Forensics	3
CRJU 1065 - Community-Oriented Policing	3
CRJU 1062 - Methods of Criminal Investigation	3
CRJU 1063 - Crime Scene Processing	3
FOSC 1206 - Introduction to Forensic Science	3
FOSC 2010 - Crime Scene Investigation I	6
FOSC 2011 - Crime Scene Investigation II	6
FOSC 2012 - Forensic Trace Evidence	3
FOSC 2014 - Documentation and Report Preparation	4
FOSC 2033 - Death Investigation	3
FOSC 2035 - Forensic Photography	4
FOSC 2037 - Victimology	3
FOSC 2039 - Computer Forensics	5
FOSC 2039 - Computer Forensics	5
FOSC 2040 - Forensic Firearms and Toolmark Identification	3
FOSC 2041 - Latent Print Examination	4
FOSC 2150 - Case Preparation and Courtroom Testimony	4

CJT3 Criminal Justice Technology
Associate of Applied Science Degree
Offered at the Griffin and Flint River Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	6 Term(s)
Minimum Credit Hours for Graduation	60

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Please refer to the list of General Education Courses to choose the General Education Core. All Degree students will be required to take one course from each Area plus a fifth course from any area (Area I, II, III, or IV).

Program Courses	Credits
General Education Core (Required Minimum: 15 Semester Credit Hours)	
Area I - Language Arts/Communication	
ENGL 1101 - Composition and Rhetoric	3
Area II - Social/Behavioral Sciences 3 Semester Credit Hours	
Choose one Social/Behavioral Sciences course	3
Area III - Natural Sciences/Mathematics	
MATH 1100 - Quantitative Skills and Reasoning	3
MATH 1101 - Mathematical Modeling	3
MATH 1111 - College Algebra	3
Area IV Humanities/Fine Arts 3 Semester Credit Hours	
Choose one Humanities/Fine Arts course	3
Choose an additional course from Areas I, II, III or IV.	
Select an additional course from Areas I, II, III, or IV	3
Occupational Courses	
COMP 1000 - Introduction to Computers	3
CRJU 1010 - Introduction to Criminal Justice	3
CRJU 1030 - Corrections	3
CRJU 1040 - Principles of Law Enforcement	3
CRJU 1068 - Criminal Law for Criminal Justice	3
CRJU 1400 - Ethics and Cultural Perspectives for Criminal Justice	3
CRJU 2020 - Constitutional Law for Criminal Justice	3
CRJU 2050 - Criminal Procedure	3
CRJU 2070 - Juvenile Justice	3
Practicum or Internship	
CRJU 2090 - Criminal Justice Practicum	3
CRJU 2100 - Criminal Justice Externship	3

Occupational Electives: Select Five Courses, Minimum 15 Hours	
CRJU 1021 - Private Security	3
CRJU 1050 - Police Patrol Operations	3
CRJU 1052 - Criminal Justice Administration	3
CRJU 1054 - Police Officer Survival	3
CRJU 1056 - Police Traffic Control and Investigation	3
CRJU 1065 - Community-Oriented Policing	3
CRJU 1075 - Report Writing	3
CRJU 2060 - Criminology	3
CRJU 2201 - Criminal Courts	3
CRJU 2110 - Homeland Security	3
LETA 1010 - Health & Life Safety for Basic Law Enforcement	2
LETA 1012 - Ethics and Liability for Basic Law Enforcement	2
LETA 1014 - Firearms Training for Basic Law Enforcement	4
LETA 1016 - Emergency Vehicle Operations for Basic Law Enforcement	4
LETA 1018 - Defensive Tactics for Basic Law Enforcement	2
CRJU 1043 - Probation and Parole	3
CRJU 1072 - Introduction to Forensic Science	3
CRJU 1074 - Applications in Introductory Forensics	3
CRJU 1063 - Crime Scene Processing	3
CRJU 1062 - Methods of Criminal Investigation	3
FOSC 1206 - Introduction to Forensic Science	3
FOSC 2010 - Crime Scene Investigation I	6
FOSC 2011 - Crime Scene Investigation II	6
FOSC 2012 - Forensic Trace Evidence	3
FOSC 2014 - Documentation and Report Preparation	4
FOSC 2033 - Death Investigation	3
FOSC 2035 - Forensic Photography	4
FOSC 2037 - Victimology	3
FOSC 2039 - Computer Forensics	5
FOSC 2040 - Forensic Firearms and Toolmark Identification	3
FOSC 2041 - Latent Print Examination	4
FOSC 2150 - Case Preparation and Courtroom Testimony	4

CJ21 Criminal Justice Specialist
Technical Certificate of Credit
Offered at the Griffin and Flint River Campus
and Taylor Center

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

Program Description: The Criminal Justice Specialist 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.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	No

Program Courses

	<u>Credits</u>
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 2020 - Constitutional Law for Criminal Justice	3

Culinary Arts

CNB1 Culinary Nutrition Assistant
Technical Certificate of Credit
Offered at the Griffin Campus

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

Program Description: To deliver quality meals that contributes to the nutritional well-being of students.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	No

Program Courses

	<u>Credits</u>
EMPL 1000 - Interpersonal Relations and Professional Development	2
CUUL 1110 - Culinary Safety and Sanitation	4
CUUL 1120 - Principles of Cooking	4
CUUL 1170 - Introduction to Culinary Nutrition	3
CUUL 1370 - Culinary Nutrition and Menu Development	4

FPW1 Food Production Worker I
Technical Certificate of Credit
Offered at the Griffin Campus

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

Program Description: The Food Production Worker I technical certificate of credit is designed to provide basic entry-level skills for employment in the food service industry as prep cooks and banquet/service prep workers.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

Credits

CUUL 1000 - Fundamentals of Culinary Arts	4
CUUL 1110 - Culinary Safety and Sanitation	4
CUUL 1120 - Principles of Cooking	4
CUUL 1129 - Fundamentals of Restaurant Operations	4

CA43 Culinary Arts
Associate of Applied Science Degree
Offered at the Griffin Campus

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

Program Description: The Culinary Arts Degree program is a sequence of courses that prepares students for the culinary profession. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of culinary theory and practical application necessary for successful employment. Program graduates receive a Culinary Arts 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 culinary field as cooks, bakers, or caterers/culinary managers.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Please refer to the list of General Education Courses to choose the General Education Core. All Degree students will be required to take one course from each Area plus a fifth course from any area (Area I, II, III, or IV).

Program Courses

Credits

General Education Core (Required minimum: 15 Semester Credit Hours)	
Area I - Language Arts/Communication	
ENGL 1101 - Composition and Rhetoric	3
Area II - Social/Behavioral Sciences	
Social/Behavioral Sciences Elective	3
Area III - Natural Sciences/Mathematics - Select 1	
MATH 1100 - Quantitative Skills and Reasoning	3
MATH 1101 - Mathematical Modeling	3
MATH 1111 - College Algebra	3

Area IV - Humanities/Fine Arts	
Humanities/Fine Arts Elective	3
Program-Specific Requirements	
General Core Elective	3
Occupational Courses	
COMP 1000 - Introduction to Computers	3
CUUL 1000 - Fundamentals of Culinary Arts	4
CUUL 1110 - Culinary Safety and Sanitation	4
CUUL 1120 - Principles of Cooking	4
CUUL 1220 - Baking Principles	4
CUUL 1320 - Garde Manger	4
CUUL 1129 - Fundamentals of Restaurant Operations	4
CUUL 1370 - Culinary Nutrition and Menu Development	4
CUUL 2160 - Contemporary Cuisine	4
Practicum or Advanced CUL Course – Choose One	
CUUL 2130 - Culinary Practicum and Leadership	6
CUUL 2140 - Advanced Baking and International Cuisine	6
Culinary/Hospitality Related Elective	6

**CA44 Culinary Arts
Diploma
Offered at the Griffin Campus**

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	4 Term(s)
Minimum Credit Hours for Graduation	49

Program Description: The Culinary Arts Diploma program is a sequence of courses that prepares students for the culinary profession. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of culinary theory and practical application necessary for successful employment. Program graduates receive a Culinary Arts 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 culinary field as cooks, bakers, or caterers/culinary managers.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

Credits

Basic Skills Courses	
MATH 1012 - Foundations of Mathematics	3
EMPL 1000 - Interpersonal Relations and Professional Development	2
ENGL 1010 - Fundamentals of English I	3
Occupational Courses	
CUUL 1120 - Principles of Cooking	4
CUUL 1000 - Fundamentals of Culinary Arts	4
CUUL 1110 - Culinary Safety and Sanitation	4

COMP 1000 - Introduction to Computers	3
CUUL 1129 - Fundamentals of Restaurant Operations	4
CUUL 1220 - Baking Principles	4
CUUL 1320 - Garde Manger	4
CUUL 2160 - Contemporary Cuisine	4
CUUL 1370 - Culinary Nutrition and Menu Development	4
Practicum or Advanced CUL Course – Choose One	
CUUL 2130 - Culinary Practicum and Leadership	6
CUUL 2140 - Advanced Baking and International Cuisine	6

Dental Assisting

DA12 Dental Assisting Diploma Offered at the Griffin Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	4 Term(s)
Minimum Credit Hours for Graduation	56

Program Description: Upon admission to the College, students desiring to enter the Dental Assisting Program will be placed in the Healthcare Assistant certificate while working on program admission requirements. Acceptance into the Dental Assisting Program is a **competitive selection process** which is based on the **GPA** of prerequisite courses and the score on the Test of Essential Academic Skills. (**TEAS V**).

Admission Requirements

Applicants must meet general admissions requirements as well as the following minimum requirements. Meeting minimum requirements does not guarantee admission into the program.

Minimum Required Age 18
 High School Diploma or GED Required Yes
 Successfully completed (or transferred in) of ENG 1010, MAT 1012, PSYC 1010, COMP 1000 and ALHS 1040 with a minimum grade of "C" in each course.
 Have maintained a cumulative GPA of 3.0 for core classes. (GPA includes each attempt at core classes, including transferred in classes).
 The following courses can only be used if taken within the last five (5) years: COMP 1000 and ALHS 1040.
 A minimum of 25 percent of the program course work must be completed on the campus intended for graduation.
 Have completed the nationalized admission testing for Dental Assisting and achieved a minimum score as designated by the program faculty.

Candidate Selection

Selection of candidates for each dental assisting class will be based on a competitive admissions process. The following criteria will be used:

- Overall GPA for core classes 3.0
2. Nationalized test score 52
 3. Program Ready **Email List**

Students must take the Test of Essential Academic Skills. (**TEAS V**) and score 52 or above. (Students are only allowed to take the TEAS two times in order to enter the Dental Assisting Program) The Dental Assisting Program Director will convert the GPA and the TEAS scores to a 3 digit score and combine it to attain a complete score.

3.0 GPA = 300
 52 TEAS V = + 520
 820 total score

The 27 students who score the highest will be admitted into the next cohort. In case of a tie, your position will be determined on the basis of the date and time you send the email to the program ready list. However, it is competitive and there is a deadline date to be

Program Ready per each cohort group which is the last day of the spring semester. Therefore, in the event of a tie the Student with the earliest email submission date and time will be accepted into the program.

Upon completion of the prerequisite requirements :

You must make an appointment to see the Dental Assisting Program Director and complete a Program Ready Form prior to being placed on the program ready list. After **you the student** have filled out the **Program Ready Form** with the Program Director of the Dental Assisting Program, you will need to **immediately place yourself on** the Program Ready email list.

The Dental Assisting program begins a new cohort each fall semester.

If your number, address, email address changes we **MUST** be notified by email at dareadylst@sctech.edu

If we are not able to contact you by phone or email you will be removed from the Program Ready List.

Notes: If a student changes his/her declared major from Healthcare Assistant to a different diploma and then back to Healthcare Assistant, the latest program application date will be used to determine placement.

ALL STUDENTS WHO ARE NOT ACCEPTED INTO THE PROGRAM MUST RESUBMIT A NEW PROGRAM-READY FORM FOR THE NEXT COHORT.

Once accepted into the Dental Assisting Program, the student must complete all health requirements as described by participating clinical sites, including, but not limited to, criminal background check, drug screening, and health screening.

Background Check

A student who has been convicted of a felony or misdemeanor may be admitted to the Dental Assisting Program; however, such a conviction may prohibit a student from attending certain clinical sites and may prohibit a student from taking the Dental Assisting National Board.

Grading standards for Dental Assisting Courses (DENA) courses are very stringent. There are (2) requirements that must be met to proceed in the Dental Assisting Program.

A grade of "C" or better is required in all your classes.

The students must provide competency by scoring 70% or above on **both** the written comprehensive final exam and the comprehensive final laboratory exam.

Failure in either of the two (2) areas will result in dismissal from the Dental Assisting Program.

Readmission Policy

Readmission into the Dental Assisting program following withdrawal or first time failure will be based on the following:

Proof of previous program course completion of less than 6 month.

Successfully complete written comprehensive examinations for each previously completed Dental Assisting course with a minimum of 80 percent.

Successfully complete laboratory comprehensive examination for each previously completed Dental Assisting course with a minimum of 80 percent.

Deficiencies will result in the student repeating appropriate course/courses. Readmission will be based on available space within the classrooms and clinical sites.

Students who do not successfully complete the Dental Assisting program after two attempts, whether at this college or at another college, will not be readmitted into the program.

A student must complete another criminal background check, drug screen and health screen as designated by participating clinical sites.

The student may be allowed to re-enter the program the following year at the point in which the student withdrew from the program.

This courtesy is extended only once.

Approximate additional costs other than tuition, fees, and textbooks:

Uniforms.....	\$70
Logo.....	\$32
Laboratory Coat.....	\$40
Shoes.....	\$50
Long Sleeve Undershirt.....	\$12
Short Sleeve Undershirt.....	\$12
Medical Exam.....	\$45
Oral Exam.....	\$45
Hepatitis B Vaccine.....	\$195
Clinical Insurance.....	\$12
American Dental Assistants Association.....	\$30
Dental Assisting National Board (DANB).....	\$375

Criminal Background check..... \$78
Drug screen.....varies

Courses with an ALHS/BIOL/CHEM prefix must be taken within five years *prior to* acceptance into any Allied Health Occupational program. See **Course Expiration** in the Southern Crescent Technical College Student Handbook for more details.

<u>Program Courses</u>	<u>Credits</u>
Basic Skills	
ENGL 1010 - Fundamentals of English I	3
MATH 1012 - Foundations of Mathematics	3
PSYC 1010 - Basic Psychology	3
Occupational Courses	
COMP 1000 - Introduction to Computers	3
ALHS 1040 - Introduction to Health Care	3
DENA 1010 - Basic Human Biology	1
DENA 1050 - Microbiology and Infection Control	2
DENA 1080 - Dental Biology	5
DENA 1340 - Dental Assisting I: General Chairside	6
DENA 1030 - Preventive Dentistry	2
DENA 1070 - Oral Pathology and Therapeutics	2
DENA 1350 - Dental Assisting II: Dental Specialties and EFDA Skills	7
DENA 1390 - Dental Radiology	4
DENA 1460 - Dental Practicum I	1
DENA 1090 - Dental Assisting National Board Examination Preparation	2
DENA 1400 - Dental Practice Management	3
DENA 1470 - Dental Practicum II	1
DENA 1480 - Dental Practicum III	5

Note: Students enrolling in the Dental Assisting program have the potential for routine or unplanned exposure to blood and/or other potentially infectious body material pathogens in the normal conduct of student instructional activities. For further information please visit <http://www.dtae.org/dtaepolicy/docs/04-03-17.html>

Design and Media Production Technology

DAM3 Design and Media Production Technology Associate of Applied Science Degree Offered at the Griffin Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	5 Term(s)
Minimum Credit Hours for Graduation	66

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 the specialization of Graphic Design and Prepress.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Please refer to the list of General Education Courses to choose the General Education Core. All Degree students will be required to take one course from each Area plus a fifth course from any area (Area I, II, III, or IV).

Program Courses

Credits

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

Area I - Language Arts/Communication

ENGL 1101 - Composition and Rhetoric	3
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Area II - Social/Behavioral Sciences

Choose one Social/Behavioral Sciences course	3
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Area III - Natural Sciences/Mathematics - Select 1

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

Area IV - Humanities/Fine Arts

choose one Humanities/Fine Arts course	3
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Additional General Education Core Requirement

Choose an additional course from Areas I, II, III, or IV.	3
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Occupational Courses

COMP 1000 - Introduction to Computers	3
DMPT 1000 - Intro to Design and Media Production	6
DMPT 1005 - Vector Graphics	5
DMPT 1010 - Raster Imaging	5
DMPT 2930 - Exit Review	4
Graphic Design and Prepress Specialization	
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 program approved elective(s) (See advisor for approved electives)	4
DMPT 2905 - Practicum/Internship I	4

**DEM2 Design and Media Production Technology
Diploma
Offered at the Griffin Campus**

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	4 Term(s)
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 the specialization of Graphic Design and Prepress.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

Credits

Basic Skills

ENGL 1010 - Fundamentals of English I	3
MATH 1011 - Business Math or	3
MATH 1012 - Foundations of Mathematics	(3)
EMPL 1000 - Interpersonal Relations and Professional Development or	2
PSYC 1010- Basic Psychology	(2)
Occupational Courses	
COMP 1000 - Introduction to Computers	3
DMPT 1000 - Intro to Design and Media Production	6
DMPT 1005 - Vector Graphics	5
DMPT 1010 - Raster Imaging	5
DMPT 2930 - Exit Review	4

Graphic Design and Prepress Specialization

DMPT 2100 - Identity Design	4
DMPT 2105 - Page Layout	4
DMPT 2120 - Prepress and Output	4

Select 2 of 3 Courses Below for Minimum of 8 Credit Hours:

DMPT 2110 - Publication Design	4
DMPT 2115 - Advertising and Promotional Design	4
DMPT program approved elective(s) (See advisor for approved electives)	4

Diesel Equipment Technology

DET4 Diesel Equipment Technology Diploma Offered at the Flint River Campus and Butts Center

Program Entrance Term	Fall, Spring
Minimum Length of Program	4 Term(s)
Minimum Credit Hours for Graduation	50

Program Description: The Diesel Equipment Technology diploma program is a sequence of courses designed to prepare students for careers in the diesel equipment 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 truck, heavy equipment, or emergency power generator repair theory and practical application necessary for successful employment depending on the specialization area a student chooses to complete. Program graduates receive a Diesel Equipment Technology diploma that qualifies them as entry-level Diesel Equipment technicians.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

Credits

Basic Skills Core

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

Occupational Courses

DIET 1000 - Introduction to Diesel Technology, Tools, and Safety	3
DIET 1010 - Diesel Electrical and Electronic Systems	7
COMP 1000 - Introduction to Computers	3
DIET 1030 - Diesel Engines	7
DIET 1040 - Diesel Truck and Heavy Equipment HVAC Systems	3
DIET 1020 - Preventive Maintenance	5

Choose One of the Following Specializations:

Medium/Heavy Truck Specialization

DIET 2000 - Truck Steering and Suspension Systems	4
DIET 2010 - Truck Brake Systems	4
DIET 2020 - Truck Drivetrains	6

Heavy Equipment Specialization

DIET 2001 - Heavy Equipment Hydraulics	6
DIET 2011 - Off Road Drivelines	6

Emergency Power Generation Specialization

DIET 2002 - Diesel Power Generation - Basic Power Generation Fundamentals	6
DIET 2012 - Diesel Power Generation Controls, Switching, and Auxiliary Sys	6

Drafting

DT12 Drafting Technology Diploma Offered at the Griffin Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	4 Term(s)
Minimum Credit Hours for Graduation	50

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

Credits

Basic Skills Courses

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

Occupational Courses

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

Choose One of the Following Specializations:

Mechanical Drafting Specialization

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

Select Minimum of 9 Credits from the Following

DFTG 2010 - Engineering Graphics	4
DFTG 2110 - Blueprint Reading for Technical Drawing I	2
DFTG 2300 - Drafting Technology Practicum/Internship 3	3
DFTG 2400 - Drafting Technology Practicum/Internship 4	4
DFTG 2500 - Drafting Technology Exit Review	3
DFTG 2600 - Drafting Technology Practicum/Internship 6	6
DFTG 2020 - Visualization and Graphics	3
DFTG 2030 - Advanced 3D Modeling Architectural	4
DFTG 2040 - Advanced 3D Modeling Mechanical	4
DFTG 2120 - Print Reading for Architecture	3
DFTG 2130 - Manual Drafting Fundamentals	2
DFTG 2210 - Blueprint Reading for Technical Drawing II	2

Architectural Drafting Specialization

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

Select Minimum of 8 Credits from the Following

DFTG 2010 - Engineering Graphics	4
DFTG 2110 - Blueprint Reading for Technical Drawing I	2
DFTG 2300 - Drafting Technology Practicum/Internship 3	3
DFTG 2400 - Drafting Technology Practicum/Internship 4	4
DFTG 2500 - Drafting Technology Exit Review	3
DFTG 2600 - Drafting Technology Practicum/Internship 6	6
DFTG 2020 - Visualization and Graphics	3
DFTG 2030 - Advanced 3D Modeling Architectural	4
DFTG 2040 - Advanced 3D Modeling Mechanical	4
DFTG 2120 - Print Reading for Architecture	3
DFTG 2130 - Manual Drafting Fundamentals	2
DFTG 2210 - Blueprint Reading for Technical Drawing II	2

DT13 Drafting Technology
Associate of Applied Science Degree
Offered at the Griffin Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	6 Term(s)
Minimum Credit Hours for Graduation	60

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Please refer to the list of General Education Courses to choose the General Education Core. All Degree students will be required to take one course from each Area plus a fifth course from any area (Area I, II, III, or IV).

Program Courses

Credits

General Education Core (Required minimum: 15 Semester hours)

Area I - Language Arts/Communication	
ENGL 1101 - Composition and Rhetoric	3
Area II - Social/Behavioral Sciences	
PSYC 1101 - Introductory Psychology	3
Area III - Natural Sciences/Mathematics	
MATH 1111 - College Algebra	3
Mathematics Elective	
MATH 1112 - College Trigonometry	3
MATH 1113 - Precalculus	3
Area IV - Humanities/Fine Arts	
HUMN 1101 - Introduction to Humanities	3

Occupational Courses

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

Choose One of the Following Specializations

Mechanical Drafting Specialization

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

Choose Minimum of 15 Credits from the Following

DFTG 2010 - Engineering Graphics	4
DFTG 2110 - Blueprint Reading for Technical Drawing I	2
DFTG 2300 - Drafting Technology Practicum/Internship 3	3
DFTG 2400 - Drafting Technology Practicum/Internship 4	4

DFTG 2500 - Drafting Technology Exit Review	3
DFTG 2600 - Drafting Technology Practicum/Internship 6	6
DFTG 2020 - Visualization and Graphics	3
DFTG 2030 - Advanced 3D Modeling Architectural	4
DFTG 2040 - Advanced 3D Modeling Mechanical	4
DFTG 2120 - Print Reading for Architecture	3
DFTG 2130 - Manual Drafting Fundamentals	2
DFTG 2210 - Blueprint Reading for Technical Drawing II	2
Architectural Drafting Specialization	
DFTG 1125 - Architectural Fundamentals	4
DFTG 1127 - Architectural 3D Modeling	4
DFTG 1129 - Residential Drawing I	4
DFTG 1131 - Residential Drawing II	4
DFTG 1133 - Commercial Drawing I	4
Choose A Minimum of 14 Credits from the Following	
DFTG 2010 - Engineering Graphics	4
DFTG 2110 - Blueprint Reading for Technical Drawing I	2
DFTG 2300 - Drafting Technology Practicum/Internship 3	3
DFTG 2400 - Drafting Technology Practicum/Internship 4	4
DFTG 2500 - Drafting Technology Exit Review	3
DFTG 2600 - Drafting Technology Practicum/Internship 6	6
DFTG 2020 - Visualization and Graphics	3
DFTG 2030 - Advanced 3D Modeling Architectural	4
DFTG 2040 - Advanced 3D Modeling Mechanical	4
DFTG 2120 - Print Reading for Architecture	3
DFTG 2130 - Manual Drafting Fundamentals	2
DFTG 2210 - Blueprint Reading for Technical Drawing II	2

Early Childhood Care and Education

CD61 Child Development Specialist Technical Certificate of Credit Offered at the Griffin and Flint River Campuses

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

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

Credits

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

EC31 Early Childhood Care and Education Basics Technical Certificate of Credit Offered at the Griffin and Flint River Campuses

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

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

Credits

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

IC31 Infant/Toddler Child Care Specialist
Technical Certificate of Credit
Offered at the Griffin and Flint River Campuses

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

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

Credits

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

ECP1 Early Childhood Program Administration
Technical Certificate of Credit
Offered at the Griffin and Flint River Campuses

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

Program Description: The Early Childhood Care and Education 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.

Admission Requirements

Minimum Required Age	18
High School Diploma or GED Required	Yes

Program Courses

Credits

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

EC41 Early Childhood Exceptionalities
Technical Certificate of Credit
Offered at the Griffin and Flint River Campuses

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

Program Description: The Early Childhood Care and Education 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.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

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

**ECC2 Early Childhood Care/Education
Diploma**
Offered at the Griffin and Flint River Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	4 Term(s)
Minimum Credit Hours for Graduation	53

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

Credits

Basic Skills Courses (8-9 hrs)

ENGL 1010 - Fundamentals of English I	3
Select EMPL 1000 (2 hrs) or PSYC 1010 (3 hrs)	
EMPL 1000 - Interpersonal Relations and Professional Development	2
PSYC 1010 - Basic Psychology	3
MATH 1012 - Foundations of Mathematics	3

Occupational Courses

COMP 1000 - Introduction to Computers	3
ECCE 1101 - Introduction to Early Childhood Care and Education	3
ECCE 1103 - Child Growth and Development	3
ECCE 1105 - Health, Safety and Nutrition	3
ECCE 1112 - Curriculum and Assessment	3
ECCE 1113 - Creative Activities for Children	3
ECCE 1121 - Early Childhood Care and Education Practicum	3
ECCE 2115 - Language 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

EC13 Early Childhood Care/Education
Associate of Applied Science Degree
Offered at the Griffin and Flint River Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	5 Term(s)
Minimum Credit Hours for Graduation	72

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Please refer to the list of General Education Courses to choose the General Education Core. All Degree students will be required to take one course from each Area plus a fifth course from any area (Area I, II, III, or IV).

<u>Program Courses</u>	<u>Credits</u>
General Education Core (Required minimum: 18 Semester hours)	
Area I - Language Arts/Communications (6 hrs)	
ENGL 1101 - Composition and Rhetoric	3
Language Arts/Communication Elective (3 hrs)	
Area II - Social/Behavioral Sciences (3 hrs)	
PSYC 1101 - Introductory Psychology	3
Area III - Natural Sciences/Mathematics (3 hrs)	
MATH 1101 - Mathematical Modeling	3
MATH 1111 - College Algebra	3
MATH 1100 - Quantitative Skills and Reasoning	3
Area IV - Humanities and Fine Arts (3 hrs)	
Humanities or Fine Arts Elective (3 hrs)	
Program-Specific General Education Course Requirements (3 hrs)	
General Core Elective (3 hrs)	3
Occupational Courses	
COMP 1000 - Introduction to Computers	3
ECCE 1101 - Introduction to Early Childhood Care and Education	3
ECCE 1103 - Child Growth and Development	3
ECCE 1105 - Health, Safety and Nutrition	3
ECCE 1112 - Curriculum and Assessment	3
ECCE 1113 - Creative Activities for Children	3
ECCE 1121 - Early Childhood Care and Education Practicum	3
ECCE 2115 - Language 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
	85

Specializations - Select **ONE Pair** (Two Courses)

Paraprofessional Specialization

ECCE 2310 - Paraprofessional Methods and Materials 3

ECCE 2312 - Paraprofessional Roles and Practices 3

Program Administration

ECCE 2320 - Program Administration and Facility Management 3

ECCE 2322 - Personnel Management 3

Infant/Toddler Development

ECCE 2330 - Infant/Toddler Development 3

ECCE 2332 - Infant/Toddler Group Care and Curriculum 3

Family Child Care

ECCE 2340 - Family Child Care Program Management 3

ECCE 2342 - Family Child Care Business Management 3

School Age and Youth Care

ECCE 2350 - Early Adolescent Development 3

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

Exceptionalities

ECCE 2360 - Classroom Strategies for Exceptional Children 3

ECCE 2362 - Exploring Your Role in the Exceptional Environment 3

Electrical Construction and Maintenance

AL51 Apprentice Lineworker-Basic Technical Certificate of Credit Offered at the Flint River Campus

Program Entrance Term Fall, Spring, Summer

Minimum Length of Program 1 Term(s)

Minimum Credit Hours for Graduation 17

Program Description: The Apprentice Lineworker -Basic technical certificate of credit is to prepare apprentice-level students for employment as an electric/utility lineman. Graduates of this program can continue on a career path leading to journeyman lineworker or service worker in public or private companies.

Admission Requirements

Minimum Required Age 16

High School Diploma or GED Required No

Program Courses

	<u>Credits</u>
IDFC 1000 - Principles of Electricity I	4
ELCR 1020 - Alternating Current Circuits	7
ECMT 1130 - Basic Lineworker Skills	3
MATH 1012 - Foundations of Mathematics	3

IE31 Industrial Electrical Controls
Technical Certificate of Credit
Offered at the Griffin Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	1 Term(s)
Minimum Credit Hours for Graduation	19

Program Description: The Industrial Electrical Controls Technical Certificate of Credit prepares students for an entry level position in a commercial or industrial environment in which electrical controls are utilized. Emphasis is placed on electrical theory, electric motors, and programmable logic controllers.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	No

Program Courses

Credits

MATH 1012 - Foundations of Mathematics	3
ELTR 1020 - Electrical Systems Basics I	3
ELTR 1110 - Electric Motors	4
ELTR 1180 - Electrical Controls	3
ELTR 1220 - Industrial PLC's	4
IDFC 1007 - Industrial Safety Procedures	2

ET51 Electrical Technician
Technical Certificate of Credit
Offered at the Flint River Campus

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

Program Description: The Electrical Technician Technical Certificate of Credit provides training in basic electrical wiring skills enabling students to gain entry level employment in the construction and maintenance industry. Topics include basic electrical principles and practices, blueprint interpretation, industrial safety procedures, and residential wiring operations.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	No

Program Courses

Credits

MATH 1012 - Foundations of Mathematics	3
ELTR 1020 - Electrical Systems Basics I	3
ELTR 1060 - Electrical Prints, Schematics, and Symbols	3
ELTR 1205 - Residential Wiring I	4
ELTR 1210 - Residential Wiring II	4
IDFC 1007 - Industrial Safety Procedures	2
IDFC 1011 - Direct Current I	3

ES12 Electrical Systems Technology
Diploma
Offered at the Griffin Campus

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

Program Description: The Electrical Systems Technology program provides instruction in the inspection, maintenance, installation, and repair of electrical systems in the residential, commercial, and industrial industries. A combination of theory and practical application is emphasized to develop academic, technical, and professional knowledge and skills. Program graduates receive a diploma in Electrical Systems Technology with a specialization in residential or industrial applications.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

Credits

Basic Skills Courses

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

Occupational Core

COMP 1000 - Introduction to Computers	3
IDFC 1007 - Industrial Safety Procedures	2
IDFC 1011 - Direct Current I	3
ELTR 1020 - Electrical Systems Basics I	3
ELTR 1060 - Electrical Prints, Schematics, and Symbols	3
ELTR 1080 - Commercial Wiring I	6
ELTR 1090 - Commercial Wiring II	6
ELTR 1110 - Electric Motors	4
ELTR 1120 - Variable Speed/Low Voltage Controls	2
ELTR 1180 - Electrical Controls	3

And completion of one of the following specializations:

Electrical Construction and Maintenance Specialization

ELTR 1205 - Residential Wiring I	4
ELTR 1210 - Residential Wiring II	4
Choose minimum of 4 credits from the following:	
ELTR 1500 - Electrical Systems Technology Internship/Practicum	3
ELTR 1520 - Grounding and Bonding	2
ELTR 1510 - Electrical Worker	3
ELTR 1530 - Conduit Sizing	2
ELTR 1540 - Wire Pulling and Codes	3
ELTR 1525 - Photovoltaic Systems	5

Industrial Electrical Technology Specialization

ELTR 1220 - Industrial PLC's	4
ELTR 1250 - Diagnostic Troubleshooting	2
ELTR 1260 - Transformers	3
ELTR 1270 - National Electrical Code Industrial Applications	3

Field Occupation Specialization

Select 12 credit hours	12
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Electrocardiography Technology

ET81 Electrocardiography Technology Technical Certificate of Credit Offered at the Griffin Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	2 Term(s)
Minimum Credit Hours for Graduation	26

Program Description: The Electrocardiographic Technician Certificate program is intended to provide students with the workplace skills necessary to perform and evaluate 12-lead Electrocardiographs and telemetry surveillance in hospitals and cardiology offices in order to assist physicians in the diagnosis and monitoring of the heart. Students will be provided an in-depth knowledge of principles, practices, standards, and techniques used in the work place. Students will be able to demonstrate skills in accordance with the policies and procedures in the following areas: basic cardiovascular anatomy and physiology, ECG techniques and recognition, and electrophysiology.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Courses with an ALHS/BIOL/CHEM prefix must be taken within five years *prior to* acceptance into any Allied Health Occupational program. See **Course Expiration** in the Southern Crescent Technical College Student Handbook for more details.

Program Courses

	<u>Credits</u>
ALHS 1011 - Anatomy and Physiology	5
ALHS 1090 - Medical Terminology for Allied Health Sciences	2
ECGT 1030 - Introduction to Electrocardiography	5
ECGT 1050 - Electrocardiography Practicum	5
ENGL 1010 - Fundamentals of English I	3
MATH 1012 - Foundations of Mathematics	3
PSYC 1010 - Basic Psychology	3

ET13 Electronics Technology
Associate of Applied Science Degree
 Offered at the Griffin and Flint River Campuses

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

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses	Credits
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90

And completion of one of the following specializations:

Field Occupation Specialization 16 hours	
Occupationally Related Electives 16 hours	16
Communications Electronics Technology Specialization 17 hours (Offered at the Flint River Campus Only)	
ELCR 2210 - Advanced Circuit Analysis	5
ELCR 2220 - Advanced Modulation Techniques	3
ELCR 2230 - Antenna and Transmission Lines	3
ELCR 2240 - Microwave Communications and Radar	3
ELCR 2250 - Optical Communications Techniques	3
Telecommunications Electronics Technology Specialization 18 hours (Offered at the Griffin Campus Only)	
ELCR 2170 - Computer Hardware	5
ELCR 2190 - Networking I	3
ELCR 2590 - Fiber Optic Systems	3
ELCR 2600 - Telecommunication and Data Cabling	3
ELCR 2620 - Telecommunications Systems Installation, Programming, and Data Transmission	4
Industrial Electronics Technology Specialization 16 hours	
ELCR 2110 - Process Control	3
ELCR 2120 - Motor Controls	3
ELCR 2130 - Programmable Controllers	3
ELCR 2140 - Mechanical Devices	2
ELCR 2150 - Fluid Power	2
ELCR 2160 - Advanced Microprocessors and Robotics	3

**ET14 Electronics Technology
Diploma**
Offered at the Griffin and Flint River Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	4 Term(s)
Minimum Credit Hours for Graduation	56

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

Credits

Basic Skills Courses

MATH 1013 - Algebraic Concepts	3
EMPL 1000 - Interpersonal Relations and Professional Development	2
ENGL 1010 - Fundamentals of English I	3
MATH 1015 - Geometry and Trigonometry <u>or</u> MATH 1017 - Trigonometry	3

Occupational Courses

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

And completion of one of the following specializations:

Field Occupation Specialization 16 hours	
Occupationally Related Electives 16 hours	16
Communications Electronics Technology Specialization 17 hours (Offered at the Flint River Campus Only)	
ELCR 2210 - Advanced Circuit Analysis	5
ELCR 2220 - Advanced Modulation Techniques	3
ELCR 2230 - Antenna and Transmission Lines	3
ELCR 2240 - Microwave Communications and Radar	3
ELCR 2250 - Optical Communications Techniques	3

Telecommunications Electronics Technology Specialization 18 hours**(Offered at the Griffin Campus Only)**

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

Industrial Electronics Technology Specialization 16 hours

ELCR 2110 - Process Control	3
ELCR 2120 - Motor Controls	3
ELCR 2130 - Programmable Controllers	3
ELCR 2140 - Mechanical Devices	2
ELCR 2150 - Fluid Power	2
ELCR 2160 - Advanced Microprocessors and Robotics	3

Environmental Horticulture

GC31 Garden Center Technician
Technical Certificate of Credit
 Offered at the Griffin Campus

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

Program Description: Prepare graduates for challenging careers in the expanding field of Landscaping and Garden Centers. Students will also develop contemporary business concepts as they apply to landscape and garden centers.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	No

Completion of the compass test is required with minimum scores of Reading 70, English 32, and Mathematics 26. If learning support courses are required based on Compass test scores, then learning support courses must be completed concurrent or prior to enrollment in occupational courses.

Program Courses**Credits**

HORT 1010 - Woody Ornamental Plant Identification	3
HORT 1020 - Herbaceous Plant Identification	3
HORT 1140 - Horticulture Business Management	3
HORT 1080 - Pest Management	3

LS11 Landscape Specialist
Technical Certificate of Credit
Offered at the Griffin Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	2 Term(s)
Minimum Credit Hours for Graduation	15

Program Description: Prepare graduates for challenging careers in the expanding field of Landscaping. Students will also develop contemporary business concepts as they apply to landscape and garden centers.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	No

Completion of the compass test is required with minimum scores of Reading 70, English 32, and Mathematics 26. If learning support courses are required based on Compass test scores, then learning support courses must be completed concurrent or prior to enrollment in occupational courses.

Student may enroll in occupational courses upon receiving provisional or regular admission status.

<u>Program Courses</u>	<u>Credits</u>
HORT 1000 - Horticulture Science	3
HORT 1010 - Woody Ornamental Plant Identification	3
HORT 1040 - Landscape Installation	3
HORT 1080 - Pest Management	3
HORT 1120 - Landscape Management	3

FD11 Floral Designer
Technical Certificate of Credit
Offered at the Griffin Campus

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

Program Description: The floral designer certificate prepares students for career opportunities in the floral and special events industry. Students will receive hands on instruction in the identification of commonly used plant material as well as instruction in how to prepare, design arrange and care for flowers in the florist shop and used in special events. Courses will help students become aware of the business side of floral work as well as the design theory behind standard industry practices. This program provides courses that will produce a well-rounded floral professional with a solid background in the floral industry. Technical courses apply to the degree or diploma program in horticulture. This certificate is an excellent addition to the landscape design, interior design, commercial photography, and culinary arts degrees.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Completion of the compass test is required with minimum scores of Reading 70, English 32, and Mathematics 26. If learning support courses are required based on Compass test scores, then learning support courses must be completed concurrent or prior to enrollment in occupational courses.

Student may enroll in occupational courses upon receiving provisional or regular admission status.

<u>Program Courses</u>	<u>Credits</u>
HORT 1720 - Introductory Floral Design	3
HORT 1730 - Advanced Floral Design	3
HORT 2249 - Flower Shop Management	3
Guided Horticulture Elective	3

**EH12 Horticulture
Diploma
Offered at the Griffin Campus**

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	4 Term(s)
Minimum Credit Hours for Graduation	44

Program Description: The Environmental Horticulture program is a sequence of courses that prepares students for careers in environmental horticulture. 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 retrain or upgrade present knowledge and skills.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

Credits

Basic Skills Courses

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

Occupational Courses

COMP 1000 - Introduction to Computers	3
HORT 1000 - Horticulture Science	3
HORT 1010 - Woody Ornamental Plant Identification	3
HORT 1020 - Herbaceous Plant Identification	3
HORT 1080 - Pest Management	3
Guided Elective HORTxxx	3
HORT 1150 - Environmental Horticulture Internship	3

General Horticulture Specialization

(Select 15 credits from the following HORT courses, plus one 3 credit guided elective)

Guided Elective	3
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Horticulture Courses

HORT 1030 - Greenhouse Management	3
HORT 1040 - Landscape Installation	3
HORT 1050 - Nursery Production and Management	3
HORT 1060 - Landscape Design	3
HORT 1120 - Landscape Management	3
HORT 1140 - Horticulture Business Management	3
HORT 1160 - Landscape Contracting	3
HORT 1310 - Irrigation	3
HORT 1330 - Turfgrass Management	3
HORT 1440 - Landscape Grading and Drainage	4
HORT 1500 - Small Gas Engine Repair and Maintenance	3
HORT 1680 - Woody Plant Identification II	2
HORT 1720 - Introductory Floral Design	3
HORT 1730 - Advanced Floral Design	3
HORT 1750 - Interiorscaping	3
HORT 1800 - Urban Landscape Issues	4
HORT 2249 - Flower Shop Management	3

HORT 2500 - Specialty Landscape Construction	3
HORT XXXX	3

EH13 Horticulture
Associate of Applied Science Degree
Offered at the Griffin Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	5 Term(s)
Minimum Credit Hours for Graduation	60

Program Description: The Environmental Horticulture program is a sequence of courses that prepares students for careers in environmental horticulture. 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 retrain or upgrade present knowledge and skills.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Please refer to the list of General Education Courses to choose the General Education Core. All Degree students will be required to take one course from each Area plus a fifth course from any area (Area I, II, III, or IV).

<u>Program Courses</u>	<u>Credits</u>
General Education Core (Required minimum: 15 Semester Credit Hours)	
Area I - Language Arts/Communication	
ENGL 1101 - Composition and Rhetoric	3
Area II - Social/Behavioral Sciences	
Social/Behavioral Sciences Elective	3
Area III - Natural Sciences/Mathematics	
MATH 1111 - College Algebra	3
Area IV - Humanities/Fine Arts	
Humanities/Fine Arts Elective	3
Program-Specific Requirements	
General Core Elective	3
Occupational Courses	
COMP 1000 - Introduction to Computers	3
HORT 1000 - Horticulture Science	3
HORT 1010 - Woody Ornamental Plant Identification	3
HORT 1020 - Herbaceous Plant Identification	3
HORT 1080 - Pest Management	3
HORT Elective	3
HORT 1150 - Environmental Horticulture Internship	3
General Horticulture Specialization	
(Select 21 credits from the following HORT courses, plus one 3 credit guided elective)	
Guided Elective	3
Horticulture Courses	
HORT 1030 - Greenhouse Management	3
HORT 1040 - Landscape Installation	3
HORT 1050 - Nursery Production and Management	3
HORT 1060 - Landscape Design	3

HORT 1120 - Landscape Management	3
HORT 1140 - Horticulture Business Management	3
HORT 1160 - Landscape Contracting	3
HORT 1310 - Irrigation	3
HORT 1330 - Turfgrass Management	3
HORT 1440 - Landscape Grading and Drainage	4
HORT 1500 - Small Gas Engine Repair and Maintenance	3
HORT 1680 - Woody Plant Identification II	2
HORT 1720 - Introductory Floral Design	3
HORT 1730 - Advanced Floral Design	3
HORT 1800 - Urban Landscape Issues	4
HORT 2249 - Flower Shop Management	3
HORT 2500 - Specialty Landscape Construction	3
HORT XXXX	3

Fire Science Technology

FF11 Firefighter I Technical Certificate of Credit Offered at the Griffin and Flint River Campuses

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

Admission Requirements

Minimum Required Age	18
High School Diploma or GED Required	No
NFPA 1582, Standard on Medical Requirements for Fire Fighters, or doctor's release	
Physical Fitness Requirements – TBA	
Motor Vehicle Report (MVR) with a satisfactory driving record	
Criminal history check	

Approximate additional costs other than tuition, fees, and textbooks:

- Uniforms\$80
- Medical fees.....\$100

Program Courses

	<u>Credits</u>
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

Note: All courses must be completed with a grade of “C” or better.

FF21 Firefighter II
Technical Certificate of Credit
Offered at the Griffin and Flint River Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	1 Term(s)
Minimum Credit Hours for Graduation	13

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

Admission Requirements

Minimum Required Age	18
High School Diploma or GED Required	No
NFPA 1582, Standard on Medical Requirements for Fire Fighters, or doctor's release	
Physical Fitness Requirements – TBA	
Motor Vehicle Report (MVR) with a satisfactory driving record	
Criminal history check	

Approximate additional costs other than tuition, fees, and textbooks:

- Uniforms\$80
- Medical fees.....\$100

Program Courses

	<u>Credits</u>
FRSC 1050 - Fire and Life Safety Educator I	3
FRSC 1060 - Fire Prevention, Preparedness and Maintenance	3
FRSC 1070 - Introduction to Technical Rescue	4
FRSC 1080 - Fireground Operations	3

Note: All courses must be completed with a grade of “C” or better.

**FST2 Fire Science Technology
Diploma**
Offered at the Griffin and Flint River Campuses

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

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

Credits

Basic Skills

ENGL 1010 - Fundamentals of English I	3
MATH 1012 - Foundations of Mathematics	3
Choose one of the following:	
PSYC 1010 - Basic Psychology OR	3
EMPL 1000 - Interpersonal Relations and Professional Development	2

Occupational Core

COMP 1000 - Introduction to Computers	3
FRSC 1100 - Introduction to the Fire Service	3
FRSC 1110 - Fire Administration - Supervision and Leadership	3
FRSC 1121 - Firefighting Strategy and Tactics	3
FRSC 1132 - Fire Service Instructor	4
FRSC 1141 - Hazardous Materials Operations	4
FRSC 1151 - Fire Prevention & Inspection	4
FRSC 1161 - Fire Service Safety and Loss Control	3
FRSC 2100 - Fire Administration Management	3
FRSC 2110 - Fire Service Hydraulics	3
FRSC 2120 - Fire Protection Systems	3
FRSC 2130 - Fire Service Building Construction	3
FRSC 2141 - Incident Command	4
FRSC 2170 - Fire and Arson Investigation	4

Note: All courses must be completed with a grade of "C" or better.

FS13 Fire Science Technology
Associate of Applied Science Degree
Offered at the Griffin and Flint River Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	6 Term(s)
Minimum Credit Hours for Graduation	62

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Please refer to the list of General Education Courses to choose the General Education Core. All Degree students will be required to take one course from each Area plus a fifth course from any area (Area I, II, III, or IV).

<u>Program Courses</u>	<u>Credits</u>
General Education Core (Required Minimum: 15 Semester Credit Hours)	
Area I - Language Arts/Communication	
ENGL 1101 - Composition and Rhetoric	3
Area II - Social/Behavioral Sciences	
Choose one Social/Behavioral Sciences course	3
Area III - Natural Sciences/Mathematics - Select 1	
MATH 1100 - Quantitative Skills and Reasoning	3
MATH 1101 - Mathematical Modeling	3
MATH 1111 - College Algebra	3
Area IV - Humanities/Fine Arts	
choose one Humanities/Fine Arts course	3
Additional General Education Core Requirement	
Choose an additional course from Areas I, II, III, or IV.	3
Occupational Courses	
COMP 1000 - Introduction to Computers	3
FRSC 1100 - Introduction to the Fire Service	3
FRSC 1110 - Fire Administration - Supervision and Leadership	3
FRSC 1121 - Firefighting Strategy and Tactics	3
FRSC 1132 - Fire Service Instructor	4
FRSC 1141 - Hazardous Materials Operations	4
FRSC 1151 - Fire Prevention & Inspection	4
FRSC 1161 - Fire Service Safety and Loss Control	3
FRSC 2100 - Fire Administration Management	3
FRSC 2110 - Fire Service Hydraulics	3
FRSC 2120 - Fire Protection Systems	3
FRSC 2130 - Fire Service Building Construction	3
FRSC 2141 - Incident Command	4
FRSC 2170 - Fire and Arson Investigation	4

Note: All courses must be completed with a grade of "C" or better.

**F112 Firefighter/EMSP
Diploma**
Offered at the Griffin and Flint River Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	6 Term(s)
Minimum Credit Hours for Graduation	63

Program Description: The Firefighter/Emergency Medical Services Professional diploma program is designed to prepare students for entry level employment in the public safety areas of fire service and emergency medical services. Upon completion of the Firefighter/Emergency Medical Services Professional diploma, students may be eligible for certification and/or licensure in the following areas: Firefighter I, Firefighter II EMT and AEMT. Note: criminal background checks and drug screens may be required based on the requirements for participation in clinical experiences. To complete the AEMT portion:

Admission Requirements

Minimum Required Age	18
High School Diploma or GED Required	Yes

Program Courses

	<u>Credits</u>
Basic Skills	
ENGL 1010 - Fundamentals of English I	3
MATH 1012 - Foundations of Mathematics	3
Occupational Courses	
COMP 1000 - Introduction to Computers	3
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
FRSC 1020 - Basic Firefighter - Emergency Services Fundamentals	3
FRSC 1030 - Basic Firefighter - MODULE I	5
FRSC 1040 - Basic Firefighter - MODULE II	3
FRSC 1050 - Fire and Life Safety Educator I	3
FRSC 1060 - Fire Prevention, Preparedness and Maintenance	3
FRSC 1070 - Introduction to Technical Rescue	4
FRSC 1080 - Fireground Operations	3
FRSC 1141 - Hazardous Materials Operations	4

Note: All courses must be completed with a grade of "C" or better.

Forensic Science Technology

FCS1 Forensic Computer Science Technical Certificate of Credit Offered at the Griffin Campus

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

Admission Requirements

Minimum Required Age	18
High School Diploma or GED Required	Yes

Program Courses

Credits

COMP 1000 - Introduction to Computers	3
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

FS12 Forensic Science Technology Diploma Offered at the Griffin Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	8 Term(s)
Minimum Credit Hours for Graduation	61

Program Description: The forensic science technology program prepares students for various careers in the rapidly growing field of forensic science. Students will gain knowledge and skills in this program that will prepare them for entrance, retention or advancement into careers such as crime scene investigation, death investigation, laboratory technology, evidence technology, forensic computer science, and general forensic science or criminal justice fields.

Admission Requirements

Minimum Required Age	18
High School Diploma or GED Required	Yes

Courses with an ALHS/BIOL/CHEM prefix must be taken within five years *prior to* acceptance into any Allied Health Occupational program. See **Course Expiration** in the Southern Crescent Technical College Student Handbook for more details.

Program Courses

Credits

Basic Skills	
ENGL 1010 - Fundamentals of English I	3
MATH 1012 - Foundations of Mathematics	3

PSYC 1010 - Basic Psychology	3
Occupational Courses	
ALHS 1011 - Anatomy and Physiology	5
ALHS 1015 - Basic Inorganic Chemistry	2
COMP 1000 - Introduction to Computers	3
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 2014 - Documentation and Report Preparation	4
FOSC 2150 - Case Preparation and Courtroom Testimony	4
Select 3: (only one may be CRJU 2060 or FOSC 2037)	
CRJU 2060 - Criminology	3
FOSC 2012 - Forensic Trace Evidence	4
FOSC 2028 - Bloodstain Pattern Analysis	4
FOSC 2033 - Death Investigation	3
FOSC 2035 - Forensic Photography	4
FOSC 2037 - Victimology	3
FOSC 2040 - Forensic Firearms and Toolmark Identification	4
FOSC 2041 - Latent Print Examination	4
FOSC 2200 - Forensic Firearm Injuries, Dist. Determination Firearm Safety	4

FST3 Forensic Science Technology
Associate of Applied Science Degree
Offered at the Griffin Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	8 Term(s)
Minimum Credit Hours for Graduation	69

Program Description: The forensic science technology program prepares students for various careers in the rapidly growing field of forensic science. Students will gain knowledge and skills in this program that will prepare them for entrance, retention or advancement into careers such as crime scene investigation, death investigation, laboratory technology, evidence technology, forensic computer science, and general forensic science or criminal justice fields.

Admission Requirement

Minimum Required Age	18
High School Diploma or GED Required	Yes

Courses with an ALHS/BIOL/CHEM prefix must be taken within five years *prior to* acceptance into any Allied Health Occupational program. See **Course Expiration** in the Southern Crescent Technical College Student Handbook for more details.

Please refer to the list of General Education Courses to choose the General Education Core. All Degree students will be required to take one course from each Area plus a fifth course from any area (Area I, II, III, or IV).

Program Courses

Credits

General Education Core (Required minimum: 15 Semester hours)

Area I - Language Arts/Communication

ENGL 1101 - Composition and Rhetoric

3

Area II - Social/Behavioral Sciences	
Choose one of the following	
PSYC 1101 - Introductory Psychology	3
POLS 1101 - American Government	3
Area III - Natural Sciences/Mathematics	
MATH 1111 - College Algebra	3
Area IV Humanities/Fine Arts	
SPCH 1101 - Public Speaking	3
Occupational Courses	
COMP 1000 - Introduction to Computers	3
BIOL 2113 - Anatomy and Physiology I	3
BIOL 2113L - Anatomy and Physiology Lab I	1
BIOL 2114 - Anatomy and Physiology II	3
BIOL 2114L - Anatomy and Physiology Lab II	1
BIOL 2117 - Introductory Microbiology	3
BIOL 2117L - Introductory Microbiology Lab	1
CHEM 1211 - Chemistry I	3
CHEM 1211L - Chemistry Lab I	1
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 2014 - Documentation and Report Preparation	4
FOSC 2150 - Case Preparation and Courtroom Testimony	4
<u>Select 3: (only one may be CRJU 2060 or FOSC 2037)</u>	
CRJU 2060 - Criminology	3
FOSC 2012 - Forensic Trace Evidence	4
FOSC 2028 - Bloodstain Pattern Analysis	4
FOSC 2033 - Death Investigation	3
FOSC 2035 - Forensic Photography	4
FOSC 2037 - Victimology	3
FOSC 2040 - Forensic Firearms and Toolmark Identification	4
FOSC 2041 - Latent Print Examination	4
FOSC 2200 - Forensic Firearm Injuries, Dist. Determination Firearm Safety	4

Health Care Assistant

HA21 Health Care Assistant Technical Certificate of Credit Offered at the Griffin and Flint River Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	Varies
Minimum Credit Hours for Graduation	36

Program Description: The Health Care Assistant Certificate of Credit is a program that provides academic foundations at the diploma level in communications, mathematics, and human relations, as well as technical fundamentals. Program graduates are trained in the underlying fundamentals of health care delivery and are well prepared for employment and subsequent upward mobility.

Students will be placed in the Health Care Assistant program who plan to complete the following diplomas:

Dental Assisting
Medical Assisting
Pharmacy Technology
Practical Nursing
Surgical Technology

Admission Requirements

Students applying for any of the above Allied Health programs are admitted to the college in Health Care Assistance/Health Care Science technical certificate of credit programs, but not the occupational programs. Students must satisfy additional entrance criteria for each Allied Health program.

Minimum Required Age	17
High School Diploma or GED Required	Yes

Courses with an ALHS/BIOL/CHEM prefix must be taken within five years *prior to* acceptance into any Allied Health Occupational program. See **Course Expiration** in the Southern Crescent Technical College Student Handbook for more details.

General Core Courses	Credits
ALHS 1011 - Anatomy and Physiology	5
ALHS 1040 - Introduction to Health Care	3
ALHS 1060 - Diet and Nutrition for AHS	2
ALHS 1090 - Medical Terminology for Allied Health Sciences	2
COMP 1000 - Introduction to Computers	3
ENGL 1010 - Fundamentals of English I	3
Math Option	
MATH 1012 - Foundations of Mathematics	3
MATH 1013 - Algebraic Concepts	3
PSYC 1010 - Basic Psychology	3

MUST COMPLETE 8 to 14 CREDIT HOURS OF OCCUPATIONAL COURSES

Note: Every Occupational Course, except for the ALHS, BUSN and MAST courses, requires approval from the course's program coordinator.

ALHS 1054 Spanish for Allied Health Workers	3
*BUSN 1440 Document Production	4
BUSN 2320 Document Processing	4
BUSN 2330 Advanced Medical Document Processing	4
CSSP 1010 - Central Sterile Supply Processing Technician	5
CSSP 1020 - Central Sterile Supply Processing Technician Practicum	11
ECGT 1030 - Introduction to Electrocardiography	5
ECGT 1050 - Electrocardiography Practicum	5
NAST 1100 Nurse Aide Fundamentals	6

HECT 1100 Hemodialysis Patient Care	7
HECT 1120 Hemodialysis Practicum	4
MAST 1120 - Human Pathological Conditions in the Medical Office	3
PHLT 1030 - Introduction to Venipuncture	3
PHLT 1050 - Clinical Practice	5
*RESP 1310 Intro to Polysomnography	4
*RESP 1320 Polysomnography I	5
*RESP 1330 Polysomnography II	2
*RESP 1340 Clinic I	5
*RESP 1350 Clinic II	2

*To enroll in the RESP courses above, the student must be a Certified Respiratory Therapist (CRT) or Registered Respiratory Therapist (RRT).

*Students enrolling in BUSN 1440 are required to take a typing test indicating the ability to key at least 25 words per minute or enroll in BUSN 1100 with grade of "C" or better.

HS21 Health Care Science Technical Certificate of Credit Offered at the Griffin Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	Varies
Minimum Credit Hours for Graduation	36

Program Description: The Health Care Science Certificate of Credit is a program that provides academic foundations at the degree level in communications, mathematics, and human relations, as well as technical fundamentals. Program graduates are trained in the underlying fundamentals of health care delivery and are well prepared for employment and subsequent upward mobility.

Students will be placed in the Health Care Science program who plan to complete the following degrees:

Health Information Technology
Orthopaedic Technology
Pharmacy Technology
Radiologic Technology
Respiratory Care Technology
Surgical Technology

Admission Requirements

Students applying for any of the above Allied Health programs are admitted to the college in Health Care Assistance/Health Care Science technical certificate of credit programs, but not the occupational programs. Students must satisfy additional entrance criteria for each Allied Health program.

Minimum Required Age	17
High School Diploma or GED Required	Yes

Courses with an ALHS/BIOL/CHEM prefix must be taken within five years *prior to* acceptance into any Allied Health Occupational program. See **Course Expiration** in the Southern Crescent Technical College Student Handbook for more details.

Please refer to the list of General Education Courses to choose the General Education Core. All Degree students will be required to take one course from each Area plus a fifth course from any area (Area I, II, III, or IV).

<u>General Core Courses</u>	<u>Credits</u>
ENGL 1101 - Composition and Rhetoric	3
PSYC 1101 - Introductory Psychology	3
Humanities Elective	3

Math Option	
MATH 1100 - Quantitative Skills and Reasoning	3
MATH 1101 - Mathematical Modeling	3
MATH 1111 - College Algebra	3
MATH 1113 - Precalculus	3

GENERAL CORE SCIENCE 12-18 HRS REQUIRED.

MAX 24 HOURS GEN CORE SCIENCE AND OCCUPATIONAL COURSES

ALHS 1040 - Introduction to Health Care	3
ALHS 1060 - Diet and Nutrition for AHS	2
ALHS 1090 - Medical Terminology for Allied Health Sciences	2
ALHS 1126 - Health Science Physics	4
ALHS 1127 - Health Sciences Chemistry	4
BIOL 1111 - Biology I	3
BIOL 1111L - Biology Lab I	1
BIOL 2113 - Anatomy and Physiology I	3
BIOL 2113L - Anatomy and Physiology Lab I	1
BIOL 2114 - Anatomy and Physiology II	3
BIOL 2114L - Anatomy and Physiology Lab II	1
BIOL 2117 - Introductory Microbiology	3
BIOL 2117L - Introductory Microbiology Lab	1
CHEM 1211 - Chemistry I	3
CHEM 1211L - Chemistry Lab I	1
COMP 1000 - Introduction to Computers	3
MATH 1127 - Introduction to Statistics	3
SPCH 1101 - Public Speaking	3

OCCUPATIONAL COURSES 12-18 HRS. REQUIRED.

MAX 24 HOURS OCCUPATIONAL AND GENERAL CORE COURSES

Note: Every Occupational Course, except for the ALHS, BUSN and MAST courses, requires approval from the course's program coordinator.

ALHS 1054 - Spanish for Allied Health Workers	3
*BUSN 1440 - Document Production	4
BUSN 2320 - Document Processing	4
BUSN 2330 - Advanced Medical Document Processing	4
CSSP 1010 - Central Sterile Supply Processing Technician	5
CSSP 1020 - Central Sterile Supply Processing Technician Practicum	11
ECGT 1030 - Introduction to Electrocardiography	5
ECGT 1050 - Electrocardiography Practicum	5
NAST 1100 - Nurse Aide Fundamentals	6
HECT 1100 - Hemodialysis Patient Care	7
HECT 1120 - Hemodialysis Practicum	4
MAST 1120 - Human Pathological Conditions in the Medical Office	3
PHLT 1030 - Introduction to Venipuncture	3
PHLT 1050 - Clinical Practice	5
*RESP 1310 - Intro to Polysomnography	4
*RESP 1320 - Polysomnography I	5
*RESP 1330 - Polysomnography II	2
*RESP 1340 - Clinic I	5

*To enroll in the RESP courses above, the student must be a Certified Respiratory Therapist (CRT) or Registered Respiratory Therapist (RRT).

*Students enrolling in BUSN 1440 are required to take a typing test indicating the ability to key at least 25 words per minute or enroll in BUSN 1100 with grade of "C" or better.

Industrial Systems Technology

IS13 Industrial Systems Technology Associate of Applied Science Degree Offered at the Griffin Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	4 Term(s)
Minimum Credit Hours for Graduation	67

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Please refer to the list of General Education Courses to choose the General Education Core. All Degree students will be required to take one course from each Area plus a fifth course from any area (Area I, II, III, or IV).

<u>Program Courses</u>	<u>Credits</u>
General Education Core (Required minimum: 15 Semester Credit Hours)	
Area I - Language Arts/Communication	
ENGL 1101 - Composition and Rhetoric	3
Area II - Social/Behavioral Sciences	
Social/Behavioral Sciences Elective	3
Area III - Natural Sciences/Mathematics - Select 1	
MATH 1100 - Quantitative Skills and Reasoning	3
MATH 1101 - Mathematical Modeling	3
MATH 1111 - College Algebra	3
Area IV - Humanities/Fine Arts	
Humanities/Fine Arts Elective	3
Program-Specific Requirements	
General Core Elective	3
Occupational Courses	
COMP 1000 - Introduction to Computers	3
IDSY 1100 - Basic Circuit Analysis	5
IDSY 1110 - Industrial Motor Controls I	5
IDSY 1120 - Basic Industrial PLC's	6

IDSY 1130 - Industrial Wiring	4
IDSY 1170 - Industrial Mechanics	6
IDSY 1190 - Fluid Power and Piping Systems	6
IDSY 1210 - Industrial Motor Controls II	5
IDSY 1220 - Intermediate Industrial PLC's	6
IDSY 1230 - Industrial Instrumentation	6

**IST4 Industrial Systems Technology
Diploma
Offered at the Griffin Campus**

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

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

Credits

Basic Skills Courses

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

Occupational Courses

IDSY 1100 - Basic Circuit Analysis	5
IDSY 1170 - Industrial Mechanics	6
COMP 1000 - Introduction to Computers	3
IDSY 1110 - Industrial Motor Controls I	5
IDSY 1210 - Industrial Motor Controls II	5
IDSY 1120 - Basic Industrial PLC's	6
IDSY 1220 - Intermediate Industrial PLC's	6
IDSY 1130 - Industrial Wiring	4
IDSY 1190 - Fluid Power and Piping Systems	6
IDSY 1230 - Industrial Instrumentation	6

IF11 Industrial Fluid Power Technician
Technical Certificate of Credit
Offered at the Griffin Campus

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

Program Description: The Industrial Fluid Power Technician certificate program prepares students to inspect, maintain, service, and repair industrial mechanical systems, fluid power systems, and pumps and piping systems. Topics include safety procedures, mechanics, fluid power, and pumps and piping system maintenance.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	No

Program Courses

Credits

IDSY 1170 - Industrial Mechanics	6
IDSY 1190 - Fluid Power and Piping Systems	6

PC81 Programmable Control Technician I
Technical Certificate of Credit
Offered at the Griffin Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	1 Term(s)
Minimum Credit Hours for Graduation	17

Program Description: The Programmable Controller Technician I certificate program offers specialized training in programmable controllers. Topics include motor control fundamentals, and instruction in basic and advanced PLCs.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	No

Program Courses

Credits

IDSY 1110 - Industrial Motor Controls I	5
IDSY 1120 - Basic Industrial PLC's	6
IDSY 1220 - Intermediate Industrial PLC's	6

IE41 Industrial Electrician
Technical Certificate of Credit
Offered at the Griffin Campus

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

Program Description: The Industrial Electrician Technical Certificate of Credit prepares students for employment using basic electrical maintenance skills. Instruction is provided in the occupational areas of industrial safety, direct and alternating current principles, and industrial wiring.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	No

Program Courses

Credits

IDSY 1100 - Basic Circuit Analysis	5
IDSY 1130 - Industrial Wiring	4

IM41 Industrial Motor Control Technician
Technical Certificate of Credit
Offered at the Griffin Campus

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

Program Description: The Industrial Motor Control Technician Technical Certificate of Credit provides training in the maintenance of industrial motor controls. Topics include DC and AC motors, basic, advanced, and variable speed motor controls, and magnetic starters and braking.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	No

Program Courses

Credits

IDSY 1110 - Industrial Motor Controls I	5
IDSY 1210 - Industrial Motor Controls II	5

Machine Tool Technology

MP11 Mill Operator Technical Certificate of Credit Offered at the Griffin Campus

Program Entrance Term Fall, Spring, Summer

Minimum Length of Program 1 Term(s)

Minimum Credit Hours for Graduation 15

Program Description: The Mill Operator certificate program teaches students to effectively operate milling machinery. Students become proficient in blueprint reading, general mathematical operations, and are provided the necessary knowledge and skills to obtain employment as a milling machinist.

Admission Requirements

Minimum Required Age 16

High School Diploma or GED Required No

Program Courses

Credits

MCHT 1011 - Introduction to Machine Tool 4

MCHT 1012 - Blueprint for Machine Tool 3

MCHT 1120 - Mill Operations I 4

MCHT 1220 - Mill Operations II 4

LP11 Lathe Operator Technical Certificate of Credit Offered at the Griffin Campus

Program Entrance Term Fall, Spring, Summer

Minimum Length of Program 1 Term(s)

Minimum Credit Hours for Graduation 15

Program Description: The Lathe Operator certificate program prepares students to use lathes, lathe set up, and lathe tool grinding. Emphasis is placed on cutting threads, boring holes to precise measurements, and cutting tapers. Topics include an introduction to machine tool technology, blueprint reading for machine tool, and basic and advanced lathe operations.

Admission Requirements

Minimum Required Age 16

High School Diploma or GED Required Yes

Program Courses

Credits

MCHT 1011 - Introduction to Machine Tool 4

MCHT 1012 - Blueprint for Machine Tool 3

MCHT 1119 - Lathe Operations I 4

MCHT 1219 - Lathe Operations II 4

CS41 CNC Setup and Programmer
Technical Certificate of Credit
Offered at the Griffin Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	1 Term(s)
Minimum Credit Hours for Graduation	17

Program Description: The CNC Setup and Programmer Technical Certificate of Credit provide basic training in safe operation, setup, and basic programming of computer numerical control machine tools. This training is designed for those students possessing a minimum of 12 months general machine shop work experience. Emphasis is placed on instruction in CNS mills and lathes with manual and CAD/CAM programming. Program graduates are qualified for entry level employment.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

Credits

AMCA 2110 - CNC Fundamentals	3
AMCA 2130 - CNC Mill Manual Programming	5
AMCA 2150 - CNC Lathe Manual Programming	5
AMCA 2190 - CAD/CAM Programming	4

CS51 CNC Specialist
Technical Certificate of Credit
Offered at the Griffin Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	1 Term(s)
Minimum Credit Hours for Graduation	20

Program Description: The CNC Specialist Technical Certificate of Credit program provides training for graduates to gain employment as CNC machine tool technicians. Topics include CNC Fundamentals, mill and lathe manual programming, CNC practical applications, and CAD/CAM programming. The program emphasizes a combination of CNC theory and practical application necessary for successful employment.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	No

Program Courses

Credits

AMCA 2110 - CNC Fundamentals	3
AMCA 2130 - CNC Mill Manual Programming	5
AMCA 2150 - CNC Lathe Manual Programming	5
AMCA 2170 - CNC Practical Applications	3
AMCA 2190 - CAD/CAM Programming	4

CT12 CNC Technology
Diploma
Offered at the Griffin Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	3 Term(s)
Minimum Credit Hours for Graduation	54

Program Description: The CNC Technology program is a sequence of courses that prepares students for careers in the CNC technology field. Learning opportunities develop academic, technical, and professional knowledge and skills for job acquisition, retention, and advancement. The program emphasizes a combination of CNC theory and practical application necessary for successful employment. Program graduates receive a CNC Technology diploma and have the qualification of a CNC technician.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

Credits

Basic Skills Courses

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

Occupational Courses

MCHT 1011 - Introduction to Machine Tool	4
MCHT 1012 - Blueprint for Machine Tool	3
MCHT 1013 - Machine Tool Math	3
MCHT 1015 - Surface Grinder Operations	2
MCHT 1017 - Characteristics of Metals/Heat Treatment I	3
MCHT 1119 - Lathe Operations I	4
MCHT 1120 - Mill Operations I	4
AMCA 2110 - CNC Fundamentals	3
AMCA 2130 - CNC Mill Manual Programming	5
AMCA 2150 - CNC Lathe Manual Programming	5
AMCA 2190 - CAD/CAM Programming	4
COMP 1000 - Introduction to Computers	3
OCCUPATIONAL ELECTIVE	3

MTT2 Machine Tool Technology
Diploma
Offered at the Griffin Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	3 Term(s)
Minimum Credit Hours for Graduation	48

Program Description: The Machine Tool Technology Diploma program is a sequence of courses that prepares students for careers in the machine tool technology field. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of machine tool theory and practical application necessary for successful employment. Program graduates receive a Machine Tool Technology Degree/Diploma and have the qualification of a machine tool technician.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

Credits

Basic Skills Core

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

Occupational Courses

MCHT 1011 - Introduction to Machine Tool	4
MCHT 1012 - Blueprint for Machine Tool	3
MCHT 1015 - Surface Grinder Operations	2
MCHT 1017 - Characteristics of Metals/Heat Treatment I	3
COMP 1000 - Introduction to Computers	3
Choose One of the Following	
MCHT 1013 - Machine Tool Math OR	
MATH 1015 - Geometry and Trigonometry	3
MCHT 1119 - Lathe Operations I	4
MCHT 1120 - Mill Operations I	4
AMCA 2110 - CNC Fundamentals	3
MCHT 1219 - Lathe Operations II	4
MCHT 1220 - Mill Operations II	4
OCCUPATIONAL ELECTIVE	3

Management-Supervisory Development

MAL1 Management and Leadership Specialist **Technical Certificate of Credit** Offered at the Griffin and Flint River Campuses and Henry Center

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	2 Term(s)
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 student's™ knowledge, skills and attitudes required for job acquisition, retention and advancement in management. Graduates will receive a Management/Leadership Specialist TCC.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

Credits

MGMT 1100 - Principles of Management	3
COMP 1000 - Introduction to Computers	3
MGMT 1115 - Leadership	3
MGMT 2125 - Performance Management	3
MGMT 2130 - Employee Training and Development	3
Select 1 of 2 -- 3 hrs	
MGMT 1110 - Employment Law	3
MGMT 2120 - Labor Management Relations	3

HRM1 Human Resource Management Specialist **Technical Certificate of Credit** Offered at the Griffin and Flint River Campuses

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

Credits

MGMT 1105 - Organizational Behavior	3
MGMT 2115 - Human Resource Management	3
MGMT 2125 - Performance Management	3
MGMT 2130 - Employee Training and Development	3
Guided Elective - 3 hrs	
Select 1 of 2	
MGMT 1110 - Employment Law	3
MGMT 2120 - Labor Management Relations	3

SB41 Small Business Management Specialist
Technical Certificate of Credit
Offered at the Griffin and Flint River Campuses
and Henry Center

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	2 Term(s)
Minimum Credit Hours for Graduation	19

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

Credits

ACCT 1100 - Financial Accounting I	4
MGMT 2140 - Retail Management	3
COMP 1000 - Introduction to Computers	3
MGMT 2125 - Performance Management	3
MGMT 2150 - Small Business Management	3
Select 1 of 2	
MGMT 1110 - Employment Law	3
MGMT 2120 - Labor Management Relations	3

SSM1 Service Sector Management Specialist
Technical Certificate of Credit
Offered at the Griffin and Flint River Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	2 Term(s)
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 student's™ knowledge, skills and attitudes required for job acquisition, retention and advancement in management. Graduates will receive a Service Sector Management Specialist TCC.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

Credits

COMP 1000 - Introduction to Computers	3
MGMT 1100 - Principles of Management	3
MGMT 2125 - Performance Management	3
MGMT 2130 - Employee Training and Development	3
MGMT 2140 - Retail Management	3
MGMT 2205 - Service Sector Management	3

SS31 Supervisory/Management Specialist
Technical Certificate of Credit
Offered at the Griffin and Flint River Campuses
and Henry Center

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	1 Term(s)
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 student's knowledge, skills and attitudes required for job acquisition, retention and advancement in management. Graduates will receive a Supervisor/Manager Specialist TCC.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

Credits

MGMT 1100 - Principles of Management	3
MGMT 1115 - Leadership	3
MGMT 2115 - Human Resource Management	3
Select 1 of 2 -- 3 hrs	
MGMT 1110 - Employment Law	3
MGMT 2120 - Labor Management Relations	3

EE71 Entrepreneur Management
Technical Certificate of Credit
Offered at the Griffin Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	2 Term(s)
Minimum Credit Hours for Graduation	12

Program Description: This certificate will prepare students to enter into entry level management positions within the Business Management field. Graduates will have a knowledge base that includes principles of management, performance management, small business management and retail management.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

Credits

MGMT 1100 - Principles of Management	3
MGMT 2150 - Small Business Management	3
MGMT 2140 - Retail Management	3
MGMT 2125 - Performance Management	3

**MD12 Business Management
Diploma
Offered at the Griffin Campus**

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	4 Term(s)
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 with a specialization in General Management, Small Business Management, Service Sector Management, Operations Management, or Human Resource Management.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

Credits

Basic Skills

ENGL 1010 - Fundamentals of English I	3
MATH 1011 - Business Math	3
EMPL 1000 - Interpersonal Relations and Professional Development or PSYC 1010- Basic Psychology	2 (2)

Occupational Courses

COMP 1000 - Introduction to Computers	3
ACCT 1100 - Financial Accounting I	4
MGMT 1100 - Principles of Management	3
MGMT 1105- Organizational Behavior	3
MGMT 1110 - Employment Law	3
MGMT 1115 - Leadership	3
MGMT 2115 - Human Resource Management	3
MGMT 2125 - Performance Management	3
MGMT 1120 - Introduction to Business	3
MGMT 1125 - Business Ethics	3
MGMT 2215 - Team Project	3

Specific Occupational - Guided Electives 6 hours

ACCT 1115 - Computerized Accounting	3
BUSN 1410 - Spreadsheet Concepts & Applications	4
BUSN 1420 - Database Applications	4
BUSN 1430 - Desktop Publishing & Presentation Apps.	4
MGMT 2120 - Labor Management Relations	3
MGMT 2130 - Employee Training and Development	3
MGMT 2135 - Management Communication Tech.	3
MGMT 2140 - Retail Management	3
MGMT 2145 - Business Plan Development	3
MGMT 2150 - Small Business Management	3
MGMT 2155 - Quality Management Principles	3

MD13 Business Management
Associate of Applied Science Degree
Offered at the Griffin Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	5 Term(s)
Minimum Credit Hours for Graduation	64

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Please refer to the list of General Education Courses to choose the General Education Core. All Degree students will be required to take one course from each Area plus a fifth course from any area (Area I, II, III, or IV).

<u>Program Courses</u>	<u>Credits</u>
General Education Core (Required minimum: 15 Semester Credit Hours)	
Area I - Language Arts/Communication	
ENGL 1101 - Composition and Rhetoric	3
Area II - Social/Behavioral Sciences	
Social/Behavioral Sciences Elective	3
Area III - Natural Sciences/Mathematics - Select 1	
MATH 1100 - Quantitative Skills and Reasoning	3
MATH 1111 - College Algebra	3
MATH 1112 - College Trigonometry	3
Area IV - Humanities/Fine Arts	
Humanities/Fine Arts Elective	3
Program-Specific Requirements	
General Core Elective	3
Occupational Courses	
COMP 1000 - Introduction to Computers	3
ACCT 1100 - Financial Accounting I	4
MGMT 1100 - Principle of Management	3
MGMT 1105 - Organizational Behavior	3
MGMT 1110 - Employment Law	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
General Education Elective 3 hrs	3

Specializations--Select 1 of 4 Areas:

1. General Management Specialization (12 hrs)

Select any THREE from each section below) total of 9 hrs 9

Guided Elective 3 hrs 3

2. Human Resources Management Specialization (12 hrs)

MGMT 2120 - Labor Management Relations 3

MGMT 2130 - Employee Training and Development 3

MGMT 2205 - Service Sector Management 3

Guided Elective 3 hrs 3

3. Service Sector Management Specialization (12 hrs)

MGMT 2130 - Employee Training and Development 3

MGMT 2140 - Retail Management 3

MGMT 2205 - Service Sector Management 3

Guided Elective 3 hrs 3

4. Small Business Management Specialization (12 hrs)

MGMT 2140 - Retail Management 3

MGMT 2145 - Business Plan Development 3

MGMT 2150 - Small Business Management 3

Guided Elective 3 hrs 3

Medical Assisting

MA22 Medical Assisting Diploma Offered at the Griffin and Flint River Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	6 Term(s)
Minimum Credit Hours for Graduation	61

Program Description: The Medical Assisting diploma program prepares the student to sit for a national certification examination to become professionally certified as a Medical Assistant and prepares students for careers in a variety of positions in today's medical facilities. The sequence of courses emphasizes a combination of medical theory and practical application necessary for successful employment. The grading system for Medical Assisting requires a minimum course grade of "C" for progress from specified courses to more advanced courses. Classroom instruction and practical experience are divided between administrative skills and clinical skills in a variety of areas; typing, scheduling appointments, banking, bookkeeping, medical transcription, insurance coding, arranging for hospital admissions, laboratory services, maintaining patient files, examination room techniques, assisting with minor surgery, administering medications, and performing diagnostic procedures including lab work and electrocardiography. During the program the student gains experience in a physician's office or appropriate facility by participating in an externship. Clinical courses may be scheduled day, evening, and on weekends.

Employment Opportunities:

Medical Assistants work primarily in outpatient settings, inclusive of clinics, physician's office, insurance companies, public and private hospitals, inpatient and outpatient facilities, as well as specialty practitioners, such as chiropractors, optometrists, and podiatrists in outpatient care centers, nursing and residential care facilities.

Admission Requirements

Applicants must meet general admissions requirements, as well as the following minimum requirements. Meeting minimum requirements does not guarantee admission into the program:

Be at least 18 years of age prior to first MAST course.

High School Diploma or GED Required

Yes

Applicants who do not meet the regular admission requirements will be classified as either learning support or provisional status and must take the prescribed learning support courses to prepare for the core curriculum.

Student must complete and submit scores for the nationalized admission tests (TEAS) and have achieved a minimum score of 70%. It is the student's responsibility to notify the Medical Assisting advisor the quarter he/she completes the last of the 8 pre-requisite classes (listed in #5). This is accomplished by turning in the "yellow program sheet" with accompanying TEAS results to a Medical Assisting Advisor.

Upon successful completion (or transfer in) of ENGL 1010, PSYC 1010, BUSN 1440, COMP 1000, ALHS 1040, ALHS 1090, MATH 1012, and ALHS 1011 with a "C" or better and a grade point average of 2.5 or higher, the student will be considered "program ready" and eligible for admission into the Medical Assisting program based on submission of "yellow program sheet" and "TEAS" score results, available classroom space, and available clinical sites.

Candidate Selection is based on the following and in this order:

- Date completed Yellow Program Sheet with accompanying TEAS test results turned in
- Time completed Yellow Program Sheet with accompanying TEAS test results turned in
- Completion of all core classes with a "C" or better
- Minimum cumulative GPA of 2.5
- Available classroom size and available clinical sites
- In the event that two or more applicants complete requirements simultaneously, the earliest uninterrupted program application date will determine placement on the list.

Readmission Policy

Withdrawal from any MAST program class constitutes withdrawal from the program for that semester. If a student withdraws for any reason, the student may be allowed to re-enter a cohort class at the point he/she withdrew from the program, provided the student demonstrates proficiency. This courtesy is extended only once. Readmission into the Medical Assisting program following withdrawal or first time failure will be based on the following:

Successful completion of written comprehensive examinations for each previously completed Medical Assisting course with a minimum competency of 80%;

Successful completion of a comprehensive lab skills check off with a minimum of 85%.

Deficiencies will result in the student repeating course(s). Upon readmission into the Medical Assisting program, the student must complete additional requirements as deemed necessary by the program faculty. Readmission will be based on availability within the classroom setting and clinical sites. This courtesy is extended only once. Students who do not successfully complete the Medical Assisting program after two attempts, whether at Southern Crescent Technical College or at another college, will not be readmitted into the program.

Transferring Medical Assisting students from other technical colleges must make application and submit official transcripts to Southern Crescent Technical College. Each Medical Assisting course listed in the transferring student's official transcript will be considered for transfer credit after transferring student has demonstrated proficiency by examination as noted above in # 6 with the exception of MAST 1080 and MAST 1090. MAST 1080, MAST 1090, MAST 1170 and MAST 1180 are not transferrable into the Medical Assisting program. A minimum of 25% of program courses must be completed on the SCTC campus for graduation from SCTC.

Medical, sciences, computer, business and Math courses and some others have a transfer/readmittance life of five years. Withdrawn students or transfer-in students who desire admittance within five years must meet current admissions and curriculum requirements and will be admitted following the demonstration of competencies as noted above in #6, submission of a yellow program sheet with attached TEAS results page, and classroom and clinical site availability.

Documentation of a physical and dental examination is turned in during the first MAST semester with an accompanying "completed" drug screen and background check sheet.

Approximate additional costs other than tuition, fees, and textbooks:

• Uniforms	\$200
• Equipment/supplies	\$50
• National Registry	varies -dependent on exam(s) taken
• Liability Insurance	\$11.50
• Medical/Dental	varies
• Background check/Drug screen	varies
• CPR	\$5

NOTE: Grading standards for Medical Assisting courses are very stringent. For students to progress to the next course of study, a minimum grade of "C" must be maintained. Students who are unsuccessful after a second attempt at courses within the Medical Assisting curriculum will be advised to choose another program of study.

Courses with an ALHS/BIOL/CHEM prefix must be taken within five years *prior to* acceptance into any Allied Health Occupational program. See **Course Expiration** in the Southern Crescent Technical College Student Handbook for more details.

Program Courses

Credits

Basic Skills

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

Occupational Courses

ALHS 1011 - Anatomy and Physiology	5
ALHS 1090 - Medical Terminology for Allied Health Sciences	2
ALHS 1040 - Introduction to Health Care	3
BUSN 1440 - Document Production	4

COMP 1000 - Introduction to Computers	3
MAST 1010 - Legal and Ethical Concerns in the Medical Office	2
MAST 1030 - Pharmacology in the Medical Office	4
MAST 1060 - Medical Office Procedures	4
MAST 1080 - Medical Assisting Skills I	4
MAST 1090 - Medical Assisting Skills II	4
MAST 1100 - Medical Insurance Management	2
MAST 1110 - Administrative Practice Management	3
MAST 1170 - Medical Assisting Externship	6
MAST 1180 - Medical Assisting Seminar	3
MAST 1120 - Human Pathological Conditions in the Medical Office	3

***Students enrolling in BUSN 1440 are required to take a typing test indicating the ability to key at least 25 words per minute or enroll in BUSN 1100. (0 hours)**

A student who has been convicted of a felony or misdemeanor may be admitted to the Medical Assisting program; however, such a conviction may prohibit a student from attending certain clinical sites and/or taking the Registry/Certification Examination. Documentation of satisfying the penalty of the felony must be presented to the National Boards with application. Permission to sit for the examination rests solely with the National Board. Permission to attend a clinical site rests solely with the clinical facility.

"The Medical Assisting program on the Griffin and Flint River campus is a diploma program and is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRB-AAMAE).

**Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
727/210-2350"**

OT13 Orthopaedic Technology
Associate of Applied Science Degree
 Offered at the Griffin Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	6 Term(s)
Minimum Credit Hours for Graduation	75

Program Description: The Orthopaedic Technology Degree program is a sequence of courses that prepares students to work with orthopaedic surgeons to treat patients in a variety of health care environments. The degree program provides the skills and knowledge needed to become a competent orthopaedic technologist performing the following services: routine office and departmental procedures and the ability to perform certain basic functions; adjusting and removing casts, splints, and braces; setting up, adjusting, and maintaining fraction configurations; assisting with the care of acutely injured patients; and assisting the physician in the reduction and/or manipulation of orthopaedic injuries. Successful completion of the Orthopaedic Technology degree program leads to eligibility for the National Board of Certified Orthopaedic Technologists certification exam. Graduates may be employed in hospitals, clinics, and private practice offices.

Associate Degree Admission Requirements

Applicants must meet general admission requirement as well as the following minimum requirements.

Meeting minimum requirements does not guarantee admission into the program.

Be at least 18 years of age.

Completion of High School Diploma or GED Required

The student must successfully complete (or transfer in) ALHS 1040, ALHS 1090, BIOL 2113, BIOL 2114, MATH 1101 or MATH 1111, ENGL 1101, ENGL 1102 or HUMN 1101, PSYC 1101, SPCH 1101, BIOL 1111 and COMP 1000 with a minimum grade of "C" in conjunction with a 3.0 GPA. All of these courses must be completed by the end of prior semester to be considered for the fall semester into the program. If a student retakes a course to improve his/her grade, both attempts will be calculated into the GPA for competition. Students may only retake a course one time. Financial aid may not pay for a student to retake a course.

The following courses can only be used (or transferred in) if taken within the last five 5 years: ALHS 1090, BIOL 2113, BIOL 2114, and COMP 1000.

All students must submit test scores from the Psychological Services Bureau (PSB) Health Occupations Aptitude Examination with a minimum score of 225. This test may be attempted two times only. Students will need to take the examination at a PSB testing center and submit official results to the college's admissions office. Southern Crescent Technical College is not a testing site for PSB test. The best way to find a testing site near you is to do an online search for PSB testing sites (www.Psbtests.com). Central GA Technical College in Macon, Middle GA Technical College in Warner Robbins, and Heart of GA Technical College in Dublin are some of the testing sites.

The student will be responsible for notifying program faculty by turning in a program ready card once all program entrance requirements are met. This card may be submitted at any time during the semester in which the student is completing the last of the required core classes and PSB exam results have been submitted. Program faculty will NOT accept late submissions of program ready cards. If transfer credits are involved, the student will be responsible for making sure that all of the transcripts are into the college by the deadline. If the student is not accepted and wishes to reapply for the following year, the student must resubmit a new program ready card. Program ready cards are available in the Information Desk, Admissions and the Orthopaedic Technology Program area. There will NOT be a waiting list.

Should there be more qualified students competing than available spaces, candidates are admitted based on the grade point average for the courses listed above plus the score on PSB Health Occupations Aptitude Examination. The grade point average (4.00 scale) will be converted to a 400 point scale and added to the score of the PSB test (maximum score 365). Seats are filled from the highest score downward until the maximum enrollment total is reached. The student's program application date will break any tie. Application date is defined as the date when the student applied to the college for the program or the date on the Change of Enrollment Form to Orthopaedic Technology.

Applicants are accepted into the Orthopaedic Technology Program FALL semester (August) and are accepted only as full-time day students. Each student is also required to complete an online drug screen/background check through Advantage Students (www.advantagestudents.com) and submit a current copy of an American Heart Healthcare Provider CPR certification during the first semester of the program.

NOTE: Grading standards for Orthopaedic Technology courses are very stringent. For students to progress to the next course of study, a minimum grade of "C" must be achieved in every ORT course. Students must maintain a minimum GPA of 3.0 to remain in the program.

Readmission Policy

If a student withdraws for any reason, the student may be allowed to re-enter the program the following year at the point in which the fall semester begins. These students must re-compete for the program entrance. THIS COURTESY IS EXTENDED ONLY ONCE. Upon readmission into the Orthopaedic Technology Program, the student must complete additional requirements as deemed necessary by the program faculty. Readmission will be based on available space within the classroom and clinical sites. For more information, please refer to the Orthopaedic Technology Program Policy Manual.

Approximate additional costs other than tuition, fees, and textbooks:

Equipment/Supplies	\$100
Uniforms	\$300
Liability Insurance	\$12
History/Physical Fee (approx.)	\$700
NAOT Certification Exam	\$375

NOTE: A student who has been convicted of a felony or misdemeanor may be accepted into the Orthopaedic Technology Program; however, such a conviction may cause a student to be ineligible to take the National Examination and from rotating through some or all of the program's clinical affiliates. Permission to sit for the National Examination rests solely with the National Association of Orthopaedic Technologists (NAOT). If a student is concerned about qualifying to take the NAOT examination because of the student's record, the student may choose to prequalify by visiting the NAOT website, www.naot.org, before starting the core classes or the program. The student should also notify the program faculty prior to starting the program to ensure there are clinical sites that will allow the student to rotate through to meet clinical requirements.

Frequently Asked Questions

How many spaces available? 25

How many times per year are students accepted into the program? 1

What is a typical schedule? M-F 9am-3:30pm with some variations

What are the clinical sites? Atlanta Medical Center, Choice Care Orthopaedics, Emory Orthopaedic Center, Georgia Bone and Joint, LLC., Grady Health System, Hughston Clinic P.C., Hyman Orthopaedics, Myers Sports Medicine and Orthopaedic Center, The Orthopaedic and Sports Injury Center, P.C.

How are clinical sites assignments determined? Clinical sites are randomly assigned by the clinical coordinator.

How long is the program? 12 months (3 semesters) from when the student starts the actual program.

Courses with an ALHS/BIOL/CHEM prefix must be taken within five years *prior to* acceptance into any Allied Health Occupational program. See **Course Expiration** in the Southern Crescent Technical College Student Handbook for more details.

Please refer to the list of General Education Courses to choose the General Education Core. All Degree students will be required to take one course from each Area plus a fifth course from any area (Area I, II, III, or IV).

Program Courses

Credits

General Education Core (Required minimum: 15 Semester hours)

Area I - Language Arts/Communication	
ENGL 1101 - Composition and Rhetoric	3
Area II - Social/Behavioral Sciences	
PSYC 1101 - Introductory Psychology	3
Area III - Natural Sciences/Mathematics	
MATH 1101 - Mathematical Modeling	3
MATH 1111 - College Algebra	3
Area IV Humanities/Fine Arts 3 Semester Credit Hours	
Choose this additional course from Area I.	
ENGL 1102 - Literature and Composition	3

Occupational Courses

ALHS 1040 - Introduction to Health Care	3
ALHS 1090 - Medical Terminology for Allied Health Sciences	2
BIOL 1111 - Biology I	3

BIOL 1111L - Biology Lab I	1
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
BUSN 2370 - Medical Office Billing/Coding/Insurance	3
COMP 1000 - Introduction to Computers	3
ORTT 1010 - Orthopaedic Anatomy and Physiology	4
ORTT 1020 - Orthopaedic Techniques I	4
ORTT 1030 - Introduction to Orthopaedic Surgical Techniques	4
ORTT 1040 - Advanced Orthopaedic Anatomy and Physiology	4
ORTT 1050 - Orthopaedic Techniques II	6
ORTT 2010 - Orthopaedic Technology Clinical I	3
ORTT 2020 - Orthopaedic Technology Clinical II	9
SPCH 1101 - Public Speaking	3

Medical Laboratory Technology

PT21 Phlebotomy Technician Technical Certificate of Credit Offered at the Griffin Campus

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

Admission Requirements

Minimum Required Age	18
High School Diploma or GED Required	Yes

Courses with an ALHS/BIOL/CHEM prefix must be taken within five years *prior to* acceptance into any Allied Health Occupational program. See **Course Expiration** in the Southern Crescent Technical College Student Handbook for more details.

Program Courses

Credits

COURSES REQUIRED FOR TCC

ALHS 1011 - Anatomy and Physiology	5
ALHS 1090 - Medical Terminology for Allied Health Sciences	2
ALHS 1040 - Introduction to Health Care	3
COMP 1000 - Introduction to Computers	3
PHLT 1030 - Introduction to Venipuncture	3
PHLT 1050 - Clinical Practice	5
ENGL 1010 - Fundamentals of English I	3

Paralegal Studies

PS12 Paralegal Studies Diploma Offered at the Griffin Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	4 Term(s)
Minimum Credit Hours for Graduation	38

Program Description: The Paralegal Studies program is a sequence of courses that prepares students for positions in the paralegal profession. Learning opportunities develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The knowledge and skills emphasized in this program include ethical obligations; research state and federal law; legal correspondence preparation; family law matters; criminal law and procedure, and tort law. The program of study emphasizes opportunities that provide students with specialized legal knowledge and skills required to aid lawyers in the delivery of legal services. Program graduates receive a Paralegal Studies Diploma.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

Credits

Basic Skills Courses

ENGL 1101 - Composition and Rhetoric	3
Select one of the following Social/Behavioral Science courses - 2 credits	
EMPL 1000 - Interpersonal Relations and Professional Development	2
PSYC 1010 - Basic Psychology	3
PSYC 1101 - Introductory Psychology	3
Select one of the following Math courses - 3 credits	
MATH 1100 - Quantitative Skills and Reasoning	3
MATH 1111 - College Algebra	3

Occupational Courses

COMP 1000 - Introduction to Computers	3
PARA 1100 - Introduction to Law and Ethics	3
PARA 1115 - Family Law	3
PARA 1105 - Legal Research and Legal Writing I	3
PARA 1145 - Law Office Management	3
PARA 1140 - Tort Law	3
PARA 1125 - Criminal Law and Criminal Procedure	3
PARA 1110 - Legal Research and Legal Writing II	3
Select 6 credits from the following courses	
PARA 1200 - Bankruptcy/Debtor-Creditor Relations	3
PARA 1135 - Wills, Trusts, Probate, and Administration	3
PARA 1205 - Constitutional Law	3
PARA 1210 - Legal and Policy Issues in Healthcare	3

PS13 Paralegal Studies
Associate of Applied Science Degree
Offered at the Griffin Campus

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Please refer to the list of General Education Courses to choose the General Education Core.

Program Courses

Credits

General Education Core (Required minimum: 18 Semester Credit Hours)

Area I - Language Arts/Communication

ENGL 1101 - Composition and Rhetoric	3
ENGL 1102 - Literature and Composition	3

Area II - Social/Behavioral Sciences

Social/Behavioral Sciences Elective	3
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Area III - Natural Sciences/Mathematics - Select 1

MATH 1100 - Quantitative Skills and Reasoning	3
MATH 1101 - Mathematical Modeling	3
MATH 1111 - College Algebra	3

Area IV - Humanities/Fine Arts

Humanities/Fine Arts Elective	3
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Program-Specific Requirements

SPCH 1101 - Public Speaking	3
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Occupational Courses

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

Complete 9 credits from the following courses	
Occupational Guided Electives - 9 credits	9
PARA 2215 - Paralegal Internship II	6
PARA 1205 - Constitutional Law	3
PARA 1210 - Legal and Policy Issues in Healthcare	3
PARA 2205 - Advanced Legal Research and Writing	3
PARA 1215 - Administrative Law	3
ENGL 1105 - Technical Communications	3
PARA 1200 - Bankruptcy/Debtor-Creditor Relations	3

PF21 Paralegal Fundamentals
Technical Certificate of Credit
Offered at the Griffin Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	2 Term(s)
Minimum Credit Hours for Graduation	12

Program Description: The Paralegal Fundamentals program is a sequence of courses that introduce students to the paralegal profession. Learning opportunities develop academic, technical and professional knowledge and skills utilized in the legal profession. The knowledge and skills emphasized in this program include ethical obligations, legal vocabulary, and an introduction to specific areas of law, including a detailed introduction to the areas of family law and criminal law. The Paralegal Fundamentals program introduces students to concepts more fully developed in the Paralegal Studies Diploma and Degree.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

	<u>Credits</u>
COMP 1000 - Introduction to Computers	3
PARA 1100 - Introduction to Law and Ethics	3
PARA 1125 - Criminal Law and Criminal Procedure	3
PARA 1115 - Family Law	3

Paramedic Technology

EMH1 Advanced Emergency Medical Technician (AEMT) Technical Certificate of Credit Offered at the Griffin and Flint River Campuses

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

Admission Requirements

Minimum Required Age	18
High School Diploma or GED Required	Yes

Applicants who do not meet the regular admission requirements and are classified as learning support or provisional status must take the prescribed learning support courses prior to registering for any of the EMSP courses.

Students applying for admission to the Advanced Emergency Medical Technician (AEMT) Technical Certificate of Credit must have a current EMT certification or licensure OR must submit documentation of having completed an approved Emergency Medical Technician program and be eligible for certification or licensure.

This program generates a waitlist. Prospective students should email the waitlist at the time of application to indicate intent to enter the program. The email address is emtwaitlist@sctech.edu. The following information is requested: Name, student ID number, preferred campus and whether day or evening classes are preferred. It is expected that the program will adopt a competitive admissions process in the Fall of 2012.

Program Courses

	<u>Credits</u>
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

Note: All courses must be completed with a grade of "C" or better.

EMJ1 Emergency Medical Technician (EMT)
Technical Certificate of Credit
Offered at the Griffin and Flint River Campuses

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

Admission Requirements

Minimum Required Age	18
High School Diploma or GED Required	Yes

Applicants who do not meet the regular admission requirements and are classified as learning support or provisional status must take the prescribed learning support courses prior to registering for any of the EMSP courses.

This program generates a waitlist. Prospective students should email the waitlist at the time of application to indicate intent to enter the program. The email address is emtwaitlist@sctech.edu. The following information is requested: Name, student ID number, preferred campus and whether day or evening classes are preferred. It is expected that the program will adopt a competitive admissions process in the Fall of 2012.

Program Courses

	<u>Credits</u>
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

Note: All courses must be completed with a grade of "C" or better.

EB71 Emergency Medical Responder (EMR)
Technical Certificate of Credit
Offered at the Griffin and Flint River Campuses

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	No

Courses with an ALHS/BIOL/CHEM prefix must be taken within five years *prior to* acceptance into any Allied Health Occupational program. See **Course Expiration** in the Southern Crescent Technical College Student Handbook for more details.

Program Courses

Credits

ALHS 1011 - Anatomy and Physiology	5
ALHS 1090 - Medical Terminology for Allied Health Sciences	2
EMSP 1010 - Emergency Medical Responder	4

Note: This program is available to high school students. However, it is open to adult students who have an interest in medical first response. These may include but not be limited to law enforcement and fire department employees, safety officers in industrial plants, school and preschool teachers and administrative staff and others.

Note: All courses must be completed with a grade of "C" or better.

**PT12 Paramedicine
Diploma**
Offered at the Griffin and Flint River Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	5 Term(s)
Minimum Credit Hours for Graduation	60

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.

Admission Requirements

Minimum Required Age	18
High School Diploma or GED Required	Yes

Applicants who do not meet the regular admission requirements and are classified as learning support or provisional status must take the prescribed learning support courses prior to registering for any of the EMSP courses or general core courses.

Students applying for admission to the Paramedicine Diploma or Degree programs must have a current EMT, EMT-I, or AEMT certification or licensure. Students with EMT or EMT-I certification/licensure will be updated on the advanced EMT modules in the first semester courses.

It is expected that the program will adopt a competitive admissions process in the Fall of 2012.

Courses with an ALHS/BIOL/CHEM prefix must be taken within five years *prior to* acceptance into any Allied Health Occupational program. See **Course Expiration** in the Southern Crescent Technical College Student Handbook for more details.

Program Courses

Credits

Basic Skills

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

Occupational Core

ALHS 1011 - Anatomy and Physiology	5
ALHS 1090 - Medical Terminology for Allied Health Sciences	2
COMP 1000 - Introduction to Computers	3
EMSP 2110 - Foundations of Paramedicine	3
EMSP 2120 - Applications of Pathophysiology for Paramedics	3
EMSP 2130 - Advanced Resuscitative Skills for Paramedics	3
EMSP 2140 - Advanced Cardiovascular Concepts	4
EMSP 2310 - Therapeutic Modalities of Cardiovascular Care	3
EMSP 2320 - Therapeutic Modalities of Medical Care	5
EMSP 2330 - Therapeutic Modalities of Trauma 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

Note: All courses must be completed with a grade of “C” or better.

PT13 Paramedicine
Associate of Applied Science Degree
Offered at the Griffin and Flint River Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	5 Term(s)
Minimum Credit Hours for Graduation	70

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.

Admission Requirements

Minimum Required Age	18
High School Diploma or GED Required	Yes

Applicants who do not meet the regular admission requirements and are classified as learning support or provisional status must take the prescribed learning support courses prior to registering for any of the EMSP courses or general core courses.

Students applying for admission to the Paramedicine Diploma or Degree programs must have a current EMT, EMT-I, or AEMT certification or licensure. Students with EMT or EMT-I certification/licensure will be updated on the advanced EMT modules in the first semester courses.

It is expected that the program will adopt a competitive admissions process in the Fall of 2012.

Prospective students already certified or licensed as paramedics who wish to complete degree requirements may receive up to 41 credit hours of experiential credit with documentation of a current national paramedic certification by the National Registry of Emergency Medical Technicians. Licensed paramedics not currently nationally registered may receive experiential credit upon becoming nationally registered. Students must complete remaining degree requirements and complete a minimum of 18 credit hours at Southern Crescent Technical College in order to be awarded the degree.

Courses with an ALHS/BIOL/CHEM prefix must be taken within five years *prior to* acceptance into any Allied Health Occupational program. See **Course Expiration** in the Southern Crescent Technical College Student Handbook for more details.

Please refer to the list of General Education Courses to choose the General Education Core. All Degree students will be required to take one course from each Area plus a fifth course from any area (Area I, II, III, or IV).

<u>Program Courses</u>	<u>Credits</u>
General Education Core (Required minimum: 15 Semester Credit Hours)	
Area I - Language Arts and Communication	
ENGL 1101 - Composition and Rhetoric	3
Area II - Social/Behavioral Sciences (select 3 semester hours)	
Area III - Natural Sciences and Mathematics - Select 1	
MATH 1100 - Quantitative Skills and Reasoning	3
MATH 1101 - Mathematical Modeling	3
MATH 1111 - College Algebra	3
Area IV - Humanities and Fine Arts	
Humanities/Fine Arts Elective	3

Additional General Education Requirements	
Select an additional course from Areas I, II, III, or IV	3
Occupational Core	
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
COMP 1000 - Introduction to Computers	3

Note: All courses must be completed with a grade of “C” or better.

**EP12 EMS Professions
Diploma**
Offered at the Griffin and Flint River Campuses

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

Admission Requirements

Minimum Required Age	18
High School Diploma or GED Required	Yes

Applicants who do not meet the regular admission requirements and are classified as learning support or provisional status must take the prescribed learning support courses prior to registering for any of the EMSP courses.

This program generates a waitlist. Prospective students should email the waitlist at the time of application to indicate intent to enter the program. The email address is emtwaitlist@scitech.edu. The following information is requested: Name, student ID number, preferred campus and whether day or evening classes are preferred. It is expected that the program will adopt a competitive admissions process in the Fall of 2012.

Courses with an ALHS/BIOL/CHEM prefix must be taken within five years *prior to* acceptance into any Allied Health Occupational program. See **Course Expiration** in the Southern Crescent Technical College Student Handbook for more details.

Program Courses

	<u>Credits</u>
Basic Skills	
ENGL 1010 - Fundamentals of English I	3
MATH 1012 - Foundations of Mathematics	3
Occupational Core	
ALHS 1011 - Anatomy and Physiology	5
ALHS 1090 - Medical Terminology for Allied Health Sciences	2
COMP 1000 - Introduction to Computers	3
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

Note: Students will be required to take the National Registry EMT exam prior to being eligible for testing at the AEMT level.

Note: All courses must be completed with a grade of "C" or better.

PT22 Pharmacy Technology
Diploma
Offered at the Griffin Campus

Program Description: The Pharmacy Technology Diploma is designed to enable the student to acquire the knowledge, skills and attitudes for employment within a pharmacy. Program graduates will be able to perform a variety of technical duties related to preparing and dispensing drugs in accordance with standard procedures and laws under the supervision of a registered pharmacist. A variety of clinical experiences is designed to integrate theory and practice. Graduates will be employable as an entry level pharmacy technician.

Applicants must meet general admissions requirements, as well as the following minimum requirements. Meeting minimum requirements does not guarantee admission into the program:

* TEAS = Test of Essential Academic Skills

Selection of candidates for each Pharmacy Technology class will be based on a competitive admission process. The following criteria will be used:

Overall GPA for core classes.

Nationalized test score (TEAS)

Program application date

Once accepted into the Pharmacy Technology program, the student must complete all Clinical Site health requirements as described by our participating sites, including, but not limited to, criminal background check, drug screening, and health screening. The student is responsible for any fees needed to obtain these items.

There is no waiting list for the program. Applicants who are not selected for a class must reapply for the next class starting the progression. New Classes begin every other semester.

Readmission into the Pharmacy Technology program following withdrawal or first time failure will be based on the following:

Proof of previous program course completion within the past 1 year.

Successfully complete a drug calculations examination with a minimum competency of 80 percent.

Successfully complete lab skills check off for any course already completed. Deficiencies will result in the student repeating the appropriate course.

Readmission will be based on available space within clinical sites for the class student is attempting to join.

Students who do not successfully complete a course on the second attempt, whether at this college or at another college, will not be allowed to continue in the SCTC Pharmacy Technology program.

A returning student must complete a new background check and drug screen.

Courses with an ALHS/BIOL/CHEM prefix must be taken within five years *prior to* acceptance into any Allied Health Occupational program. See **Course Expiration** in the Southern Crescent Technical College Student Handbook for more details.

Program Courses

Credits

Basic Skills

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

Occupational Courses

ALHS 1011 - Anatomy and Physiology	5
ALHS 1040 - Introduction to Health Care	3
ALHS 1090 - Medical Terminology for Allied Health Sciences	2
COMP 1000 - Introduction to Computers	3
PHAR 1000 - Pharmaceutical Calculations	4
PHAR 1010 - Pharmacy Technology Fundamentals	3
PHAR 1020 - Principles of Dispensing Medications	4
PHAR 1030 - Principles of Sterile Medication Preparation	4
PHAR 1040 - Pharmacology	4
PHAR 1050 - Pharmacy Technology Practicum	5
PHAR 2060 - Advanced Pharmacy Technology Principles	3
PHAR 2070 - Advanced Pharmacy Technology Practicum	5

PT23 Pharmacy Technology
Associate of Applied Science Degree
Offered at the Griffin Campus

Program Entrance Term Fall, Spring, Summer

New class selected every other semester

Minimum Length of Program 5 Term(s)

Minimum Credit Hours for Graduation 63

Program Description: The Pharmacy Technology degree is designed to provide an individual with the entry level skills required for success in a retail pharmacy or a hospital-based pharmacy department. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and replacement. Graduates are prepared to function as pharmacy technicians in positions requiring preparations of medications according to prescription under the supervision of a pharmacist.

Admission Requirements for the Degree Program

Applicants must meet general admissions requirements, as well as the following minimum requirements. Meeting minimum requirements does not guarantee admission into the program:

Minimum Required Age at Graduation 18

High School Diploma or GED Required Yes

Successfully complete (or transfer in) ALHS 1090, COMP 1000, ALHS 1040, and ALHS 1011 plus the following with a minimum grade of "C" in each course.

Area I Language Arts/Communication

ENGL 1101 (required)

Area II Social/Behavioral Science Elective (choose one)

Area III Natural Sciences/Mathematics Option

MATH 1111 (required)

Area IV Humanities/Fine Arts Elective (choose one)

Plus one additional General Education Degree Elective from any area (Area I, II, III, or IV); not to include attempted repeat courses.

NOTE: ENGL 1101 and MATH 1111 are required by all degree-seeking students.

Maintained a grade point average (GPA) of 2.0 or higher for core classes. (GPA includes each attempt at core classes, including those transferred in. If a course is repeated to "get a better grade" both grades will be used to calculate GPA.

A minimum of 25 percent of program courses must be completed on SCTC campus for graduation from SCTC.

Must have completed and submitted scores for the nationalized admission test (TEAS*) and achieved a minimum score as designated by the Pharmacy Technology program faculty acting on Pharmacy Tech national averages provided by TEAS.

Must have completed and submitted scores for ASSET, COMPASS, ACT or SAT testing.

* TEAS = Test of Essential Academic Skills

Candidate Selection

Selection of candidates for each Pharmacy Technology class will be based on a competitive admission process. The following criteria will be used:

1. Overall GPA for core classes.
2. Nationalized test score (TEAS)
3. Program application date

Once accepted into the Pharmacy Technology program, the student must complete all Clinical Site health requirements as described by our participating sites, including, but not limited to, criminal background check, drug screening, and health screening. The student is responsible for any fees needed to obtain these items.

There is no waiting list for the program. Applicants who are not selected for a class must reapply for the next class starting the progression. New Classes begin every other semester.

Readmission Policy

Readmission into the Pharmacy Technology program following withdrawal or first time failure will be based on the following:

Proof of previous program course completion within the past 1 year.

Successfully complete a drug calculations examination with a minimum competency of 80 percent.

Successfully complete lab skills check off for any course already completed. Deficiencies will result in the student repeating the appropriate course.

Readmission will be based on available space within clinical sites for the class student is attempting to join.

Students who do not successfully complete a course on the second attempt, whether at this college or at another college, will not be allowed to continue in the SCTC Pharmacy Technology program.

A returning student must complete a new background check and drug screen.

Courses with an ALHS/BIOL/CHEM prefix must be taken within five years *prior to* acceptance into any Allied Health Occupational program. See **Course Expiration** in the Southern Crescent Technical College Student Handbook for more details.

Please refer to the list of General Education Courses to choose the General Education Core. All Degree students will be required to take one course from each Area plus a fifth course from any area (Area I, II, III, or IV).

<u>Program Courses</u>	<u>Credits</u>
General Education Core (Required minimum: 15 Semester hours)	
Area I - Language Arts/Communications	
ENGL 1101 - Composition and Rhetoric	3
Area II - Social/Behavioral Sciences	
Social Sciences/Behavioral Sciences Elective	3
Area III - Natural Sciences/Mathematics	
Mathematics Option	
MATH 1100 - Quantitative Skills and Reasoning	3
MATH 1101 - Mathematical Modeling	3
MATH 1111 - College Algebra	3
Area IV Humanities/Fine Arts	
Humanities Fine Arts Elective	3
Additional General Education Elective	3
Non General Education Degree Courses	
BIOL 2113 - Anatomy and Physiology I	3
BIOL 2113L - Anatomy and Physiology Lab I	1
BIOL 2114 - Anatomy and Physiology II	3
BIOL 2114L - Anatomy and Physiology Lab II	1
Occupational Courses	
ALHS 1040 - Introduction to Health Care	3
ALHS 1090 - Medical Terminology for Allied Health Sciences	2
COMP 1000 - Introduction to Computers	3
PHAR 1000 - Pharmaceutical Calculations	4
PHAR 1010 - Pharmacy Technology Fundamentals	3
PHAR 1020 - Principles of Dispensing Medications	4
PHAR 1030 - Principles of Sterile Medication Preparation	4
PHAR 1040 - Pharmacology	4
PHAR 1050 - Pharmacy Technology Practicum	5
PHAR 2060 - Advanced Pharmacy Technology Principles	3
PHAR 2070 - Advanced Pharmacy Technology Practicum	5

Plumbing

RP11 Residential/Commercial Plumbing Technician Technical Certificate of Credit Offered at the Flint River Campus

Program Entrance Term Fall, Spring, Summer

Minimum Length of Program 2 Term(s)

Minimum Credit Hours for Graduation 21

Program Description: The Residential Plumber certificate program offers students basic skills in plumbing technology, construction, maintenance, and repair. Students completing the certificate program are prepared for entry level employment as a residential plumber.

Admission Requirements

Minimum Required Age 16

High School Diploma or GED Required No

Program Courses

Credits

PLBG 1000 - Introduction to Plumbing	3
PLBG 1160 - Plumbing Drawings	3
PLBG 1210 - Pipes, Valves, and Fittings	3
PLBG 1220 - Drainage Systems	3
PLBG 1240 - Water Supply Systems	3
PLBG 1260 - Plumbing Fixtures and Appliances	3
PLBG 1280 - Gas Piping, Venting, and Appliances	3

**PL12 Plumbing
Diploma
Offered at the Flint River Campus**

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	3 Term(s)
Minimum Credit Hours for Graduation	47

Program Description: The Plumbing Technology program of study is a sequence of courses that prepares students for careers in plumbing and related fields. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasis a combination of plumbing theory and practical application necessary for successful employment. Program graduates receive a Plumbing Technology diploma and have the qualification of an apprentice plumber.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

Credits

Basic Skills Courses

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

Occupational Courses

PLBG 1000 - Introduction to Plumbing	3
PLBG 1160 - Plumbing Drawings	3
PLBG 1210 - Pipes, Valves, and Fittings	3
PLBG 1220 - Drainage Systems	3
PLBG 1240 - Water Supply Systems	3
PLBG 1260 - Plumbing Fixtures and Appliances	3
PLBG 1280 - Gas Piping, Venting, and Appliances	3
PLBG 1310 - Special Plumbing Systems	3
PLBG 1320 - Plumbing Service	3
PLBG 1330 - Plumbing Codes	3
COMP 1000 - Introduction to Computers	3
Completion of 6 credit hours from the following list of electives:	
PLBG 1070 - Physical Science and Mechanics for the Pipe Trades	3
PLBG 2160 - Advanced Drawing and Plan Reading	3
PLBG 2330 - Advanced Plumbing Code Applications	3
PLBG 1500 - Backflow Prevention and Cross-Connection Control	3
PLBG 2500 - Plumbing Technology Practicum/Internship	3

Practical Nursing and Related Programs

CN21 Nurse Aide Technical Certificate of Credit Offered at the Griffin and Flint River Campuses and Butts Center

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	1 Term(s)
Minimum Credit Hours for Graduation	13

Program Description: The Nurse Aide Technical Certificate of Credit prepares students with classroom training and practice as well as the clinical experiences necessary to care for patients in various 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.

Approximate additional costs other than tuition, fees, and textbooks:

• Criminal Background and Drug Screen	\$78.50 (will increase if student has lived out of state.)
• CPR	\$5
• Liability Insurance	\$4 per Semesters
• Medical Exam and Immunizations	Varies
• Equipment/supplies	\$100
• Uniforms	\$150
• Licensing Exam	\$107

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	No

Courses with an ALHS/BIOL/CHEM prefix must be taken within five years *prior to* acceptance into any Allied Health Occupational program. See **Course Expiration** in the Southern Crescent Technical College Student Handbook for more details.

<u>Program Courses</u>	<u>Credits</u>
ALHS 1040 - Introduction to Health Care	3
ALHS 1060 - Diet and Nutrition for Allied Health Sciences	2
ALHS 1090 - Medical Terminology for Allied Health Sciences	2
NAST 1100 - Nurse Aide Fundamentals	6

DS11 Direct Support Professional Technical Certificate of Credit Offered at the Griffin and Flint River Campuses

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

Program Description: The Direct Support Professional technical certificate of credit program prepares students to become certified Direct Support Professionals who provide person centered values in working with and supporting people who have a disability.

Admission to this program is open to employees of participating organizations and to family members and advocates that support people who have a disability. Graduates are prepared to better support individuals who have a disability in their community. Many social service organizations are seeking employees with the DSP certification.

Admission Requirements

Minimum Required Age	18
High School Diploma or GED Required	Yes

<u>Program Courses</u>	<u>Credits</u>
DRSP 1100 - Facilitating Access to Community Living I	8
DRSP 1130 - Direct Support Professional Practicum I	4

**HPC1 Hemodialysis Patient Care Specialist
Technical Certificate of Credit
Offered at the Griffin Campus**

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	1 Term(s)
Minimum Credit Hours for Graduation	17

Program Description: The Hemodialysis Patient Care Specialist Technical certificate of Credit equips health care workers with the skills, knowledge, and attitude necessary to succeed in the field of hemodialysis.

Admission Requirements

Minimum Required Age	18
High School Diploma or GED Required	Yes

Courses with an ALHS/BIOL/CHEM prefix must be taken within five years *prior to* acceptance into any Allied Health Occupational program. See **Course Expiration** in the Southern Crescent Technical College Student Handbook for more details.

Program Courses	Credits
ALHS 1040 - Introduction to Health Care	3
COMP 1000 - Introduction to Computers	3
HECT 1100 - Hemodialysis Patient Care	7
HECT 1120 - Hemodialysis Practicum	4

**PC21 Patient Care Assistant
Technical Certificate of Credit
Offered at the Griffin and Flint River Campuses**

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	2 Term(s)
Minimum Credit Hours for Graduation	23

Program Description: The Patient Care Assistant Technical Certificate of Credit prepares students with rigorous classroom training and practice as well as the clinical experiences to perform a full range of patient care duties or services under nursing or medical direction. This includes taking vital signs, obtaining lab specimens, assisting with activities of daily living, observing and charting patient information, and reporting appropriate information to supervisors. It may also include providing various outreach services to clients within the community. Students who successfully complete the Patient Care Assistant Technical Certificate of Credit may be eligible to sit for the National Nurse Aide Assessment program (NNAAP) which determines competency to become enrolled in the State nurse aide registry.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	No

Courses with an ALHS/BIOL/CHEM prefix must be taken within five years *prior to* acceptance into any Allied Health Occupational program. See **Course Expiration** in the Southern Crescent Technical College Student Handbook for more details.

Program Courses	Credits
ALHS 1011 - Anatomy and Physiology	5
ALHS 1040 - Introduction to Health Care	3
ALHS 1060 - Diet and Nutrition for Allied Health Sciences	2
ALHS 1090 - Medical Terminology for Allied Health Sciences	2
COMP 1000 - Introduction to Computers	3
EMPL 1000 - Interpersonal Relations and Professional Development	2
NAST 1100 - Nurse Aide Fundamentals	6

**PN12 Practical Nursing
Diploma**
Offered at the Griffin and Flint River Campuses

Program Entrance Term	Fall, Spring
Minimum Length of Program	5 Term(s)
Minimum Credit Hours for Graduation	60

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

Upon admission to the College, Practical Nursing students are placed in the Health Care Assistant certificate while working on program admission requirements.

The curriculum includes instruction in the areas of anatomy and physiology, drug calculations, administration of medications, nutrition and diet therapy, nursing ethics, patient care in a variety of fields and settings, patient wellness and prevention of illnesses.

Diploma Admission Requirements

Applicants must meet general admissions requirements as well as the following minimum requirements. Meeting minimum requirements does not guarantee admission into the program:

1. Be at least 17 years old.
2. High School Diploma or GED is Required.
3. Successfully complete (or transfer in) ENGL 1010, PSYC 1010, ALHS 1060, and COMP 1000 with a minimum grade of "C" in each course, and MATH 1012 and ALHS 1011 with a minimum grade of "B" in each course.
4. Have maintained a cumulative GPA of 3.0 for core classes. (GPA includes each attempt at core classes, including transferred in classes.)
5. A minimum of 25 percent of program must be completed on the campus intended for graduation.
6. Have completed the nationalized admission testing for nursing and achieved a minimum score as designated by the program faculty.
7. Have completed ASSET, COMPASS, ACT or SAT testing.

Candidate selection

Selection of candidates for each practical nursing class will be based on a competitive admissions process. The following criteria will be used:

1. Overall GPA for core classes.
2. Nationalized test score
3. Program application date

Note: If a student changes his/her declared major from Practical Nursing to a different diploma or degree program, and then back to Practical Nursing, the latest program application date will be used to determine placement.

Once accepted into the Practical Nursing program, the student must complete all health requirements as described by participating clinical sites, including, but not limited to, criminal background check, drug screening, and health screening.

There is no waiting list for the program. Applicants who are not selected must notify the Practical Nursing staff by submitting another notification card if they wish to compete for admission into the next cohort class. Grading standards for Practical Nursing courses are very stringent. Students must maintain a minimum grade of "C" for progression to the next course of study.

Readmission Policy

Readmission into the Practical Nursing program following withdrawal or first time failure will be based on the following:

Proof of previous program course completion of less than 6 months.

Successfully complete written comprehensive examinations for each previously completed Practical Nursing course with a minimum of 80 percent.

Successfully complete drug calculations examination with a minimum competency of 90 percent.

Successfully complete lab skill check offs. Deficiencies will result in the student repeating appropriate course/courses. Readmission will be based on available space within the classrooms and clinical sites. Students who do not successfully complete the Practical Nursing program after two attempts, whether at this college or at another college, will not be readmitted into the program.

A student must complete another criminal background check, drug screen and health screen as designated by participating clinical sites.

Transfer Policy

Transferring Practical Nursing students from other technical colleges must file an application at the Griffin campus and submit all official transcripts. Each Practical Nursing course listed on the transferring student's official transcript is considered for transfer credit after the prospective student has demonstrated proficiency by examination with a score of 80 percent.

Additional Costs

Approximate additional costs other than tuition, fees, and textbooks:

Equipment/supplies	\$120
Uniforms	\$225
Licensing Exam	\$240
Liability Insurance	\$16
Medical Fees	\$300
CPR	\$5
Pinning Ceremony	\$50

Courses with an ALHS/BIOL/CHEM prefix must be taken within five years *prior to* acceptance into any Allied Health Occupational program. See **Course Expiration** in the Southern Crescent Technical College Student Handbook for more details.

Program Courses

Credits

Basic Skills

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

Occupational Core

ALHS 1011 - Anatomy and Physiology	5
ALHS 1060 - Diet and Nutrition for Allied Health Sciences	2
COMP 1000 - Introduction to Computers	3

Nursing Courses

PNSG 2010 - Introduction to Pharmacology and Clinical Calculations	2
PNSG 2030 - Nursing Fundamentals	6
PNSG 2035 - Nursing Fundamentals Clinical	2
PNSG 2210 - Medical-Surgical Nursing I	4
PNSG 2220 - Medical-Surgical Nursing II	4
PNSG 2230 - Medical-Surgical Nursing III	4

PNSG 2240 - Medical-Surgical Nursing IV	4
PNSG 2310 - Medical-Surgical Nursing Clinical I	2
PNSG 2320 - Medical-Surgical Nursing Clinical II	2
PNSG 2330 - Medical-Surgical Nursing Clinical III	2
PNSG 2340 - Medical-Surgical Nursing Clinical IV	2
PNSG 2250 - Maternity Nursing	3
PNSG 2255 - Maternity Nursing Clinical	1
PNSG 2410 - Nursing Leadership	1
PNSG 2415 - Nursing Leadership Clinical	2

Radiologic Technology

RT23 Radiologic Technology Associate of Applied Science Degree Offered at the Griffin Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	6 Term(s)
Minimum Credit Hours for Graduation	93

Program Description: This twenty-two month program is designed to prepare students to pass the examination given by the American Registry of Radiologic Technologists (ARRT), obtain employment as a Registered Technologist RT(R), and to function as Radiologic Technologists in a variety of clinical environments.

Upon admission to the College, students desiring the Radiologic Technology Program will be placed in the Health Care Science certificate while working on program admission requirements. Acceptance into the Radiologic Technology Program is a **competitive** selection process which is based on the GPA of prerequisite courses and the score on the PSB Health Occupations Aptitude Examination.

Admission Requirements

Applicants must meet general admissions requirements as well as the following minimum requirements. Meeting minimum requirements does not guarantee admission into the program.

Minimum Required Age	18
High School Diploma or GED Required	Yes

The student must successfully complete **BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, and MATH 1111** with a minimum grade of “B” and **ENGL 1101, HUMN 1101, PSYC 1101, SPCH 1101, and COMP 1000** with a minimum grade of “C” in conjunction with a minimum 3.0 GPA. All of these courses must be completed by the end of spring semester to be considered for fall semester entrance into the program. **ALHS 1090** is required, but is taken in the first semester after starting the program. If a student retakes a course to improve his/her grade, both attempts will be calculated into the GPA. Students may only retake a course one time. Financial aid may or may not pay for a student to retake a course. **Only grades of a “B” or higher may be transferred!** If a student transfers from another Radiologic Technology Program, 25% of the program must be taken at SCTC.

The following courses can only be used if taken within the last **five (5) years**: **ALHS 1090, BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L and COMP 1000.**

All students must submit test scores from the Psychological Services Bureau (PSB) Health Occupations Aptitude Examination with a minimum score of 230. This test may be attempted only two times per competition period or one year period. Students will need to take the examination at a PSB testing center and submit official results to one of the Radiologic Technology Program faculty offices, room 719, with the testing official’s signature. Southern Crescent Technical College is **not** a testing site for the PSB test. Central GA Technical College in Macon, Middle GA Technical College in Warner Robbins, and Heart of GA Technical College in Dublin are testing sites. To obtain more information about this test, visit www.psbtests.com.

The student will be responsible for notifying program faculty, of his/her intent to compete, by turning in a program ready card **ONLY** if all program entrance requirements are met and PSB exam results have been submitted. This card may be turned any time during the quarter in which the student is completing the last of the required core classes. All program ready cards must be submitted no later than the **last day of the spring semester**. If transfer credits are involved, the student will be responsible for making sure that all of the transcripts are into the college by this deadline. Program faculty will **NOT** accept late submissions of program ready cards or transfer credits. If the student is not accepted and wishes to re-compete for the following year, the student must **resubmit** a new program ready card and new PSB test results. These cards are available at the Information Desk and in the Office of Academic Affairs. **There is no waiting list.**

Should there be more qualified students competing than available spaces, candidates are admitted based on the grade point average for the courses listed above plus the score on the PSB Health Occupations Aptitude Examination. The grade point average, which is based on the 4.00 scale, will be converted to a 400 point scale and added to the score of the HOAE which has a maximum score 305 points. Spaces are filled from the highest score downward until the maximum enrollment total is reached. The student’s program application date will break any tie. Application date is defined as the date when the student applied to the college for the program or the date on the Change of Enrollment Form to the Radiologic Technology Program. All applicants will be notified of program status by mail on or before **July 7th**.

Applicants are accepted into the Radiologic Technology Program **fall** semester (August) and are accepted only as **full-time day** students. During the first semester of the program and prior to starting clinical, each student is required to complete an online drug screen/background check through Advantage Students. The student also must submit a current copy of an American Heart Healthcare Provider CPR certification. Each student accepted into the program is required to complete an evening clinical rotation.

NOTE: Grading standards for Radiologic Technology courses are very stringent. For students to progress to the next course of study, a minimum grade of “C” must be achieved in every RADT course. Students must maintain a minimum GPA of 3.0 to remain in the program.

Readmission Policy

If a student withdraws for any reason, the student may be allowed to re-enter the program the following year at the point in which the student withdrew from the program unless the student withdraws prior to the completion of the first semester of the program. These students must re-compete for program entrance. This courtesy is extended only once. Upon readmission into the Radiologic Technology Program, the student must complete additional requirements as deemed necessary by the program faculty. Readmission will be based on available space within the classroom and clinical sites. For more information, please refer to the Radiologic Technology Program Policy Manual.

Approximate additional costs other than tuition, fees, and textbooks:

Equipment/supplies (approx.)	\$100
Uniforms (approx.)	\$300
Liability Insurance	\$28
Medical Fees (approx.)	\$400
Review Seminar (optional)	\$200
Registry Application fee	\$200
School Pin (optional) (approx.)	\$50
Graduation Fees	\$35

NOTE: A student who has been convicted of a felony or misdemeanor may be accepted into the Radiologic Technology Program as long as there are program clinical affiliates that will allow that student in for rotations. However, such a conviction may cause a student to be ineligible to take the national examination. Permission to sit for the national examination rests solely with the American Registry of Radiologic Technologists (ARRT). If a student is concerned about qualifying to take the ARRT examination because of the student’s record, the student may choose to prequalify by visiting the ARRT website, www.arrt.org, before starting the core classes or the program. The student should also notify the program faculty prior to starting the program to ensure there are clinical sites that will allow the student to rotate through to meet clinical requirements.

Frequently Asked Questions

How many spaces are available? 22

How many times per year are students accepted into the program? one

What is a typical schedule? M - F 8 am to 3:30 pm with some variations

What are the clinical sites? Spalding Regional Medical Center, Upson Regional Medical Center, Piedmont Newnan Hospital, Piedmont Fayette Hospital, Henry Medical Center, Children’s Healthcare of Atlanta Mt. Zion, Southern Regional Medical Center, South Fulton Medical Center, Saint Joseph’s Hospital, Summit Healthplex

How are clinical site assignments determined? Clinical sites are randomly assigned.

How long is the program? 22 months (5 semesters) from starting the actual program

Courses with an ALHS/BIOL/CHEM prefix must be taken within five years *prior to* acceptance into any Allied Health Occupational program. See **Course Expiration** in the Southern Crescent Technical College Student Handbook for more details.

Please refer to the list of General Education Courses to choose the General Education Core. All Degree students will be required to take one course from each Area plus a fifth course from any area (Area I, II, III, or IV).

Program Courses

Credits

General Education Core (Required minimum: 15 Semester hours)

Area I - Language Arts/Communication	
ENGL 1101 - Composition and Rhetoric	3
Area II - Social/Behavioral Sciences	
Social Sciences/Behavioral Sciences Elective	3
Area III - Natural Sciences/Mathematics	
Mathematics	
MATH 1101 - Mathematical Modeling	3

MATH 1111 - College Algebra	3
Area IV Humanities/Fine Arts	
HUMN 1101 – Introduction to Humanities	3
Additional General Education Elective	3
Non General Education Degree Courses	
BIOL 2113 - Anatomy and Physiology I	3
BIOL 2113L - Anatomy and Physiology Lab I	1
BIOL 2114 - Anatomy and Physiology II	3
BIOL 2114L - Anatomy and Physiology Lab II	1
Occupational Courses	
RADT 1010 - Introduction to Radiology	4
RADT 1030 - Radiographic Procedures I	3
RADT 1070 - Principles of Imaging I	6
RADT 1320 - Clinical Radiography I	4
RADT 1060 - Radiographic Procedures II	3
RADT 1160 - Principles of Imaging II	6
RADT 1330 - Clinical Radiography II	7
RADT 2090 - Radiographic Procedures III	2
RADT 2340 - Clinical Radiography III	6
COMP 1000 - Introduction to Computers	3
RADT 1200 - Principles of Radiation Biology and Protection	3
RADT 2190 - Radiographic Pathology	2
RADT 2350 - Clinical Radiography IV	7
RADT 2260 - Radiologic Technology Review	3
RADT 2360 - Clinical Radiography V	9
ALHS 1090 - Medical Terminology for Allied Health Sciences	2

Respiratory Therapy Technology

PT61 Polysomnography Technician Technical Certificate of Credit Offered at the Griffin Campus

Program Entrance Term Fall, Spring, Summer

Minimum Length of Program 2 Term(s)

Minimum Credit Hours for Graduation 18

Program Description: This course is designed to provide both didactic and laboratory training for entry-level personnel in the basics of Polysomnographic Technology. Students will become familiar with medical terminology, instrumentation setup and calibration, recording and monitoring techniques, documentation, professional issues, and patient technologist interactions related to Polysomnographic Technology. Laboratory sessions will provide practical experience in the skills required of an entry-level Polysomnographic Technologist. Program graduates are eligible to sit for the Comprehensive Registry Exam in Polysomnographic Technology (RPSGT).

Admission Requirements

Minimum Required Age 18

High School Diploma or GED Required Yes

Must be a Certified Respiratory Therapist (CRT) or Registered Respiratory Therapist (RRT).

Program Courses

Credits

RESP 1310 - Introduction to Polysomnography 4

RESP 1320 - Polysomnography I 5

RESP 1340 - Clinic I 2

RESP 1330 - Polysomnography II 5

RESP 1350 - Clinic II 2

RCT3 Respiratory Care
Associate of Applied Science Degree
 Offered at the Griffin Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	7 Term(s)
Minimum Credit Hours for Graduation	89

Program Description: The respiratory care associate degree is a sequence of courses that prepares students for careers in the field of respiratory care. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in areas such as pulmonary and cardiac pharmacology, medical gases, humidity/aerosol therapy, positive pressure ventilation, incentive spirometry, patient assessment, postural drainage, percussion/vibration, assessment of diseases and conditions, critical respiratory care, advanced critical care monitoring, pulmonary function testing, and pediatric and neonatal respiratory care. Program graduates receive a respiratory care associate degree which qualifies them to take the examinations to become a Registered Respiratory Therapist. Students may become certified by taking the Entry Level Certification Examination administered by the National Board for Respiratory Care. Upon successful completion of the Certification (CRT) Exam, the graduate is eligible to take both parts of the Registry (RRT) Exams. To work in the state of Georgia, all respiratory care practitioners must apply and be granted a license. The only way to obtain a license is to pass at least the Entry Level Certification Exam.

Admission Requirements

Minimum Required Age	18
High School Diploma or GED Required	Yes

Students will be required to have a minimum grade of C in each core course and a GPA of 2.5 or higher.

The student will be required to take a Test of Essential Academic Skills (TEAS) exam, which will be a part of the admission criteria. The students GPA and TEAS combine score will help determine admission into the Respiratory Care program, example GPA is 2.50 TEAS score is 75, and then the student will have a combined score of 325 (250 + 75). Students will be placed on the program ready list according to their program ready date. All core courses and TEAS exam must be completed before student is placed on program ready list. Then student will complete a program ready card.

Applicants will be accepted into the Respiratory Care Technology program for Fall Semester. Twenty students will be selected for each Fall cohort, that cohort number is determined by clinical affiliate availability. Medical and Biological science courses will be accepted or transferred in only if taken within the last five years. Applicants are accepted as full-time day students only.

Candidate Selection

Selection of candidates for each Respiratory Care class will be based on a competitive admission process. The following criteria will be used:

- Overall GPA for core classes
- Nationalized test score
- Program application date

Note: If a student changes his/her declared major from Respiratory Care to a different degree program, and then back to Respiratory Care, the latest program application date will be used to determine placement.

Note: A student who has been convicted of a felony or misdemeanor may be admitted to the Respiratory Care Technology Program; however such conviction may prohibit a student from obtaining a Respiratory Care Practitioners' License. License approval, rest solely with the Georgia Board of Medical Examiners.

Respiratory Care Technology (Advance Standing Program)

Students that have earned the CRT (Entry level Respiratory Certification) will have demonstrated mastery of the following major courses: RESP 1110, RESP 1120, RESP 1130, RESP 2090, RESP 2100, RESP 2110, RESP 2120, RESP 2130, RESP 2140, RESP 2150, RESP 2160, RESP 2180, RESP 2190, and RESP 2270. Due to their advance standing, these students will be admitted into the Respiratory Care Technology program and will take (or transfer in) the 11 core courses, and take RESP 1193 while the regular standing students are taking their major courses. In their final quarter, advance standing students will take RESP 2170 and RESP 2220 to graduate. 25 Hours are needed to obtain the Associate of Applied Technology Degree.

Transfer Policy for Respiratory Care Program

In the event of a transfer from another Respiratory Care Program, a letter of recommendation will be required. After review and approval of the core classes transferred and the letter of recommendation the student may be accepted into the program. The student must test out of any transferred RRT classes by passing the final exam for each course transferred. If a passing score of "70" in not met, the student must then take the appropriate course and pass with a score of "70". Admissions will have final decision over any courses transferred in.

Readmissions Policy

In the event a student fails to meet the minimum required grade of "C" in any Specific RTT course the student may no longer continue in the program. The student can re-apply to the program one time only and if there is a waiting list, will be placed on the waiting list. Re-admission will depend upon the students' status on the list. Placement above program ready students will not occur. Upon acceptance into the program for the second time, the student can select to repeat all the courses or take the final exams for each course previously taken and passed. The student will also be required to pass a skills performance and evaluation check in the school laboratory before reentrance into the clinical rotation courses.

NOTE: Grading standard for Respiratory Care is very stringent. For students to progress to the next course of study, a minimum grade of "C" must be achieved in every RTT course.

Cost of Program

Students in the Respiratory Care program at Southern Crescent Technical College are required to have the following items for their clinical experience.

<u>Item</u>	<u>Number</u>	<u>Price</u>
Uniform jacket w/ patch	2	\$44-50 (\$22-25)
Blue scrub top	2	\$26-32 (\$13-16)
Blue scrub pants	2	\$26-32 (\$13-16)
White shoes	1pr	\$30-55
Stethoscope	1	\$25-30
Watch	1	\$10-30
Bandage scissors	1	<u>\$5-10</u>
Total:		\$166-212

Additional cost:

Basic Life support class	\$65
Advanced Life support class	\$150
Immunizations	\$137
AARC membership	\$45
GA RCP license	\$75
Liability insurance	\$20
Self-assessment exam	\$200
Entry level exam (CRT)	\$190

Courses with an ALHS/BIOL/CHEM prefix must be taken within five years *prior to* acceptance into any Allied Health Occupational program. See **Course Expiration** in the Southern Crescent Technical College Student Handbook for more details.

Please refer to the list of General Education Courses to choose the General Education Core. All Degree students will be required to take one course from each Area plus a fifth course from any area (Area I, II, III, or IV).

Program Courses

Credits

General Education Core (Required minimum: 15 Semester hours)

Area I - Language Arts/Communications

ENGL 1101 - Composition and Rhetoric

3

Area II - Social/Behavioral Sciences

Social Sciences/Behavioral Sciences Elective

3

Area III - Natural Sciences/Mathematics (11 hrs. required)

CHEM/AHLS Option: Choose One

ALHS 1127 - Health Sciences Chemistry **OR**

4

CHEM 1211 - Chemistry I

3

CHEM 1211L - Chemistry Lab I

1

PHYSICS Option

ALHS 1126 - Health Science Physics

4

Mathematics

MATH 1101 - Mathematical Modeling **OR**

3

MATH 1111 - College Algebra

3

Area IV Humanities/Fine Arts	
HUMN 1101 - Introduction to Humanities	3
Non General Education Degree Courses	
BIOL 2113 - Anatomy and Physiology I	3
BIOL 2113L - Anatomy and Physiology Lab I	1
BIOL 2114 - Anatomy and Physiology II	3
BIOL 2114L - Anatomy and Physiology Lab II	1
BIOL 2117 - Introductory Microbiology	3
BIOL 2117L - Introductory Microbiology Lab	1
Occupational Courses	
COMP 1000 - Introduction to Computers	3
RESP 1110 - Pharmacology	3
RESP 2090 - Clinical Practice I	2
RESP 2110 - Pulmonary Disease	3
RESP 1130 - Respiratory Therapy Lab I	4
RESP 1120 - Introduction to Respiratory Therapy	3
RESP 2100 - Clinical Practice II	2
RESP 2140 - Advanced Critical Care Monitoring	1
RESP 2180 - Clinical Practice III	2
RESP 2120 - Critical Respiratory Care	3
RESP 2130 - Mechanical Ventilation and Airway Management	4
RESP 2160 - Neonatal Pediatric Respiratory Care	3
RESP 2190 - Clinical Practice IV	2
RESP 2200 - Clinical Practice V	3
RESP 2170 - Advanced Respiratory Care Seminar	3
RESP 2270 - Rehabilitation and Home Care	1
RESP 2220 - Clinical Practice VI	7
RESP 2150 - Pulmonary Function Testing	1
RESP 1193 - Cardiopulmonary Anatomy and Physiology	7

Surgical Technology

CS91 Central Sterile Supply Processing Technician - Advance Technical Certificate of Credit Offered at the Griffin Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	2 Term(s)
Minimum Credit Hours for Graduation	23

Program Description: The Central Sterile Supply Processing Technician Technical Certificate of Credit is designed to provide entry-level training that will prepare graduates to function in the sterile supply processing and distribution areas of healthcare facilities. The program is based on theory and clinical instruction that will apply scientific principles to the specific work area. Theory classes with laboratory participatory classes will prepare students for clinical application of skills and knowledge in healthcare facilities. Together with practical experiences provide students with the preparation necessary to be eligible to sit for the International Association of Healthcare Central Service Materiel Management (IAHCMM) certification exam.

Admission Requirements

Minimum Required Age	17
High School Diploma or GED Required	Yes

Courses with an ALHS/BIOL/CHEM prefix must be taken within five years *prior to* acceptance into any Allied Health Occupational program. See **Course Expiration** in the Southern Crescent Technical College Student Handbook for more details.

Program Courses

	<u>Credits</u>
ALHS 1090 - Medical Terminology for Allied Health Sciences	2
COMP 1000 - Introduction to Computers	3
CSSP 1010 - Central Sterile Supply Processing Technician	5
CSSP 1020 - Central Sterile Supply Processing Technician Practicum	11
Choose one of the following:	
EMPL 1000 - Interpersonal Relations and Professional Development OR	2
PSYC 1010 - Basic Psychology	3

**ST12 Surgical Technology
Diploma**
Offered at the Griffin Campus
(Offered on campus as a hybrid course and at various clinical O.R. settings)

Program Entrance Term	Every other term
Minimum Length of Program	6 Term(s)
Minimum Credit Hours for Graduation	62

Program Description: The Surgical Technology Diploma Program prepares students for employment in a variety of positions in the allied health profession. A Surgical Technologist is a key member of the operating room team that works with nurses and surgeons to assist in providing the best possible care and outcome for the surgical patient. As a Surgical Technologist in the Student Role (STSR) one gains knowledge and experience in aseptic technique, preparation and use of surgical equipment, instruments and supplies used in surgery, all while learning about gaining experience in over 12 specialty areas in the classroom and the surgical environment. The curriculum includes didactic (classroom) learning, mock surgery, and under direct supervision, clinical experience and training in authentic operating rooms, labor & delivery rooms and minor surgical suites. The program is accredited by Commission on Accreditation of Allied Health Programs (CAAHEP) which allows all graduates eligibility for the national standardized certification exam given by the National Board of Surgical Technologists and Surgical Assistants (NBSTSA) and which is a requirement for all students prior to graduation from the program.

Admission Requirements for Prerequisite Courses:

Minimum Required Age	17
High School Diploma or GED Required	Yes

Admission Requirements for Surgical Technology Courses:

There is not a waiting list for the Surgical Technology Program; however, it is competitive based upon several criteria to include:

Minimum grade of "C" for each prerequisite course
Overall 3.0 GPA
Program Enrollment Date
TEAS V score(Minimum 60)
Science courses (BIOL & ALHS) no older than 5 years

Additionally, upon acceptance into the Surgical Technology Program, the following criteria must be met prior to beginning the SURG courses. Failure to comply or have an eventful result will result in a withdrawal of the acceptance status.

Successful completion of a Criminal Background and Drug Screen
Successful completion of a History and Physical Exam
Updated Immunizations (MMR), Tetanus, Hepatitis B and Varicella vaccine
BLS (CPR) card

Note:

Grading standards for the Surgical Technology courses are stringent. To proceed to any following SURG course, a minimum grade of "C" must be maintained for each preceding didactic course and a "B" in each respective clinical/lab course.

Readmission Policy:

Students who are not successful in their first attempt in the program and/or withdraw for academic or medical reasons can reattempt readmission based on the procedures explained in "Admission Requirements for Surgical Technology Courses." Readmission is not guaranteed and if granted based on the success of the admission requirements, is a one-time readmission with the following conditions:

Successful completion of written comprehensive examination of previously "passed" SURG courses
Successful completion of a Lab Skills Examination
Repeat of SURG1010 and SURG1020 courses

Courses with an ALHS/BIOL/CHEM prefix must be taken within five years ***prior to*** acceptance into any Allied Health Occupational program. See **Course Expiration** in the Southern Crescent Technical College Student Handbook for more details.

Program Courses

Credits

Basic Skills

ENGL 1010 - Fundamentals of English I	3
MATH 1012 - Foundations of Mathematics	3
COMP 1000 - Introduction to Computers	3

Occupational Courses

ALHS 1011 - Anatomy and Physiology	5
ALHS 1040 - Introduction to Health Care	3
ALHS 1090 - Medical Terminology for Allied Health Sciences	2
SURG 1010 - Introduction to Surgical Technology	6
SURG 1020 - Principles of Surgical Technology	5
SURG 1080 - Surgical Microbiology	2
SURG 1100 - Surgical Pharmacology	2
SURG 1120 - Surgical Technology Clinical I	3
SURG 1130 - Surgical Technology Clinical II	3
SURG 2030 - Surgical Procedures I	4
SURG 2040 - Surgical Procedures II	4
SURG 2120 - Surgical Technology Clinical III	3
SURG 2130 - Surgical Technology Clinical IV	3
SURG 2140 - Surgical Technology Clinical V	3
SURG 2150 - Surgical Technology Clinical VI	3
SURG 2240 - Seminar in Surgical Technology	2

ST13 Surgical Technology
Associate of Applied Science Degree
Offered at the Griffin Campus

(Offered on campus as a hybrid course and at various clinical O.R. settings)

Program Entrance Term	Every other term
Minimum Length of Program	8 Term(s)
Minimum Credit Hours for Graduation	74

Program Description: The Surgical Technology Degree Program prepares students for employment in a variety of positions in the allied health profession. A Surgical Technologist is a key member of the operating room team that works with nurses and surgeons to assist in providing the best possible care and outcome for the surgical patient. As a Surgical Technologist in the Student Role (STSR) one gains knowledge and experience in aseptic technique, preparation and use of surgical equipment, instruments and supplies used in surgery, all while learning about gaining experience in over 12 specialty areas in the classroom and the surgical environment. The curriculum includes didactic (classroom) learning, mock surgery, and under direct supervision, clinical experience and training in authentic operating rooms, labor & delivery rooms and minor surgical suites. The program is accredited by Commission on Accreditation of Allied Health Programs (CAAHEP) which allows all graduates eligibility for the national standardized certification exam given by the National Board of Surgical Technologists and Surgical Assistants (NBSTSA) and which is a requirement for all students prior to graduation from the program.

Admission Requirements for Prerequisite Courses:

Minimum Required Age	17
High School Diploma or GED Required	Yes

Admission Requirements for Surgical Technology Courses:

There is not a waiting list for the Surgical Technology Program; however, it is competitive based upon several criteria to include:

Minimum grade of "C" for each prerequisite course
Overall 3.0 GPA
Program Enrollment Date
TEAS V score (Minimum 60)
Science courses (BIOL & ALHS) no older than 5 years

Additionally, upon acceptance into the Surgical Technology Program, the following criteria must be met prior to beginning the SURG courses. Failure to comply or have an eventful result will result in a withdrawal of the acceptance status.

Successful completion of a Criminal Background and Drug Screen
Successful completion of a History and Physical Exam
Updated Immunizations (MMR), Tetanus, Hepatitis B and Varicella vaccine
BLS (CPR) card

Note:

Grading standards for the Surgical Technology courses are stringent. To proceed to any following SURG course, a minimum grade of "C" must be maintained for each preceding didactic course and a "B" in each respective clinical/lab course.

Readmission Policy:

Students who are not successful in their first attempt in the program and/or withdraw for academic or medical reasons can reattempt readmission based on the procedures explained in **"Admission Requirements for Surgical Technology Courses."** Readmission is not guaranteed and if granted based on the success of the admission requirements, is a one-time readmission with the following conditions:

Successful completion of written comprehensive examination of previously "passed" SURG courses
Successful completion of a Lab Skills Examination
Repeat of SURG1010 and SURG1020 courses

Courses with an ALHS/BIOL/CHEM prefix must be taken within five years *prior to* acceptance into any Allied Health Occupational program. See **Course Expiration** in the Southern Crescent Technical College Student Handbook for more details.

Please refer to the list of General Education Courses to choose the General Education Core. All Degree students will be required to take one course from each Area plus a fifth course from any area (Area I, II, III, or IV).

<u>Program Courses</u>	<u>Credits</u>
General Education Core (Required Minimum: 15 Semester hours)	
Area I - Language Arts/Communication	
ENGL 1101 - Composition and Rhetoric	3
Area II - Social/Behavioral Sciences	
Choose One Social Sciences/Behavioral Sciences Course	3
Area III - Natural Sciences/Mathematics	
MATH 1111 - College Algebra	3
Area IV Humanities/Fine Arts	
HUMN 1101 - Introduction to Humanities	3
Additional General Education Core Requirement	
Choose an additional course from Areas I, II, III, or IV.	3
Occupational Courses	
ALHS 1040 - Introduction to Health Care	3
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
BIOL 2117 - Introductory Microbiology	3
BIOL 2117L - Introductory Microbiology Lab	1
COMP 1000 - Introduction to Computers	3
SURG 1010 - Introduction to Surgical Technology	6
SURG 1020 - Principles of Surgical Technology	5
SURG 1100 - Surgical Pharmacology	2
SURG 1120 - Surgical Technology Clinical I	3
SURG 1130 - Surgical Technology Clinical II	3
SURG 2030 - Surgical Procedures I	4
SURG 2040 - Surgical Procedures II	4
SURG 2120 - Surgical Technology Clinical III	3
SURG 2130 - Surgical Technology Clinical IV	3
SURG 2140 - Surgical Technology Clinical V	3
SURG 2150 - Surgical Technology Clinical VI	3
SURG 2240 - Seminar in Surgical Technology	2

Welding and Joining Technology

FS31 Basic Shielded Metal Arc Welder **Technical Certificate of Credit** Offered at the Griffin and Flint River Campuses

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

Program Description: The Basic Shielded Metal Arc Welder Technical Certificate of Credit prepares students for careers in the welding and joining industry. This certificate emphasizes arc welding in the flat position and is pre-requisite to the advanced certificate.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	No

Program Courses

Credits

WELD 1000 - Introduction to Welding Technology	3
WELD 1010 - Oxyfuel Cutting	3
WELD 1040 - Flat Shielded Metal Arc Welding	4

GTA1 Gas Tungsten Arc Welder **Technical Certificate of Credit** Offered at the Griffin and Flint River Campuses and Jasper Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	1 Term(s)
Minimum Credit Hours for Graduation	13

Program Description: The Gas Tungsten Arc Welder Technical Certificate of Credit provides instruction in TIG welding techniques. Topics include understanding the nature and culture of the welding industry, oxyfuel cutting techniques, and TIG welding processes.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	No

Program Courses

Credits

WELD 1000 - Introduction to Welding Technology	3
WELD 1010 - Oxyfuel Cutting	3
WELD 1110 - Gas Tungsten Arc Welding	4
Choose one of the following courses:	
WELD 1150 - Advanced Gas Tungsten Arc Welding	3
WELD 1151 - Fabrication Processes	3
WELD 1152 - Pipe Welding	3
WELD 1153 - Flux Cored Arc Welding	4
WELD 1154 - Plasma Cutting	3
WELD 1156 - Ornamental Iron Works	3
WELD 1030 - Blueprint Reading for Welding Technology	3
WELD 1040 - Flat Shielded Metal Arc Welding	4

GM31 Gas Metal Arc Welder
Technical Certificate of Credit
Offered at the Griffin and Flint River Campuses
and Jasper Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	1 Term(s)
Minimum Credit Hours for Graduation	13

Program Description: The Gas Metal Arc Welder Technical Certificate of Credit prepares students for welding careers in the MIG process. Topics include an introduction to welding technology, oxyfuel cutting techniques, and MIG welding techniques and processes.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	No

Program Courses

Credits

WELD 1000 - Introduction to Welding Technology	3
WELD 1010 - Oxyfuel Cutting	3
WELD 1090 - Gas Metal Arc Welding	4
Choose one of the following courses:	
WELD 1150 - Advanced Gas Tungsten Arc Welding	3
WELD 1151 - Fabrication Processes	3
WELD 1152 - Pipe Welding	3
WELD 1153 - Flux Cored Arc Welding	4
WELD 1154 - Plasma Cutting	3
WELD 1156 - Ornamental Iron Works	3
WELD 1030 - Blueprint Reading for Welding Technology	3
WELD 1040 - Flat Shielded Metal Arc Welding	4

OI21 Ornamental Iron Fabricator
Technical Certificate of Credit
Offered at the Griffin and Flint River Campuses

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	No

Program Courses

Credits

WELD 1000 - Introduction to Welding Technology	3
WELD 1010 - Oxyfuel Cutting	3
WELD 1154 - Plasma Cutting	3
WELD 1156 - Ornamental Iron Works	3

VSM1 Vertical Shielded Metal Arc Welder Fabricator
Technical Certificate of Credit
Offered at the Griffin and Flint River Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	1 Term(s)
Minimum Credit Hours for Graduation	11

Program Description: The Vertical Shielded Metal Arc Welding Fabricator technical certificate of credit prepares students for careers in shielded metal arc welding fabrication.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	No

Program Courses

	<u>Credits</u>
WELD 1050 - Horizontal Shielded Metal Arc Welding	4
WELD 1060 - Vertical Shielded Metal Arc Welding	4
Program Elective (Select One of the Following)	
WELD 1030 - Blueprint Reading for Welding Technology	3
WELD 1040 - Flat Shielded Metal Arc Welding	4
WELD 1153 - Flux Cored Arc Welding	4
WELD 1154 - Plasma Cutting	3
WELD 1156 - Ornamental Iron Works	3

**WAJ2 Welding and Joining Technology
Diploma**
Offered at the Griffin and Flint River Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	3 Term(s)
Minimum Credit Hours for Graduation	50

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

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	Yes

Program Courses

Credits

Basic Skills Courses

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

Occupational Courses

WELD 1000 - Introduction to Welding Technology	3
WELD 1010 - Oxyfuel Cutting	3
WELD 1030 - Blueprint Reading for Welding Technology	3
WELD 1040 - Flat Shielded Metal Arc Welding	4
WELD 1070 - Overhead Shielded Metal Arc Welding	4
WELD 1050 - Horizontal Shielded Metal Arc Welding	4
WELD 1060 - Vertical Shielded Metal Arc Welding	4
COMP 1000 - Introduction to Computers	3
WELD 1090 - Gas Metal Arc Welding	4
WELD 1110 - Gas Tungsten Arc Welding	4
WELD 1120 - Preparation for Industrial Qualification	3

Program Elective(s) - Minimum of 3 hours

WELD 1150 - Advanced Gas Tungsten Arc Welding	3
WELD 1151 - Fabrication Processes	3
WELD 1152 - Pipe Welding	3
WELD 1153 - Flux Cored Arc Welding	4
WELD 1154 - Plasma Cutting	3
WELD 1156 - Ornamental Iron Works	3
WELD 1330 - Metal Welding and Cutting Techniques	2

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

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 grade of "C" or better.

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 grade of "C" or better.

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:

COMP 1000 - Introduction to Computers

ACCT 1100 - Financial Accounting I

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

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: 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

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:

ACCT 1105 - Financial Accounting II

ACCT 1120 - Spreadsheet Applications

Co-requisites:

ACCT 1115 - Computerized Accounting

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 2140 - Legal Environment of Business

(3)

Introduces law and its relationship to business. Topics include: legal ethics, legal processes, business contracts, business torts and crimes, real and personal property, agency and employment, risk-bearing devices, and Uniform Commercial Code.

Pre-requisites: Program Admission

ACCT 2145 - Personal Finance

(3)

Introduces practical applications of concepts and techniques used to manage personal finance. Topics include: cash management, time value of money, credit, major purchasing decisions, insurance, investments, retirement, and estate planning.

Pre-requisites: None

ACCT 2150 - Principles of Auditing

(3)

Introduces the student to the auditor 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

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:

Program Admission

ACRP Automotive Collision Repair

ACRP 1000 - Introduction to Auto Collision Repair

(4)

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

ACRP 1005 - Automobile Component Repair and Replacement

(4)

This course provides instruction in removal and replacement methods of a variety of non-structural cosmetic and safety features of the automobile as well as bolt-on body panels.

Pre-requisites: None

Co-requisites:

ACRP 1000 - Introduction to Auto Collision Repair

ACRP 1010 - Foundations of Collision Repair

(5)

This course introduces the materials, tools, and operations required to repair minor collision damage and it provides instruction in non-metallic auto body repair techniques.

Pre-requisites: None

Co-requisites:

ACRP 1000 - Introduction to Auto Collision Repair

ACRP 1005 - Automobile Component Repair and Replacement

ACRP 1015 - Fundamentals of Automotive Welding

(4)

This course introduces welding and cutting procedures used in auto collision repair. Emphasis will be placed on MIG welding techniques through a variety of different procedures.

Pre-requisites:

Program Admission

Co-requisites:

ACRP 1000 - Introduction to Auto Collision Repair

ACRP 1018 - Mechanical and Electrical Systems

(4)

This course introduces the various mechanical and electrical systems found on vehicles typically requiring repair of damages incurred through automobile collisions.

Pre-requisites:

Program Admission

Co-requisites:

ACRP 1000 - Introduction to Auto Collision Repair

ACRP 2000 - Introduction to Refinishing

(5)

This course introduces the hand and pneumatic tools, spray guns, materials and procedures involved in preparing automobile bodies for refinishing. Typical methods and techniques used in detailing a refinished automobile surface are also introduced in this course.

Pre-requisites:

Provisional Admission

Co-requisites:

ACRP 1000 - Introduction to Auto Collision Repair

ACRP 1010 - Foundations of Collision Repair

ACRP 2005 - Fundamentals of Refinishing I

(5)

The course introduces the spray gun equipment, materials, and techniques used in the application of special paints. Emphasis will be placed on automotive refinishing theories and procedures.

Pre-requisites:

Program Admission

Co-requisites:

ACRP 1000 - Introduction to Auto Collision Repair

ACRP 2000 - Introduction to Refinishing

ACRP 2008 - Fundamentals of Refinishing II

(3)

This course further expands on the spray gun equipment, materials, and techniques used in the application of special paints to automobile finishes introduced in Fundamentals of Refinishing I. Emphasis will be placed on blending, tinting, and matching colors.

Pre-requisites: None Co-requisites: ACRP 2005 - Fundamentals of Refinishing I

ACRP 2009 - Refinishing Internship**(3)**

Provides occupation-based learning opportunities for students pursuing the Paint and Refinishing specialization. Students will be mentored by qualified professional technicians as they experience working in the Automotive Collision Repair profession in an industry standard commercial repair facility or industry standard simulated on-campus facility. Topics include: sanding, priming, and paint preparation; special refinishing applications; urethane enamels; tint and match colors; and detailing.

Pre-requisites:

ACRP 1000 - Introduction to Auto Collision Repair

Co-requisites:

ACRP 2005 - Fundamentals of Refinishing I

ACRP 2008 - Fundamentals of Refinishing II

ACRP 2010 - Major Collision Repair**(5)**

This course introduces procedures and resources used in the identification and assessment of automotive collision damages. This course provides instruction on the hydraulic systems and for the diagnosis, straightening, measuring and alignment of automobile frames and bodies.

Pre-requisites:

ACRP 1000 - Introduction to Auto Collision Repair

Co-requisites:

ACRP 1005 - Automobile Component Repair and Replacement

ACRP 2015 - Major Collision Replacements**(5)**

This course provides instruction in conventional/unibody automobile body structural panel repairs emphasizing a variety of removal and replacement techniques.

Pre-requisites:

ACRP 1000 - Introduction to Auto Collision Repair

Co-requisites:

ACRP 2010 - Major Collision Repair

ACRP 2019 - Major Collision Repair Internship**(3)**

Provides occupation-based learning opportunities for students pursuing the Major Collision Repair specialization. Qualified professional technicians will mentor students as they experience working in the Automotive Collision Repair profession in an industry standard commercial repair facility or industry standard simulated on-campus facility. Topics include: conventional frame repair, unibody damage identification and analysis, unibody measuring and fixturing systems, unibody straightening systems and techniques, unibody welding techniques, unibody structural panel repair and replacement, conventional body structural panel repair, unibody suspension and steering systems, and bolt-on body panel removal and replacement.

Pre-requisites:

ACRP 1000 - Introduction to Auto Collision Repair

Co-requisites:

ACRP 2010 - Major Collision Repair

ACRP 2015 - Major Collision Replacements

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

AIRC 1010 - Refrigeration Principles and Practices**(4)**

This course introduces the student to basic refrigeration system principles and practices, and the major component parts of the refrigeration system. Topics include refrigeration tools, piping practices, service valves, leak testing, refrigerant recovery, recycling, and reclamation, evacuation, charging, and safety.

Pre-requisites: None

Co-requisites:

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:

AIRC 1005 - Refrigeration Fundamentals

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:

Provisional Admission

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:

AIRC 1030 - HVACR Electrical Fundamentals

AIRC 1050 - HVACR Electrical Components and Controls**(4)**

Provides instruction in identifying, installing, and testing commonly used electrical components in an air conditioning system. Topics include: pressure switches, transformers, other commonly used controls, diagnostic techniques, installation procedures, solid state controls, and safety.

Pre-requisites: None

Co-requisites: AIRC 1030 - HVACR Electrical Fundamentals

AIRC 1060 - Air Conditioning Systems Application and Installation

(4)

Provides instruction on the installation and service of residential air conditioning systems. Topics include: installation procedures, split-systems, add-on systems, packaged systems, system wiring, control circuits, and safety.

Pre-requisites: None

Co-requisites:

AIRC 1010 - Refrigeration Principles and Practices

AIRC 1030 - HVACR Electrical Fundamentals

AIRC 1070 - Gas Heat

(4)

This course introduces principles of combustion and service requirements for gas heating systems. Topics include servicing procedures, electrical controls, piping, gas valves, venting, code requirements, principles of combustion, and safety.

Pre-requisites:

AIRC 1030 - HVACR Electrical Fundamentals

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, valves, and troubleshooting techniques.

Pre-requisites:

AIRC 1010 - Refrigeration Principles and Practices

AIRC 1030 - HVACR Electrical Fundamentals

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 troubleshooting techniques, electrical controls, air flow, the refrigeration cycle, electrical servicing procedures, and safety.

Pre-requisites:

AIRC 1010 - Refrigeration Principles and Practices

AIRC 1030 - HVACR Electrical Fundamentals

AIRC 2005 - Design and Application of Light Commercial Air Conditioning

(3)

Continues in-depth instruction on components and functions of air conditioning systems with emphasis on design and application of light commercial air conditioning systems. Topics include: refrigeration piping, hydronic piping, pump sizing, commercial load design, air flow, codes, and safety.

Pre-requisites:

AIRC 1090 - Troubleshooting Air Conditioning Systems

AIRC 2010 - Light Commercial Air Conditioning Control Systems

(3)

Emphasizes the study of complex control systems on light commercial air conditioning systems. Topics include: pneumatic controls, electronic controls, electrical controls, mechanical controls, and safety.

Pre-requisites:

AIRC 1090 - Troubleshooting Air Conditioning Systems

Co-requisites:

AIRC 1090 - Troubleshooting Air Conditioning Systems

AIRC 2020 - Light Commercial Air Conditioning Systems Operation

(5)

Provides in-depth study of the operation of light commercial air conditioning systems. Topics include: boiler operations, refrigeration components, energy management, codes, and safety.

Pre-requisites:

AIRC 1090 - Troubleshooting Air Conditioning Systems

Co-requisites:

AIRC 1090 - Troubleshooting Air Conditioning Systems

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 1090 - Troubleshooting Air Conditioning Systems

Co-requisites:

AIRC 1090 - Troubleshooting Air Conditioning Systems

AIRC 2050 - Georgia State and Local Residential Air Conditioning Codes

(3)

Presents advanced level residential air conditioning code concepts and theories. Topics include: local residential air conditioning codes, state residential air conditioning codes, gas piping, refrigeration piping, and safety.

Pre/Co-requisites: AIRC 1090 - Troubleshooting Air Conditioning Systems

AIRC 2060 - Air Distribution Systems for Residential Air Conditioning

(3)

Continues development of air systems concepts, theories, and skills. Emphasis will be placed on test and balance techniques and fan laws. Topics include: test and balance techniques, fan laws, and safety.

Pre-requisites:

AIRC 1090 - Troubleshooting Air Conditioning Systems

Co-requisites:

AIRC 1090 - Troubleshooting Air Conditioning Systems

AIRC 2070 - Commercial Refrigeration Design

(3)

Provides an increased level of concepts and theory beyond ACT 102. Students are introduced to more design theory in commercial refrigeration. Topics include: refrigeration heat calculation, equipment selection, refrigeration piping, codes, and safety.

Pre/Co-requisites: AIRC 1090 - Troubleshooting Air Conditioning Systems

AIRC 2080 - Commercial Refrigeration Application

(5)

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/Co-requisites:

AIRC 1090 - Troubleshooting Air Conditioning Systems

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/Co-requisites: AIRC 1090 - Troubleshooting Air Conditioning Systems

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

Regular Admission

ALHS 1011 - Anatomy and Physiology

(5)

Focuses on basic normal structure and function of the human body. Topics include general plan and function of the human body, integumentary system, skeletal system, muscular system, nervous and sensory systems, endocrine system, cardiovascular system, lymphatic system, respiratory system, digestive system, urinary system, and reproductive system.

Pre-requisites:

Program Admission

Co-requisites:

AHS 1090 - Medical Terminology for Allied Health Sciences

ALHS 1015 - Basic Inorganic Chemistry

(2)

Introduces chemical concept principles, laws, and techniques applicable to the medical laboratory. Topics include laboratory safety, fundamental principles of chemistry, weight and measures, solutions, and basic laws of chemistry.

Pre-requisites

Appropriate Degree Level Math Placement Test Score

ALHS 1040 - Introduction to Health Care

(3)

Introduces a grouping of fundamental principles, practices, and issues common in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Topics include: basic life support/CPR, basic emergency care/first aid and triage, vital signs, infection control/blood and air-borne pathogens.

Pre-requisites:

Provisional Admission

ALHS 1054 - Spanish for Allied Health Workers

(3)

An introduction to the Spanish language and Latino culture as applied to the allied health industry. Topic include: introductory conversational Spanish with emphasis on allied health industry and on medical terminology vocabulary in the areas of Spanish verbs, nouns and grammar and understanding and appreciating the aspects of Latino culture for more effective management.

Additional concentration on completing physical assessments in Spanish and questioning of patients as to their health conditions, needs, and concerns.

Pre-requisites:

Provisional Admission

ALHS 1060 - Diet and Nutrition for Allied Health Sciences

(2)

A study of the nutritional needs of the individual. Topics include: nutrients, standard and modified diets, nutrition throughout the lifespan, and client education.

Pre-requisites:

Program Admission

ALHS 1090 - Medical Terminology for Allied Health Sciences

(2)

Introduces the elements of medical terminology. Emphasis is placed on building familiarity with medical words through knowledge of roots, prefixes, and suffixes. Topics include: origins (roots, prefixes, and suffixes), word building, abbreviations and symbols, and terminology related to the human anatomy.

Pre-requisites:

Provisional Admission

ALHS 1126 - Health Science Physics

(4)

Introduces the student to the basic laws of physics with specific applications for health science students. Topics include basic Newtonian mechanics, fluid mechanics, heat and temperature, medical imaging techniques that utilize electromagnetic radiation and sound, basic principles of waves, light, and sound, basic principles of electricity and magnetism, and electrical safety.

Pre-requisites

Appropriate Degree Level Math Placement Test Score

ALHS 1127 - Health Sciences Chemistry

(4)

Provides an introduction to basic chemical principles and concepts which explain the behavior of matter. Topics include measurement and units, atomic structure, chemical bonding, physical states of matter, nomenclature, stoichiometry, acids and bases, gases, liquid mixtures, nuclear chemistry, organic chemistry and biochemistry.

Pre-requisites

Appropriate Degree Level Math Placement Test Score

AMCA Advanced Machine Tool

AMCA 2010 - Advanced Milling I

(4)

Provides instruction in advanced techniques of milling machine operations. Emphasis is placed on skill development through laboratory practice. Topics include: vertical milling, horizontal milling, compound angles, gear cutting, and safety.

Pre-requisites:

MCHT 1120 - Mill Operations I

MCHT 1220 - Mill Operations II

AMCA 2030 - Advanced Milling II

(4)

Provides instruction in advanced techniques of milling machine operations and is a continuation of Advanced Milling I. Emphasis is placed on skill development through laboratory practice. Topics include: indexing; rotary table; boring, facing, and turning; straddle milling, and safety.

Pre-requisites:

AMCA 2010 - Advanced Milling I

AMCA 2050 - Advanced Lathe Operations I

(4)

Provides instruction in advanced lathe operations and procedures. Emphasis is placed on skill development through laboratory experiences. Topics include: eccentric turning, special setups, tolerance turning, and safety.

Pre-requisites:

MCHT 1119 - Lathe Operations I

MCHT 1219 - Lathe Operations II

AMCA 2070 - Advanced Lathe Operations II

(4)

Provides instruction in advanced lathe operations and procedures and is a continuation of Advanced Lathe Operations I. Emphasis is placed on skill development through laboratory experiences. Topics include: eccentric turning, special setups, tolerance turning, and safety.

Pre-requisites:

AMCA 2050 - Advanced Lathe Operations I

AMCA 2080 - Advanced Grinding I

(2)

Provides instruction in advanced grinding operations and procedures. Emphasis is placed on skill development through laboratory experiences. Topics include: surface grinding, cylindrical grinding, tool and cutter grinding, grinding theory, and safety.

Pre-requisites:

MCHT 1015 - Surface Grinder Operations

AMCA 2090 - Advanced Grinding Operations II

(2)

Provides instruction in advanced grinding operations and procedures, and is a continuation of Advanced Grinding Operations I. Emphasis is placed on skill development through laboratory experiences. Topics include: surface grinding, cylindrical grinding, tool and cutter grinding, grinding theory, and safety.

Pre-requisites:

AMCA 2080 - Advanced Grinding I

AMCA 2110 - CNC Fundamentals

(3)

Provides a comprehensive introduction to computer numerical controlled (CNC) machining processes. Topics include: safety, Computer Numerical Control of machinery, setup and operation of CNC machinery, introduction to programming of CNC machinery, introduction to CAD/CAM.

Pre-requisites:

Provisional Admission

MCHT 1012 - Blueprint for Machine Tool

MCHT 1013 - Machine Tool Math

MCHT 1011 - Introduction to Machine Tool

AMCA 2130 - CNC Mill Manual Programming

(5)

Provides instruction for the safe operation and manual programming of computer numerical controlled (CNC) milling machines. Topics include: safety, calculation for programming, program codes and structure, program run and editing of programs.

Pre-requisites: None

Co-requisites:

AMCA 2110 - CNC Fundamentals

AMCA 2150 - CNC Lathe Manual Programming

(5)

Provides instruction for the safe operation and manual programming of computer numerical controlled (CNC) Lathes. Topics include: safety, calculations for programming, program codes and structure, program run and editing of programs.

Pre-requisites: None

Co-requisites:

AMCA 2110 - CNC Fundamentals

AMCA 2170 - CNC Practical Applications

(3)

Provides additional instruction in part holding and fixture design. Students will also gain additional experience in print-to-part development of CNC programming. Topics include: safety, fixture design and manufacturing, and CNC part manufacturing.

Pre-requisites:

AMCA 2110 - CNC Fundamentals

AMCA 2130 - CNC Mill Manual Programming

AMCA 2150 - CNC Lathe Manual Programming

AMCA 2190 - CAD/CAM Programming

(4)

Emphasizes the development of skills in computer aided design (CAD) and computer aided manufacturing (CAM). The student will design and program parts to be machined on computer numerical controlled machines. Topics include: hardware and software, drawing manipulations, tool path generation, program posting, and program downloading.

Pre-requisites: None

Co-requisites:

AMCA 2110 - CNC Fundamentals

ARTS Art

ARTS 1101 - Art Appreciation

(3)

Explores the visual arts and the relationship to human needs and aspirations. Students investigate the value of art, themes in art, the elements and principles of composition, and the materials and processes used for artistic expression. Well-known works of visual art are explored. The course encourages student interest in the visual arts beyond the classroom.
Pre-requisites ENGL 1101 - Composition and Rhetoric

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

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: None
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, emission control systems diagnosis and repair, and other related engine service.
Pre-requisites:
AUTT 1020 - Automotive Electrical Systems

AUTT 1050 - Automotive Suspension and Steering Systems

(4)

Introduces students to principles of steering, suspension, wheel alignment, electronic steering, and electronic active suspension. Topics include: general suspension and steering systems diagnosis; steering systems diagnosis and repair; suspension systems diagnosis and repair; related suspension and steering service; wheel alignment diagnosis, adjustment and repair, wheel and tire diagnosis and repair.
Pre-requisites: None
Co-requisites:
AUTT 1010 - Automotive Technology Introduction

AUTT 1060 - Automotive Climate Control Systems

(5)

Introduces the theory and operation of automotive heating and air conditioning systems. Students attain proficiency in inspection, testing, service, and repair of heating and air conditioning systems and related components. Topics include: a/c system diagnosis and repair; refrigeration system component diagnosis and repair; heating, ventilation, and engine cooling systems diagnosis and repair; operating systems and related controls diagnosis and repair; refrigerant recovery, recycling, and handling.
Pre-requisites:
AUTT 1020 - Automotive Electrical Systems

AUTT 1070 - Automotive Technology Internship

(4)

This elective course will provide the student with an opportunity to relate what they have learned in the classroom and lab to a real world situation either at a place of business or at a technical college. Under the supervision of an experienced ASE certified automotive technician or their instructor, the student will obtain a greater admiration and appreciation of the material learned in the classroom and lab. The internship will also serve the function of bridging the lessons learned at school and applying that to real world situations. The suitability of the work setting will be determined by having a conference with the automotive instructor and the prospective employer. The student will have the option to take the internship program at an approved place of employment or at the college if he or she wishes and perform all the live work duties of the service writer, parts department personnel, and technician to include writing the repair order, ordering parts (if applicable) and repairing the vehicle. Student must work a minimum of 150 hours during the semester to receive credit for this course.
Pre-requisites:
AUTT 1010 - Automotive Technology Introduction
AUTT 1020 - Automotive Electrical Systems
AUTT 1030 - Automotive Brake Systems

AUTT 2010 - Automotive Engine Repair

(6)

This course introduces the student to automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques for both 2 cycle and 4 cycle internal combustion engines. Topics include general engine diagnosis; removal and reinstallation; cylinder heads and valve trains diagnosis and repair; engine blocks assembly diagnosis and repair; lubrication and cooling systems diagnosis and repair.
Pre-requisites: None
Co-requisites:
AUTT 1010 - Automotive Technology Introduction

AUTT 2020 - Automotive Manual Drive Train and Axles

(4)

This course introduces basics of rear-wheel drive, front-wheel drive, and four-wheel drive line related operation, diagnosis, service and related electronic controls. Topics include: drive shaft

and half shaft, universal and constant-velocity (CV) joint diagnosis and repair; ring and pinion gears and differential case assembly; limited slip differential; drive axle shaft; four-wheel drive/all-wheel drive component diagnosis and repair. Introduces basics of front and rear-wheel drive. Clutch operation, diagnosis and service are included. Electronic controls related to transmission/transaxles operation are discussed. Topics include: clutch diagnosis and repair; transmission/transaxles diagnosis and repair.

Pre-requisites: None

Co-requisites: AUTT 1010 - Automotive Technology Introduction

AUTT 2030 - Automotive Automatic Transmissions and Transaxles

(5)

Introduces students to basic automatic transmission/transaxle theory, operation, inspection, service, and repair procedures as well as electronic diagnosis and repair. Topics include: general automatic transmission and transaxle diagnosis; in vehicle and off vehicle transmission and transaxle maintenance, adjustment and repair.

Pre-requisites:

AUTT 1020 - Automotive Electrical Systems

AUTT 2100 - Automotive Alternative Fuel Vehicles

(4)

This course will give students the basic knowledge to understand Electric Drive Vehicles, Hybrid Electric Vehicles, and Alternative Fuel Vehicles. The course will cover components, operation, precautions, and diagnostics of BEV, HEV, Fuel Cell Vehicles, and other fuel vehicles. The student will become familiar with the unique hybrid systems and repair procedures on various hybrid vehicles. This course is a program elective which can be used as a substitute for AUTT 1070 (Internship).

Pre-requisites:

AUTT 1020 - Automotive Electrical Systems

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

BARB 1010 - Science: Sterilization, Sanitation, and Bacteriology

(5)

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:

BARB 1000 - Introduction to Barber/Styling Implements

Co-requisites:

ENGL 1010 - Fundamentals of English I

BARB 1000 - Introduction to Barber/Styling Implements

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:

BARB 1000 - Introduction to Barber/Styling Implements

BARB 1010 - Science: Sterilization, Sanitation, and Bacteriology

Co-requisites:

EMPL 1000 - Interpersonal Relations and Professional Development

BARB 1000 - Introduction to Barber/Styling Implements

BARB 1010 - Science: Sterilization, Sanitation, and Bacteriology

BARB 1030 - Haircutting/Basic Styling

(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:

BARB 1020 - Introduction to Haircutting and Shampooing

Co-requisites:

BARB 1020 - Introduction to Haircutting and Shampooing

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:

BARB 1020 - Introduction to Haircutting and Shampooing

Co-requisites:

BARB 1020 - Introduction to Haircutting and Shampooing

BARB 1050 - Science: Anatomy and Physiology

(3)

Develops knowledge of the function and care of the scalp, skin, and hair. Emphasis is placed on the function, health, and growth of these areas. Topics include: cells, skeletal system, muscular system, nervous system, circulatory system, and related systems.

Pre-requisites:

BARB 1010 - Science: Sterilization, Sanitation, and Bacteriology

BARB 1060 - Introduction to Color Theory/Color Application

(3)

Introduces the fundamental theory of color, predispositions tests, color selection, and color application. Presents the application of temporary, semi-permanent, and permanent hair coloring products. Topics include: basic color concepts, skin reactions, the color wheel, color selection and application, mustache and beards, coloring products, safety precautions and tests, mixing procedures, color selection and application.

Pre-requisites: Program Admission

Co-requisites: MATH 1012 - Foundations of Mathematics

BARB 1070 - Chemical Restructuring of Hair

(5)

Introduces the chemistry and chemical reactions of permanent wave solutions and relaxers. Provide instructions in the applications of permanent waves and hair relaxers. Precautions and special problems involved in applying permanent waves and relaxers will be emphasized. Application of perms and relaxers on live models is included. Topics include: permanent wave techniques, safety procedures, chemical relaxer techniques, and permanent wave and chemical relaxer, application procedures on manikins, timed permanent wave, timed relaxer applications, safety precautions, and Hazardous Duty Standard Act.

Pre-requisites:

BARB 1050 - Science: Anatomy and Physiology

Co-requisites: MATH 1012 - Foundations of Mathematics

BARB 1080 - Advanced Haircutting/Styling

(5)

Continues the theory and application of haircutting and styling techniques. Topics include: elevation and design cutting, introduction to hairpieces, blow-dry styling, and thermal waving and curling, advanced haircutting and styling; use of clippers, shears, and razor; hair chemical texturizing/styling; permanent waving/styling; shaving techniques; and beard trimming.

Pre-requisites:

BARB 1030 - Haircutting/Basic Styling

BARB 1040 - Shaving

BARB 1070 - Chemical Restructuring of Hair

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:

BARB 1050 - Science: Anatomy and Physiology

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:

BARB 1080 - Advanced Haircutting/Styling

Co-requisites:

BARB 1080 - Advanced Haircutting/Styling

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:

BARB 1080 - Advanced Haircutting/Styling

Co-requisites:

BARB 1080 - Advanced Haircutting/Styling

BFMT Building and Facilities Maintenance**BFMT 1030 - Fundamentals of Structured Maintenance**

(4)

Provides introductory skills in basic building repair and maintenance. Topics include: carpentry and cabinet repairs, tile and floor repairs, paints and finishes, lab and shop safety, building codes, handicap accessibility, conduit installation, and waterproofing.

Pre-requisites: None

BFMT 1050 - Fundamentals of Plumbing

(2)

Provides introductory skills in basic plumbing. Topics include: basic pipe sizing, fitting identification and terminology, pipe joining, valve identification, plumbing repairs, and lab and shop safety.

Pre-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 Admissions

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 Admissions

BIOL 1111 - Biology I

BIOL 2113 - Anatomy and Physiology I

(3)

Introduces the anatomy and physiology of the human body. Emphasis is placed on the development of a systemic perspective of anatomical structures and physiological processes. Topics

include body organization, cell structure and functions, tissue classifications, integumentary system, skeletal system, muscular system, and nervous and sensory systems.

Pre-requisites

Regular Admissions

ENGL 1101 - Composition and Rhetoric

BIOL 2113L - Anatomy and Physiology Lab I

BIOL 2113L - Anatomy and Physiology Lab I

(1)

Selected laboratory exercises paralleling the topics in BIOL 2113. The laboratory exercises for this course include body organization, cell structure and functions, tissue classifications, integumentary system, skeletal system, muscular system, and nervous sensory systems.

Pre-requisites

Regular Admissions

BIOL 2113 - Anatomy and Physiology I

ENGL 1101 - Composition and Rhetoric

BIOL 2114 - Anatomy and Physiology II

(3)

Continues the study of the anatomy and physiology of the human body. Topics include the endocrine system, cardiovascular system, blood and lymphatic system, immune system, respiratory system, digestive system, urinary system, and reproductive system.

Pre-requisites:

BIOL 2113 - Anatomy and Physiology I

BIOL 2113L - Anatomy and Physiology Lab I

Co-requisites:

BIOL 2114L - Anatomy and Physiology Lab II

BIOL 2114L - Anatomy and Physiology Lab II

(1)

Selected laboratory exercises paralleling the topics in BIOL 2114. The laboratory exercises for this course include the endocrine system, cardiovascular system, blood and lymphatic system, immune system, respiratory system, digestive system, urinary system, and reproductive system.

Pre-requisites:

BIOL 2113 - Anatomy and Physiology I

BIOL 2113L - Anatomy and Physiology Lab I

Co-requisites:

BIOL 2114 - Anatomy and Physiology II

BIOL 2117 - Introductory Microbiology

(3)

Provides students with a foundation in basic microbiology with emphasis on infectious disease. Topics include microbial diversity, microbial cell biology, microbial genetics, interactions and impact of microorganisms and humans, microorganisms and human disease.

Pre-requisites

BIOL 2113 and BIOL 2113 OR BIOL 1111 and BIOL 1111LCo-requisites:

BIOL 2117L - Introductory Microbiology Lab

BIOL 2117L - Introductory Microbiology Lab

(1)

Selected laboratory exercises paralleling the topics in BIOL 2117. The laboratory exercises for this course include microbial diversity, microbial cell biology, microbial genetics, interactions and impact of microorganisms and humans, and microorganisms and human disease.

Pre-requisites

BIOL 2113 and BIOL 2113L OR BIOL 1111 and BIOL 1111LCo-requisites:

BIOL 2117 - Introductory Microbiology

BMET Biomedical Engineering Tech

BMET 1231 - Medical Equipment Function and Operation I

(4)

This course introduces the study of electromechanical systems currently in use throughout the health care field with an emphasis on typical biomedical instrumentation. Topics include monitors, ECG machines, intensive care units, coronary care units, operating room equipment, and telemetry systems.

Pre-requisites:

ALHS 1010 - Introduction to Anatomy and Physiology

BUSN Business Administrative Technology

BUSN 1100 - Introduction to Keyboarding

(3)

This course introduces the touch system of keyboarding placing emphasis on correct techniques. Topics include: computer hardware, computer software, file management, learning the alphabetic keyboard, the numeric keyboard and keypad, building speed and accuracy, and proofreading. Students attain a minimum of 25 GWAM (gross words a minute) on 3-minute timings with no more than 3 errors.

Pre-requisites: None

BUSN 1180 - Computer Graphics and Design

(Elective course **not** offered but could be **transferred** into the Business Administrative Technology program.) (3)

Introduces how to: design and transmit electronic communications; create graphics on-line; and insert animation and sound to computer-generated charts, graphs, and diagrams.

Pre-requisites:

COMP 1000 - Introduction to Computers

BUSN 1190 - Digital Technologies in Business

(2)

Provides an overview of digital technology used for conducting business. Students will learn the application of business activities using various digital platforms.

Pre-requisites:

COMP 1000 - Introduction to Computers

BUSN 1200 - Machine Transcription

(2)

Emphasizes transcribing mailable documents from dictation using word processing software. Topics include: equipment and supplies maintenance and usage, word a rea management, transcription techniques, productivity and accuracy, proofreading, and language arts skills.

Pre-requisites:

ENGL 1010 - Fundamentals of English I

COMP 1000 - Introduction to Computers

BUSN 1440 - Document Production

BUSN 1210 - Electronic Calculators

(2)

Develops skill in the use of electronic calculators to interpret, solve, and record results of various types of problems involving the four arithmetic processes. Topics include: machine parts and features, touch system techniques, and arithmetic applications.

Pre-requisites: None

BUSN 1220 - Telephone Training

(2)

Familiarizes the student with the proper use of current telephone technology to include equipment, techniques, and attributes.

Pre-requisites: None

BUSN 1230 - Legal Terminology

(Elective course **not** offered but could be **transferred** into the Business Administrative Technology program.) (3)

This course introduces the spelling, pronunciation, definition, and usage of basic legal terms. The course broadly covers general law terms as well as specialized legal terminology. Topics include: word origins, word building, abbreviations and symbols, correct spelling, pronunciation, and meanings of terminology related to the court system, contracts, family law, real estate, litigation, wills/probate, bankruptcy, and other areas of the law.

Pre-requisites:

Provisional Admission

BUSN 1240 - Office Procedures

(3)

Emphasizes essential skills required for the business office. Topics include: office protocol, time management, telecommunications and telephone techniques, office equipment, workplace mail, records management, travel/meeting arrangements, electronic mail, and workplace documents.

Pre-requisites:

COMP 1000 - Introduction to Computers

BUSN 1250 - Records Management

(Elective course **not** offered but could be **transferred** into the Business Administrative Technology program.) (3)

Introduces records management concepts for use in any office environment. Topics include: Basic Records Management Concepts; Alphabetic, Numeric, Subject, and Geographic Filing; and Records Retention, Transfer, and Disposition of Records.

Pre-requisites: None

BUSN 1300 - Introduction to Business

(3)

Introduces organization and management concepts of the business world and in the office environment. Topics include business in a global economy, starting and organizing a business, enterprise management, marketing strategies and financial management.

Pre-requisites:

Program Admission

BUSN 1310 - Introduction to Business Culture

(Elective course **not** offered but could be **transferred** into the Business Administrative Technology program.) (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

BUSN 1320 - Business Interaction Skills

(Elective course **not** offered but could be **transferred** into the Business Administrative Technology program.) (3)

This course equips participants with the tools to communicate and interact more effectively in person, in writing and on the telephone with both internal and external customers. Participants also learn how to work in teams to create a collaborative environment for accomplishing goals. This course consist of the following: language of business, communication skills, working with information, business writing, team and collaborative skills, and resolving interpersonal conflict.

Pre-requisites: None

BUSN 1330 - Personal Effectiveness

(3)

This course focuses on the skills needed to be effective in the corporate environment. The participants learn the importance of effectively managing time, stress and change as they relate to work behavior and quality of work. Topics include: time management, stress management, interview skills/job development, resume writing, and managing change.

Pre-requisites: None

BUSN 1340 - Customer Service Effectiveness

(Elective course **not** offered but could be **transferred** into the Business Administrative Technology program.) (3)

This course emphasizes the importance of customer service throughout all businesses. Topics include: customer service challenges and problem solving; strategies for successful customer service; effective communication and dealing with difficult customers; empowerment, motivation, and leadership; customer retention and satisfaction measurement; and excellence in customer service.

Pre-requisites: None

BUSN 1400 - Word Processing Applications

(4)

This course covers the knowledge and skills required to use word processing software through course demonstrations, laboratory exercises and projects. Minimal document keying will be necessary as students will work with existing documents to learn the functions and features of the word processing application. Topics and assignments will include: word processing concepts, customizing documents, formatting content, working with visual content, organizing content, reviewing documents, sharing and securing content.

Pre-requisites

COMP 1000 - Introduction to Computers

BUSN 1410 - Spreadsheet Concepts and Applications

(4)

This course covers the knowledge and skills required to use spreadsheet software through course demonstrations, laboratory exercises and projects. Topics and assignments will include:

spreadsheet concepts, creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually and, collaborating and securing data.
Pre-requisites: COMP 1000 - Introduction to Computers

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

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

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

BUSN 1100 or the ability to key 25 gross words a minute on 3-minute timings with no more than 3 errors.

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:

Program Admission

COMP 1000 - Introduction to Computers

BUSN 2170 - Web Page Design

(2)

This course provides instruction in the concepts necessary for individuals to create and manage professional quality web sites. Topics include: Web Site Creation, Web Page Development and Design, Hyper link Creation, Test, and Repair, Integration, Web Site Navigation, and Web Site Management.

Pre-requisites:

Program Admission

COMP 1000 - Introduction to Computers

BUSN 2180 - Speed and Accuracy Keying

(Elective course **not** offered but could be **transferred** into the Business Administrative Technology program.) (1)

Further develops speed and accuracy through analysis of keying and prescribed practice drills. Topics include: building speed and accuracy and straight-copy proofreading.

Pre-requisites

BUSN 1100--Introduction to Keyboarding or the ability to key 25 GWAM (gross words a minute) on 3-minute timings with no more than 3 errors.

BUSN 2190 - Business Document Proofreading and Editing

(3)

Emphasizes proper proofreading and editing for business documents. Topics include: applying proofreading techniques and proofreaders marks with business documents; proper content, clarity, and conciseness in business documents; and business document formatting.

Pre-requisites

ENGL 1010 OR ENGL 1101

Co-requisites:

BUSN 1440 - Document Production

BUSN 2200 - Office Accounting

(4)

Introduces fundamental concepts of the accounting cycle for a sole proprietor service business. Topics include: accounting equation, analyzing business transactions, journalizing and posting transactions, accounts receivable and accounts payable subsidiary ledgers, financial statements, cash control, and payroll concepts.

Pre-requisites:

Program Admission

BUSN 2210 - Applied Office Procedures

(3)

This course focuses on applying knowledge and skills learned in prior courses taken in the program. Topics include: communications skills, telecommunications skills, records management skills, office equipment/supplies, and integrated programs/applications. Serves as a capstone course.

Pre-requisites:

BUSN 1240 - Office Procedures

BUSN 1400 - Word Processing Applications

BUSN 1410 - Spreadsheet Concepts and Applications

BUSN 1440 - Document Production

Co-requisites

BUSN 2200 or ACCT 1101/ACCT 1100 - Financial Accounting I

BUSN 2190 - Business Document Proofreading and Editing

BUSN 2220 - Legal Administrative Procedures (Elective course **not** offered but could be **transferred** into the Business Administrative Technology program.) (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 (Elective course **not** offered but could be **transferred** into the Business Administrative Technology program.) (3)

Provide students with an overview of management concepts, styles, and skills. Topics include: management styles, leadership traits, ergonomics/workflow, communication channels, business ethics, supervisory techniques, and job performance evaluation techniques.

Pre-requisites:

BUSN 1240 - Office Procedures

BUSN 2240 - Business Administrative Assistant Internship I (Elective course **not** offered but could be **transferred** into the Business Admin. Technology program.) (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-requisites: None

BUSN 2250 - Business Administrative Assistant Internship II (Elective course **not** offered but could be **transferred** into the Business Admin. Technology program.) (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-requisites: None

BUSN 2300 - Medical Terminology (Elective course **not** offered but could be **transferred** into the Business Administrative Technology program.) (2)

Introduces the basic spelling and pronunciation of medical terms, and the use of these terms as they relate to anatomy, treatment, surgery, and drugs. Topics include: word analysis, word elements, spelling, pronunciation, and semantics.

Pre-requisites:

Program Admission

BUSN 2310 - Anatomy and Terminology for Medical Admin. Assist. (Elective course **not** offered but could be **transferred** into the Busn Admin Tech program.) (3)

Introduces the structure and function of the human body including medical terminology. Topics covered include information which will provide the medical office assistant with the knowledge needed to communicate with office staff, physicians, and patients and to assist in completion of medical reports generated in the medical office. Topics include: body structures, body functions, and medical terminology.

Pre-requisites:

Program Admission

BUSN 2320 - Medical Doc. Processing/Transcription (Elective course **not** offered but could be **transferred** into the Business Administrative Technology program.) (4)

Provides experience in medical machine transcription working with the most frequently used medical reports. Topics include: equipment and supplies maintenance and usage, work area management, spelling, definitions, punctuation, processing/transcription speed and accuracy, resource utilization, and pronunciation.

Pre-requisites

BUSN 2300 or ALHS 1090 or ALHS 1010 or ALHS 1011 or BUSN 2310 ENGL 1010 - Fundamentals of English I

BUSN 1440 - Document Production

BUSN 2330 - Adv. Medical Document Processing/Transcription (4)

Continues the development of speed and accuracy in the transcription of medical reports with emphasis on a variety of medical specialization. Topics include: equipment and supplies maintenance and usage, work area management, spelling, definitions, punctuation, processing/transcription speed and accuracy, resource utilization, pronunciation, and medical transcription work ethics.

Pre-requisites:

BUSN 2320 - Medical Document Processing/Transcription

BUSN 2340 - Medical Administrative Procedures (Elective course **not** offered but could be **transferred** into the Business Administrative Technology program.) (4)

Emphasizes essential skills required for the medical office. Introduces the knowledge and skills of procedures for billing purposes. Introduces the basic concept of medical administrative assisting and its relationship to the other health fields. Emphasizes medical ethics, legal aspects of medicine, and the medical administrative assistant's role as an agent of the physician. Provides the student with knowledge and the essentials of professional behavior. Topics include: introduction to medical administrative assisting, medical law, ethics, patient relations/human relations, physician-patient-assistant relationship, medical office in litigation, medical records management, scheduling appointments, pegboard or computerized accounting, health insurance, transcription of medical documents, and billing/collection.

Pre-requisites

BUSN 2300 or ALHS 1090 and BUSN 2310 or ALHS 1010 or ALHS 1011 COMP 1000 - Introduction to Computers

BUSN 1440 - Document Production

BUSN 2350 - Computerized Medical Office Skills (Elective course **not** offered but could be **transferred** into the Business Administrative Technology program.) (2)

This course provides a study of the content, code sets, storage, retrieval, control, flow, retention, maintenance of the medical administrative and electronic health record, and computerized office management. Topics include: electronic health information management, electronic data interchange, coding standards, medical record and office management software, point of entry data entry, electronic coding from medical records, speed data entry in processing medical records, analysis of records to improve patient care, confidentiality, release of information, security of electronic health record, communication, technology, insurance payment, managed care, posting to accounts, appointment schedules, practice management, report generation and HIPAA security.

Pre-requisites

ALHS 1090 or BUSN 2300 and ALHS 1010 or ALHS 1011 or BUSN 2310

COMP 1000 - Introduction to Computers

BUSN 1440 - Document Production

BUSN 2360 - Acute Care Medical Transcription (Elective course **not** offered but could be **transferred** into the Business Administrative Technology program.) (4)

Development of a high level of speed and accuracy in the transcription of medical reports in an acute care setting. Topics include: equipment and supplies maintenance and usage, work area management, pronunciation, spelling, definitions, punctuation, typing speed and accuracy, and resource utilization.

Pre-requisites

ALHS 1010 or ALHS 1011 or BUSN 2310 and ALHS 1090 or BUSN 2300

BUSN 2320 - Medical Document Processing/Transcription

ENGL 1010 - Fundamentals of English I

BUSN 1440 - Document Production

BUSN 2370 - Medical Office Billing/Coding/Insurance (Elective course **not** offered but could be **transferred** into the Business Administrative Technology program.) (3)

Provides an introduction to medical coding skills and applications of international coding standards for billing of health care services. Provides the knowledge and skills to apply coding of diagnostic statements and procedures for billing purposes. Provides an introduction to medical coding as it relates to health insurance. Topics include: International classification of diseases, code book formats; coding techniques; formats of the ICD and CPT manuals; health insurance; billing, reimbursement, and collections; and managed care.

Pre-requisites

BUSN 2300 or ALHS 1090 and BUSN 2310 or ALHS 1010 or ALHS 1011

BUSN 2380 - Medical Admin. Assistant Internship I (Elective course **not** offered but could be **transferred** into the Business Administrative Technology program.) (4)

Provides student work experience in a medical office environment. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Administrative Technology program faculty and/or persons designated to coordinate work experience arrangements.

Pre-requisites

Must be in last semester of program. With advisor approval, may take concurrently with last quarter courses.

BUSN 2390 - Medical Admin Assistant Internship II (Elective course **not** offered but could be **transferred** into the Business Administrative Technology program.) (6)

Provides student work experience in a medical office environment. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Administrative Technology program faculty and/or persons designated to coordinate work experience arrangements

Pre-requisites

Must be in last semester of program. With advisor approval, may take concurrently with last semester

CABT Cabinetmaking

CABT 1080 - Cabinet Design and Layout (3)

Provides instruction in the planning, design, and layout of cabinet units. Emphasis will be placed on adherence to blueprint specifications. Topics include: parts identification, cabinet styles and floor plan arrangements, estimation procedures, layout to specifications, shop working sketches, shop management and CAD.

Pre-requisites: None

Co-requisites:

COFC 1030 - Materials and Fasteners

COFC 1050 - Construction Print Reading Fundamentals

CABT 1114 - Cabinet Components (3)

Instruction provides application of tool and equipment use techniques to the task of cutting out cabinet components. Topics include: equipment safety, frame member, cutting, shelving cutting, drawer component and door cutting, and material optimizing.

Pre-requisites: None

Co-requisites:

COFC 1030 - Materials and Fasteners

COFC 1050 - Construction Print Reading Fundamentals

CABT 1116 - Cabinet Assembly I (5)

Provides instruction in the fundamental procedures used for assembly of cabinet bases, wall units, and face frames.

Pre-requisites: None

CARP Carpentry

CARP 1070 - Site Layout, Footings and Foundations (3)

Introduces the concepts and practices of basic site layout, footings, and foundation construction. Students will use layout equipment for on-site laboratory practice. Topics include: zoning restrictions and codes, batter board installation, builder's level, squaring methods, footings, plot plan interpretation, materials estimation, foundation types, foundation forms, edge forms, waterproofing, soil testing and excavation.

Pre-requisites: None

Co-requisites:

COFC 1020 - Professional Tool Use and Safety

COFC 1030 - Materials and Fasteners

COFC 1050 - Construction Print Reading Fundamentals

CARP 1105 - Floor and Wall Framing (4)

This course provides instruction in floor and wall materials and materials estimation, framing production of walls and partitions, and framing production of flooring. Emphasis is placed on practical application of skills. Topics include estimation and computation procedures, rough layouts, and layout and installation procedures.

Pre-requisites: None

Co-requisites:

COFC 1020 - Professional Tool Use and Safety

COFC 1030 - Materials and Fasteners

COFC 1050 - Construction Print Reading Fundamentals

CARP 1110 - Ceiling and Roof Framing Covering

(6)

This course provides instruction in the theory and practical application of skills required to construct ceiling and roof framings and coverings. Topics include systems and materials identification, layout procedures, installation procedures, cost and materials estimation, and safety precautions.

Pre-requisites: None

Co-requisites:

COFC 1020 - Professional Tool Use and Safety

COFC 1030 - Materials and Fasteners

COFC 1050 - Construction Print Reading Fundamentals

CARP 1112 - Exterior Finishes and Trim

(4)

Introduces materials identification, estimation, and installation procedures for exterior finish and trim materials to include window and door units. Emphasis will be placed on competency development through laboratory practice. Topics include: doors and windows, siding types, materials identification, materials estimation, and installation procedures.

Pre-requisites: None

Co-requisites:

COFC 1020 - Professional Tool Use and Safety

COFC 1030 - Materials and Fasteners

COFC 1050 - Construction Print Reading Fundamentals

CARP 1114 - Interior Finishers I

(5)

This course introduces the procedures and methods for identifying materials, cost estimating, and installation of interior finishes and trim. Topics include materials identification, cost estimating, trim, insulation, doors, gypsum wallboard, and paneling used in finishing jobs.

Pre-requisites: None

Co-requisites:

COFC 1020 - Professional Tool Use and Safety

COFC 1030 - Materials and Fasteners

COFC 1050 - Construction Print Reading Fundamentals

CARP 1190 - Interior Finishes II

(2)

Introduces finish floor coverings for residential construction projects. Emphasis will be placed on identification, estimation and installation of various types of hard and soft floor coverings. This course introduces design, construction and installation of fireplace trim. The course also introduces locating and installing cabinets and millwork. Topics include: identification of flooring materials, flooring estimation procedures, flooring installation procedures, fireplace trim, cabinets and millwork.

Pre-requisites: None

Co-requisites:

COFC 1020 - Professional Tool Use and Safety

COFC 1030 - Materials and Fasteners

COFC 1050 - Construction Print Reading Fundamentals

CARP 1210 - Cornice and Soffit

(1)

Provides instruction in the production and installation of various types and styles of cornice and soffit work used in residential carpentry. Topics include: identification of types and styles, vent systems, materials estimation, installation procedures, and ladder and scaffolding safety.

Pre-requisites: None

Co-requisites:

COFC 1020 - Professional Tool Use and Safety

COFC 1030 - Materials and Fasteners

COFC 1050 - Construction Print Reading Fundamentals

CARP 1260 - Stairs

(2)

Provides fundamental instruction in the layout, construction, and installation of various stair types. Topics include: identification of stair types, identification of stair components, riser and tread calculation, stringer layout, and fabrication and installation procedures.

Pre-requisites: None

Co-requisites:

COFC 1020 - Professional Tool Use and Safety

COFC 1030 - Materials and Fasteners

COFC 1050 - Construction Print Reading Fundamentals

CARP 1310 - Doors and Door Hardware

(2)

Provides instruction in the identification and installation of a variety of doors, frames, and door hardware for commercial construction applications. Topics include: door types, door hardware, thresholds, weather stripping, and overhead doors.

Pre-requisites: None

Co-requisites:

COFC 1020 - Professional Tool Use and Safety

COFC 1030 - Materials and Fasteners

COFC 1050 - Construction Print Reading Fundamentals

CARP 1320 - Site Development, Concrete Forming, and Rigging and Reinforcing

(4)

This course provides instruction in the development of construction sites with an emphasis on surveying, materials and processes for concrete forming and usage, and the various methods and materials used in the handling and rigging of steel components.

Pre-requisites: None

Co-requisites:

COFC 1020 - Professional Tool Use and Safety

COFC 1030 - Materials and Fasteners

COFC 1050 - Construction Print Reading Fundamentals

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 1111 - College Algebra

MATH 1101 - Mathematical Modeling

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 1111 - College Algebra

MATH 1101 - Mathematical Modeling

Co-requisites:

CHEM 1211 - Chemistry I

CIST Computer Information Systems**CIST 1001 - Computer Concepts****(4)**

Provides an overview of information systems, computers and technology. Topics include: Information Systems and Technology Terminology, Computer History, Data Representation, Data Storage Concepts, Fundamentals of Information Processing, Fundamentals of Information Security, Information Technology Ethics, Fundamentals of Hardware Operation, Fundamentals of Networking, Fundamentals of the Internet, Fundamentals of Software Design Concepts, Fundamentals of Software, (System and Application), System Development Methodology, Computer Number Systems conversion (Binary and Hexadecimal), Mobile computing.

Pre-requisites: None

CIST 1122 - Hardware Installation and Maintenance**(4)**

This course serves to provide students with the knowledge of the fundamentals of computer technology, networking, and security along with the skills required to identify hardware, peripheral, networking, and security components with an introduction to the fundamentals of installing and maintaining computers. Students will develop the skills to identify the basic functionality of the operating system, perform basic troubleshooting techniques, utilize proper safety procedures, and effectively interact with customers and peers. This course is designed to help prepare students for the CompTIA A+ certification examination.

Pre-requisites:

Program Admission

CIST 1130 - Operating Systems Concepts**(3)**

Provides an overview of modern operating systems and their use in home and small business environments. Activities will utilize the graphical user interface (GUI) and command line environment (CLI). This will include operating system fundamentals; installing, configuring, and upgrading operating systems; managing storage, file systems, hardware and system resources; troubleshooting, diagnostics, and maintenance of operating systems; and networking.

Pre-requisites: None

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: 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, Data retrieval using SQL, Data Modification using SQL, Developing and Using SQL Procedures.

Pre-requisites:

COMP 1000 - Introduction to Computers

CIST 1001 - Computer Concepts

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 four logic structures, file processing concepts, and arrays.

Pre-requisites: None

CIST 1401 - Computer Networking Fundamentals**(4)**

Introduces networking technologies and prepares students to take the CompTIA's broad-based, vendor independent networking certification exam, Network +. This course covers a wide range of material about networking, including local area networks, wide area networks, protocols, topologies, transmission media, and security. Focuses on operating network management systems, and implementing the installation of networks. It reviews cabling, connection schemes, the fundamentals of the LAN and WAN technologies, TCP/IP configuration and troubleshooting, remote connectivity, and network maintenance and troubleshooting. Topics include: basic knowledge of networking technology, network media and topologies, network devices, network management, network tools and network security.

Pre-requisites:

Program Admission

CIST 1510 - Web Development I**(3)**

Explores the concepts of Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), XML, and XHTML following the current standards set by the World Wide Web Consortium (W3C) for developing inter-linking web pages that include graphical elements, hyperlinks, tables, forms, and image maps.

Pre-requisites:

CIST 1305 - Program Design and Development

CIST 1520 - Scripting Technologies

(3)

Students learn how to use the features and structure of a client side scripting language, explore the features on server side scripting and develop professional web applications that include special effects, interactive, dynamic, validated, and secure forms.

Pre-requisites:

CIST 1510 - Web Development I

CIST 1530 - Web Graphics I

(3)

Students will explore how to use industry standard or open source graphics software programs to create Web ready images and Web pages. Topics include advanced image correction techniques and adjustments, typography and interpolation as well as conditional scripting statements and arrays. The course includes a final project that allows students to develop a Web page/site using the chosen software.

Pre-requisites:

Program Admission

CIST 1540 - Web Animation I

(3)

In this course, students will use scripting and the latest in industry standard or open source software to cover the creation and manipulation of images and animations. Topics include graphic types, organizational methods, drawing tools, beginning to complex object modeling and an introduction to scripting.

Pre-requisites:

Program Admission

CIST 1601 - Information Security Fundamentals

(3)

This course provides a broad overview of information security. It covers terminology, history, security systems development and implementation. Student will also cover the legal, ethical, and professional issues in information security.

Pre-requisites: 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

CIST 1220 Structured Query Language and CIST 2414 Windows Server Administrator CIST 2412 - Microsoft Server Directory Services

CIST 2224 - Designing and Implementing Databases with Microsoft SQL Server

(4)

Shows how to design and implement a database solution using Microsoft SQL Server. Topics include: developing logical data model and physical design, creating data services, creating physical database, and maintaining a database.

Pre-requisites:

CIST 1220 - Structured Query Language (SQL)

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:

CIST 1305 - Program Design and Development

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 1305 - Program Design and Development

CIST 2311 - Visual Basic I

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 2311 - Visual Basic I

CIST 2312 - Visual Basic II

CIST 2341 - C# Programming I

(4)

This course is designed to teach the basic concepts and methods of object-oriented design and C#.Net programming. Use practical problems to illustrate C#.Net application building techniques and concepts. Develop an understanding of C#.Net vocabulary. Create an understanding of where C#.Net fits in the application development landscape. Create an understanding of the C#.Net Development Environment, Visual Studio and how to develop, debug, and run C#.Net applications using the Visual Studio. Continue to develop student's programming logic skills. Topics include: C#.NET Language History, C#.NET Variable Definitions, C#.NET Control Structures, C#.NET Functions, C#.NET Classes, C#.NET Objects, and C#.NET Graphics.

Pre-requisites:

CIST 1305 - Program Design and Development

CIST 2342 - C# Programming II

(4)

This course is an intermediate course in C#.NET Programming. It is assumed that the student knows the C#.NET syntax as well as basic objects oriented concepts. Intermediate C#.NET teaches client-server systems, n-tier development environments, relational databases, use of SQL to access data, the use of ADO.NET objects, methods and properties to access and update relational databases. Advanced features of C# windows programming are explored.

Pre-requisites:

CIST 2341 - C# Programming I

CIST 2343 - C# Programming III

(4)

This course is an advanced course in C#.NET programming. It is assumed that the student is fairly familiar with the C#.NET programming language. The goal of this course is to help students

understand how to use C# to build industry level dynamic Web-based applications. The course covers in detail how to use C# to develop an Enterprise level Web Application. The students will learn how to use HTML to build the Client-Side, and how to use C# for the Server side processing of data and talking to databases.

Pre-requisites:

CIST 2342 - C# Programming II

CIST 2351 - PHP Programming I

(4)

An introductory PHP programming course that teaches students how to create dynamic websites. Topics include: PHP and basic web programming concepts, installing PHP, embedding PHP in HTML, variables and constants, operators, forms, conditional statements, looping, arrays, and text files.

Pre-requisites:

CIST 1510 - Web Development I

CIST 1305 - Program Design and Development

CIST 2352 - PHP Programming II

(4)

Reinforces and extends the concepts learned in PHP Programming I. Topics include: Database retrieval and updating, multiple form handling, regular expressions, and advanced array processing.

Pre-requisites:

CIST 2351 - PHP Programming I

CIST 2361 - C++ Programming I

(4)

Provides opportunity to gain a working knowledge of "C++" programming. Includes creating, editing, executing, and debugging "C++" programs of moderate difficulty. Topics include: basic "C++" concepts, simple I/O and expressions, I/O and control statements, arrays, pointers, structures, managing data and developing programs.

Pre-requisites:

CIST 1305 - Program Design and Development

CIST 2362 - C++ Programming II

(4)

Develops skills for the programmer to write programs using the language of C++. Emphasis is placed on utilizing the added features of C++, which will be added to the skills mastered in Introduction to C++ Programming. Topics include: objects, classes, inheritance, overloading, polymorphism, streams, containers, and exceptions.

Pre-requisites:

CIST 2361 - C++ Programming I

CIST 2371 - Java Programming I

(4)

This course is designed to teach the basic concepts and methods of object-oriented design and Java programming. Use practical problems to illustrate Java application building techniques and concepts. Develop an understanding of Java vocabulary. Create an understanding of where Java fits in the application development landscape. Create an understanding of the Java Development Kit and how to develop, debug, and run Java applications using the JDK. Continue to develop student's programming logic skills. Topics include: JAVA Language History, JAVA Variable Definitions, JAVA Control Structures, JAVA Methods, JAVA Classes, JAVA Objects, and JAVA Graphics.

Pre-requisites:

CIST 1305 - Program Design and Development

CIST 2372 - Java Programming II

(4)

This course is an intermediate course in Java Programming. It is assumed that the student knows the Java syntax as well as basic objects oriented concepts. The student will use classes and objects provided by the core Java API. They will use these classes to accomplish tasks such as Database access, File access, exception handling, running threads, using sockets to talk across a network, and remotely calling methods using RMI techniques.

Pre-requisites:

CIST 2371 - Java Programming I

CIST 2373 - Java Programming III

(4)

This course is a course in building Web Applications using Java Enterprise Edition (JEE). It is assumed that the student knows Java Standard Edition as the concepts and techniques build on that foundation. The student will install Web, Application and Database servers. The student will learn to build Web Applications using JEE technologies, such as Servlets, Java Server Pages and Enterprise JavaBeans.

Pre-requisites:

CIST 2372 - Java Programming II

CIST 2381 - Mobile Application Development

(4)

This course explores mobile guidelines, standards, and techniques. This course includes design and development techniques for multiple mobile devices, platforms, and operating systems. Students will develop mobile applications using state of practice development tools, languages and devices.

Pre-requisites:

CIST 1305 - Program Design and Development

CIST 2411 - Microsoft Client

(4)

Provides the ability to implement, administrator, and troubleshoot Windows Professional Client as a desktop operating system in any network environment.

Pre-requisites:

Program Admission

CIST 2412 - Microsoft Server Directory Services

(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:

Program Admission

CIST 2413 - Microsoft Server Infrastructure

(4)

Provides students with knowledge and skills necessary to install, configure, manage, support and administer Microsoft Directory Services.

Pre-requisites:

Program Admission

CIST 2414 - Microsoft Server Administrator

(4)

Provides students with knowledge and skills necessary to install, configure, manage, support and administer a Microsoft network infrastructure.

Pre-requisites:

CIST 2412 - Microsoft Server Directory Services

CIST 2413 - Microsoft Server Infrastructure

CIST 2420 - Microsoft Exchange Server

(4)

Provides students with the knowledge and skills necessary to install, configure, manage, support and administer Microsoft Exchange Server.

Pre-requisites: CIST 2413 - Microsoft Server Infrastructure, CIST 2414 - Microsoft Server Administrator

CIST 2441 - Cisco Networking for Home and Small Businesses

(4)

This course teaches students the skills needed to obtain entry-level home network installer jobs. It also helps students develop some of the skills needed to become network technicians, computer technicians, cable installers, and help desk technicians. It provides a hands-on introduction to networking and the Internet using tools and hardware commonly found in home and small business environments. Instructors are encouraged to facilitate field trips and outside-the-classroom learning experiences. Labs include PC installation, Internet connectivity, wireless connectivity, and file and print sharing.

Pre-requisites:

Program Admission

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:

Program Admission

CIST 2452 - Cisco Routing Protocols and Concepts

(4)

The goal is to develop an understanding of how a router learns about remote networks and determines the best path to those networks. Topics include basics of routing, static routing, dynamic routing, distance vector routing, distance vector routing protocols, VLSM and CIDR, routing table in-depth, link state routing, and link state routing protocols.

Pre-requisites: CIST 2451 - Cisco Network Fundamentals

CIST 2453 - Cisco LAN Switching and Wireless

(4)

The goal is to develop an understanding of how switches are interconnected and configured to provide network access to LAN users. This course also teaches how to integrate wireless devices into a LAN. Topics include LAN design, basic switch concepts and configuration, VLAN concepts and configuration, VTP concepts and configuration, STP concepts and configuration, Inter-VLAN routing, and basic wireless concepts and configuration.

Pre-requisites:

CIST 2451 - Cisco Network Fundamentals

CIST 2454 - Cisco Accessing the WAN

(4)

Provides students with classroom and laboratory experience in current and emerging network technology. Topics include: introduction to WANs, WAN protocols, basic network security and ACLs, remote access, IP addressing services, and network troubleshooting.

Pre-requisites:

CIST 2452 - Cisco Routing Protocols and Concepts

CIST 2453 - Cisco LAN Switching and Wireless

CIST 2510 - Web Technologies

(3)

In Web Technologies, students will investigate one or more software packages that help automate Web content creation. Students will explore and utilize various features of software packages such as CSS, multimedia incorporation, scripting technologies, form creation, search functionality, advanced image techniques and database connectivity.

Pre-requisites:

Program Admission

CIST 2531 - Web Graphics II

(3)

Students will further explore how to use and industry standard or open source graphics software program to create Web ready images and Web pages. Topics include advanced image correction techniques and adjustments, typography and interpolation as well as conditional scripting statements and arrays.

Pre-requisites:

CIST 1530 - Web Graphics I

CIST 2541 - Web Animation II

(3)

In this continuation of Web Animation I, students build on their basic scripting knowledge to incorporate advanced scripting techniques in an animated project. They will also explore how to create realistic graphics using inverse kinematics, how to create and edit advanced tweens and how to incorporate various media types into a Web based animation or movie. The course concludes with the completion of a Web animation project.

Pre-requisites:

CIST 1540 - Web Animation I

CIST 2550 - Web Development II

(3)

Web Development II teaches students how to manipulate data in a database using the Open Database Connectivity (ODBC) model. Students will learn to retrieve, update, and display database information with a web application. Database access may be accomplished using a web programming language (such as PHP, Microsoft VB, Microsoft C#, or Sun Java). Topics include manipulating data in a database, working with a relational database via Open Database Connectivity (ODBC), working with different database systems, developing forms and applications to interact with a database server(s), modifying data in a database, and controls and validation.

Pre-requisites:

CIST 1510 - Web Development I

CIST 1520 - Scripting Technologies

CIST 1220 - Structured Query Language (SQL)

CIST 2560 - Web Application Programming I

(4)

CIST 2560 explores W3C and Microsoft .NET programming standards in order to practice various web programming techniques for creating web forms, providing web navigation, and accessing data that produce dynamic interactive web applications. Students may use Microsoft Visual Basic .NET, Microsoft C# .NET, or another .NET language.

Pre-requisites:

CIST 1305 - Program Design and Development

CIST 2561 - Web Application Programming II

(4)

This course is a continuation of CIST 2560 Web Application Programming I. The student will explore advanced web programming concepts and technologies which include data binding, program security, program user validation, caching, widgets, AJAX, and social engineering. The student will follow W3C programming standards and .NET programming standards to produce dynamic interactive secure web applications. Students may use Microsoft Visual Basic .NET, Microsoft C# .NET, or another .NET language.

Pre-requisites: CIST 2560 - Web Application Programming I

CIST 2570 - Open Source Web Application Programming I

(4)

CIST 2570 explores open source W3C programming standards in order to practice various web programming techniques for creating web forms, providing web navigation, and accessing data that produce dynamic interactive web applications. Students may use Java, Perl, PHP, Python, or other open source web programming languages.

Pre-requisites:

CIST 1305 - Program Design and Development

CIST 2571 - Open Source Web Application Programming II

(4)

This course is a continuation of CIST 2570 Open Source Web Application Programming I. The student will explore advanced web programming concepts and technologies which include data binding, program security, program user validation, caching, widgets, AJAX, and social engineering. The student will follow W3C programming standards to produce dynamic interactive secure web applications. Students may use PERL, PHP, Java, Python, or another open source language.

Pre-requisites: CIST 2570 - Open Source Web Application Programming I

CIST 2580 - Interactive and Social Apps Integration

(4)

This course explores social and interactive web application technology and its effect on the business model. Topics include interactive and social web business model, interactive and social business web requirements and successful interactive and social integration.

Pre-requisites:

CIST 1305 - Program Design and Development

CIST 2550 - Web Development II

CIST 2801 - Interactive Video Productions I

(4)

This course will be the first of three courses designed to train individuals in the skills needed to package information content ready for an interactive video delivery system.

Pre-requisites: None

CIST 2802 - Interactive Video Productions II

(4)

This course will be the second of three courses designed to train individuals in the skills, needed to package information content ready for an interactive video delivery system.

Pre-requisites:

CIST 2801 - Interactive Video Productions I

CIST 2803 - Interactive Video Productions III

(4)

This course will be the third of three courses designed to train individuals in the skills needed to package information content ready for an interactive video delivery system.

Pre-requisites:

CIST 2802 - Interactive Video Productions II

CIST 2921 - IT Analysis, Design, and Project Management

(4)

IT Analysis, Design, and Project Management will provide 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:

CIST 1305 - Program Design and Development

CIST 2950 - Web Systems Project

(3)

CIST 2950 is a capstone course providing a realistic experience for students working in a team to develop a complete web systems project.

Pre-requisites:

Program Instructor Approval

CIST 2991 - CIST Internship I

(3)

Provides the instructor and student a 3 credit hour opportunity to develop special learning environments. Instruction is delivered through occupational work experiences, practicums, advanced projects, industry sponsored workshops, seminars, or specialized and/or innovative learning arrangements.

Pre-requisites: None

CMTT - CMT

CMTT 2010 - Residential Estimating Review

(3)

This course introduces the complete estimating process from excavation to completed residence. Topics include the sequencing of construction, materials calculation, blueprint interpretation methods of construction, working with subcontractors, and final estimate assembly.

Pre-requisites: None

CMTT 2020 - Construction Drafting I

(3)

This course provides instruction in producing residential floor plans and elevations using computer-aided drafting and design (CAD) software. Topics include system setup and system management, software menus and basic functions, prototype drawings, and two and three dimensional drafting and dimensioning.

Pre-requisites:

COMP 1000 - Introduction to Computers

CMTT 2050 - Residential Code Review

(3)

This course covers building codes as they apply to typical residential applications. Topics include international residential codes, working with building inspectors, permits and inspections, and site visits.

Pre-requisites:

CMTT 2010 - Residential Estimating Review

CMTT 2130 - Computerized Construction Scheduling

(3)

This course provides instruction in the use of application software for scheduling construction work. The use of contemporary construction scheduling and management software is emphasized. Topics include software overview, scheduling methods and requirements, and computerized scheduling of a simulated construction job.

Pre-requisites:

COMP 1000 - Introduction to Computers

CMTT 2170 - Construction Contracting

(4)

This course provides an in depth study of the contractual relationship between the parties involved in building construction contracting. Topics include bonds, insurance, bidding, awarding, and subcontracting types and conditions.

Pre-requisites:

CMTT 2130 - Computerized Construction Scheduling

COFC Construction Fundamental Core**COFC 1000 - Safety**

(2)

This course provides a review of general safety rules and practices giving student's information about state and federal regulations including OSHA Hazard Communication Standards and Material Safety Data Sheets (MSDS). Emphasis is placed on electrical, fire, lifting, and ladder and scaffolding practices.

Pre-requisites: None

COFC 1010 - Introduction to Construction

(2)

This course covers the introduction to the different crafts in the building trades through an overview of the building process. The student is also introduced to the attitudes and life skills required to succeed in the construction industry. Topics include an introduction to the construction trades, workplace expectations, professional ethical standards, proper practices, fundamentals of measurement, working in teams, learning for success, and life skills.

Pre-requisites: None

COFC 1020 - Professional Tool Use and Safety

(3)

This course provides instruction in the use of professional tools for the construction trades. Emphasis will be placed on the safe use of each tool discussed. Topics include layout and measuring tools, cutting tools, sawing tools, drilling and boring tools, finishing and fastening tools, general shop tool use, and job site setup.

Pre-requisites: None

COFC 1030 - Materials and Fasteners

(2)

This course introduces the fundamental array of building materials used in residential and commercial construction. Topics include fasteners, wood products, concrete, brick and block, plumbing materials, finishing materials, manufactured products and an introduction to construction cost estimation.

Pre-requisites: None

COFC 1050 - Construction Print Reading Fundamentals

(3)

This course introduces the reading and interpretation of prints and architectural drawings for all of the construction trades. Topics include types of plans, scales, specifications, conventions, and schedules.

Pre-requisites: None

COLL College Life**COLL 1500 - College Success & Career Exploration**

(3)

Apply physiological, social and psychological principles to success in college, the world of work and life. Explore personality, interests and values to increase self-understanding and select an appropriate major and career. Learn about careers of the future. Discover strategies for lifelong learning by identifying your learning style and applying psychological principles of learning and memory to academic study strategies. Apply life management techniques such as time and money management to accomplish personal goals. Examine adult stages of development and develop a plan for wellness and living a long and healthy life. Learn strategies for motivation and stress management. Practice creative and critical thinking techniques.

Pre-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. Topics include an introduction to computer terminology, the Windows environment, Internet and email, word processing software, spreadsheet software, database software, and presentation software.

Pre-requisites

Provisional-requisites

Provisional Admission

COSM Cosmetology

COSM 1000 - Introduction to Cosmetology Theory

(4)

Introduces fundamental both theory and practices of the cosmetology profession. Emphasis will be placed on professional practices and safety. Topics include: state rules, and regulations; state regulatory agency, image; bacteriology; decontamination and infection control, chemistry fundamentals, safety, Hazardous Duty Standards Act compliance, and anatomy and physiology.

Pre-requisites: Program Admission

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

(2)

Introduces the theory, procedures and products used in the care and treatment of the scalp and hair, disease and disorders and their treatments and the fundamental theory and skills required to shampoo, condition, and recondition the hair and scalp.

Pre-requisites: None

Co-requisites:

COSM 1000 - Introduction to Cosmetology Theory

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 1000 - Introduction to Cosmetology Theory

COSM 1040 - Styling

(3)

Introduces the fundamental theory and skills required to create shaping, pin curls, finger waves, 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, finger waves, 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 1000 - Introduction to Cosmetology Theory

COSM 1050 - Hair Color

(3)

Introduces the theory and application of temporary, semi-permanent, demi-permanent-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, hair color challenges, corrective solutions, and special effects.

Pre-requisites: None

Co-requisites:

COSM 1000 - Introduction to Cosmetology Theory

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 1000 - Introduction to Cosmetology Theory

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 - Cosmetology Practicum I

(4)

Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is required by the Georgia State Board of Cosmetology. This course includes a portion of the required hours for licensure. Topics include: permanent waving and relaxers; various hair color techniques, foiling and lightening; skin, scalp, and hair treatments; haircutting; styling; manicure/pedicure/advanced nail techniques; dispensary; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

Pre-requisites:

COSM 1000 - Introduction to Cosmetology Theory

COSM 1010 - Chemical Texture Services

COSM 1020 - Hair Care and Treatment

COSM 1030 - Haircutting

COSM 1040 - Styling

COSM 1050 - Hair Color

COSM 1060 - Fundamentals of Skin Care

COSM 1070 - Nail Care and Advanced Techniques

COSM 1090 - Cosmetology Practicum II**(4)**

Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is prescribed by the Georgia State Board of Cosmetology. This course includes a portion of the hours required for licensure. Topics include: permanent waving and relaxers; hair color, foiling, lightening, skin, scalp, and hair treatments; haircutting; clipper design, precision cutting, styling; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; product knowledge, customer service skills, client retention, State Board Rules and Regulations guidelines, and State Board foundation prep.

Pre-requisites: None

Co-requisites: COSM 1080 - Cosmetology Practicum I

COSM 1100 - Cosmetology Practicum III**(4)**

Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications for completion of state board service credit requirements for this course may be met in a laboratory setting. Topics include: texture services; permanent waving and relaxers; hair color and lightening; skin, scalp, and hair treatment; haircutting; styling; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

Pre-requisites: None

Co-requisites:

COSM 1090 - Cosmetology Practicum II

COSM 1110 - Cosmetology Practicum IV**(4)**

Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting. Topics include: permanent waving and relaxers; hair color and bleaching; skin, scalp, and hair treatments; haircutting; dispensary; styling; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; and state licensure preparation.

Pre-requisites: None

Co-requisites:

COSM 1100 - Cosmetology 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 1000 - Introduction to Cosmetology Theory

COSM 1180 - Nail Care I**(5)**

Provides additional experience in Manicuring and Pedicuring techniques required of applicants for state licensure. Emphasis is placed on performance, using live models in an actual or simulated occupational setting. Topics include: manicure, nail repair, artificial nails, pedicure, nail art, reception, dispensary, advanced/new techniques, documentation, customer service skills, safety precautions, federal/state agency compliance, and state board foundation prep.

Pre-requisites:

COSM 1000 - Introduction to Cosmetology Theory

COSM 1070 - Nail Care and Advanced Techniques

COSM 1190 - Nail Care II**(5)**

Provides nail care experience on live models. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications required by the state board of cosmetology in theory and service credit requirements for this course. Emphasis is placed on performance, using live models in an actual or simulated occupational setting. Topics include: manicure, nail repair, artificial nails, pedicure, nail art, electric drill, reception, dispensary, advanced/new techniques, documentation, customer service skills, safety precautions, federal/state agency compliance, and state board comprehension.

Pre-requisites: None

Co-requisites:

COSM 1180 - Nail Care I

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

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 2000 - Instructional Theory and Documentation

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 2000 - Instructional Theory and Documentation

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 2000 - Instructional Theory and Documentation

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 2000 - Instructional Theory and Documentation

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 trainees display of professional conduct, positive attitude, and evaluation of learners in a classroom/lab setting. The requirements for this course may be met in a classroom/laboratory setting. Topics include monitoring and evaluating in the following areas: theory/online testing; permanent waving and relaxers; hair color and bleaching; skin, scalp, and hair treatments; haircutting; dispensary; styling; manicure/pedicure/advanced nail techniques; dispensary; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance.

Pre-requisites:

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

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 trainees display of professional conduct, positive attitude, and evaluation of learners in a lab setting. The requirements for this course may be met in a classroom/laboratory setting. Topics include monitoring and evaluating in the following areas: permanent waving and relaxers; hair color and lightening; skin, scalp, and hair treatments; haircutting; dispensary; styling; manicure/pedicure/advanced nail techniques; dispensary; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance.

Pre-requisites: None

Co-requisites: COSM 2060 - Practicum I

CRJU Criminal Justice Technology

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:

Provisional Admission

CRJU 1021 - Private Security

(3)

Provides an orientation to the development, philosophy, responsibility, and function of the private security industry. A historical and philosophical perspective of private security will help students better understand the present stage of private security, its principles, its legal authority and its effect on society in general. Topics include: private security: an overview; basic security goals and responsibilities; when prevention fails; and security systems at work: putting it all together.

Pre-requisites:

Program Admission

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

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:

Program Admission

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: Program Admission

CRJU 1050 - Police Patrol Operations

(3)

This course presents the knowledge and skills associated with police patrol operations. Emphasis is placed on patrol techniques, crimes in progress, crisis intervention, domestic disputes, Georgia Crime Information Center procedures, electronics communications and police reports. Topics include: foundations, policing skills and communication skills

Pre-requisites:

Program Admission

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:

Program Admission

CRJU 1054 - Police Officer Survival

(3)

This course examines the critical issues involved in the survival of a police officer in all aspects including their physical, mental, and psychological wellbeing. Emphasis is placed on personal protection skills, defensive tactics, handcuffing techniques, patrol tactics, vehicle stops, building searches and use of force.

Pre-requisites: None

CRJU 1056 - Police Traffic Control and Investigation

(3)

This course examines enforcement of traffic laws and procedures for traffic accident investigation. Emphasis is placed on Georgia traffic laws, traffic law enforcement, recognition of impaired driving, and traffic accident investigation. Topics include: regulations, impaired driving, and traffic accident investigation.

Pre-requisites:

Program Admission

CRJU 1062 - Methods of Criminal Investigation

(3)

This course presents the fundamentals of criminal investigation. The duties and responsibilities of the investigator both in field and in the courtroom are highlighted. Emphasis is placed on techniques commonly utilized by investigative personnel as well as the procedures used for investigating various crimes.

Pre-requisites:

Program Admission

CRJU 1063 - Crime Scene Processing

(3)

This course presents students with practical exercises dealing with investigating crime scenes and gathering various forms of physical evidence. Emphasis is placed on crime scene assessment, search, fingerprinting, and evidence collection. Topics include: crime scene management, evidence characteristics, identification, documentation and collection as well as techniques for developing and lifting latent fingerprints.

Pre-requisites:

Program Admission

CRJU 1065 - Community-Oriented Policing

(3)

Presents the fundamentals for the community-oriented policing philosophy, including the comparison of traditional and community policing philosophies; law enforcement and community relationships; importance of political and public support and involvement; attitudinal changes involving the roles of police management, supervisors and line personnel; creation of partnerships with community organizations, businesses, private security, other governmental agencies, and special interest groups; and police problem-solving methodologies. Topics include: foundations of community-oriented policing, partnerships and problem-solving in community-oriented policing, and community-oriented policing projects and programs.

Pre-requisites:

Program Admission

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:

Program Admission

CRJU 1072 - Introduction to Forensic Science

(3)

The origin, history and role of forensic science in the investigative process. Philosophical, rational and practical framework that supports a case investigation will be outlined. The unifying principles of forensic science, the rooting of forensic science in the pure sciences, and the unique ways in which a forensic scientist must think will also be discussed. The special areas of forensic science will be explored.

Pre-requisites:

Program Admission

CRJU 1074 - Applications in Introductory Forensics

(3)

This course complements CRJU 1072: Introduction to Forensics, focusing particularly on the practical application of forensic science in law enforcement including the following: crime scene investigation; interview and interrogation techniques; as well as case preparation and courtroom testimony.

Pre-requisites: None

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: Program Admission

CRJU 1400 - Ethics and Cultural Perspectives for Criminal Justice

(3)

This course provides an exploration ethics and cultural perspectives in criminal justice. In presenting ethics, both the individual perspective and the organizational standpoint will be examined. Four areas of ethical decision making opportunities are studied including: law enforcement ethics; correctional ethics; legal profession ethics; and policymaking ethics. The presentation of cultural perspectives is designed to aid law enforcement officers to better understand and communicate with members of other cultures with whom they come in contact in the line of duty. Topics include: defining and applying terms related to intercultural attitudes, role-play activities related to intercultural understanding, developing interpersonal/intercultural communication competence, and development of personal intercultural growth plan.

Pre-requisites:

Program Admission

CRJU 2020 - Constitutional Law for Criminal Justice

(3)

This course emphasizes those provisions of the Bill of Rights which pertain to criminal justice. Topics include: characteristics and powers of the three branches of government; principles governing the operation of the U.S. Constitution, the Bill of Rights and the Fourteenth Amendment.

Pre-requisites:

Program Admission

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:

Program Admission

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:

Program Admission

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:

Program Admission

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:

Program Admission

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:

Program Admission

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:

Program Admission

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:

Program Admission

CSSP Central Sterile Supply Processing**CSSP 1010 - Central Sterile Supply Processing Technician**

(5)

This course provides an overview of the Central Sterile Processing and Distribution profession and develops the fundamental concepts and principles necessary to successfully participate as an entry level Central Sterile Processing Technician. Emphasis will be placed on the profession of Central Sterile Processing, basic sciences and related subjects, infection control, aseptic technique, equipment management, sterilization, instrumentation and supplies, legal issues, inventory management, safety, quality assurance, professional development and healthcare trends. Students completing this course will be eligible to apply to take the International Association of Healthcare Central Service Materiel Management (IAHCSCMM) certification exam.

Pre-requisites:

Program Admission

CSSP 1020 - Central Sterile Supply Processing Technician Practicum

(11)

This course complements CSSP 1010 Central Sterile Supply Processing Technician, providing the practica hours necessary to meet the International Association of Healthcare Central Service Materiel Management (IAHCSCMM) requirements to sit for the certification examination.

Pre-requisites:

Program Admission

CTDL Commercial Truck Driving**CTDL 1010 - Fundamentals of Commercial Driving**

(3)

Fundamentals of Commercial Driving introduce students to the transportation industry, federal and state regulations, records and forms, industrial relations, and other non-driving activities. This course provides an emphasis on safety that will continue throughout the program.

Pre-requisites: None

CTDL 1020 - Combination Vehicle Basic Operation and Range Work

(3)

This course familiarizes students with truck instruments and controls and performing basic maneuvers required to drive safely in a controlled environment and on the Driving Range. Each student must receive 12 hours behind the wheel (BTW) instructional time in range operations such as operating a tractor trailer through clearance maneuvers, backing, turning, parallel parking and coupling/uncoupling.

Pre-requisites: None

Co-requisites: CTDL 1010 - Fundamentals of Commercial Driving

CTDL 1030 - Combination Vehicle Advanced Operations**(4)**

Advanced Operations develops students' driving skills under actual road conditions. The classroom part of the course stresses following safe operating practices. These safe operating practices are integrated into the development of driving skills on the road. Each student must receive at least twelve (12) hours behind-the-wheel (BTW) instructional time on the street/road. In addition the student must have a minimum program total of forty four (44) hours BTW instructional time in any combination (with CTDL 1020) of range and street/road driving. Note: state law requires that whenever a combination vehicle is operated on public roads an instructor must be present in the vehicle while the student is driving.

Pre-requisites: None

Co-requisites:

CTDL 1020 - Combination Vehicle Basic Operation and Range Work

CTDL 1040 - Commercial Driving Internship**(3)**

Commercial Driving Internship provides the opportunity for an individual to complete his/her training with a company. The internship takes the place of CTDL- 1030, Advanced Operations. Working closely with the school a company provides the advanced training which focuses on developing students' driving skills. Each student must receive at least twelve (12) hours behind-the-wheel (BTW) instructional time on the street/road. In addition the student must have a minimum program total of forty-four (44) hours BTW instructional time in any combination (with CTDL 1020) or range and street/road driving. Note: State law requires that whenever a vehicle is operated on public roads an instructor must be present in the truck while the student is driving.

Pre-requisites: None

Co-requisites:

CTDL 1020 - Combination Vehicle Basic Operation and Range Work

CTDL 1050 - Straight Truck/Passenger Vehicle Basic Operation A**(3)**

This course focuses on familiarizing students with truck instruments and controls and performing basic maneuvers required to drive safely in a controlled environment and on the Driving Range. Each student must receive at least twelve (12) hours behind-the-wheel (BTW) instructional time in range operations by operating a straight truck or passenger vehicle through clearance maneuvers, backing, turning, parallel parking and coupling and uncoupling.

Pre-requisites: None

Co-requisites: CTDL 1010 - Fundamentals of Commercial Driving

CTDL 1060 - Straight Truck and Passenger Vehicle Advanced Operation**(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

CUUL Culinary Arts**CUUL 1000 - Fundamentals of Culinary Arts****(4)**

Provides an overview of the professionalism in culinary arts, culinary career opportunities, Chef history, pride, and esprit d corp. Introduces principles and practices necessary to food, supply, and equipment selection, procurement, receiving, storage, and distribution. Topics include: cuisine, food service organizations, career opportunities, food service styles, basic culinary management techniques, professionalism, culinary work ethics, quality factors, food tests, pricing procedures, cost determination and control, selection, procurement, receiving, storage, and distribution. Laboratory demonstration and student experimentation parallel class work.

Pre-requisites: None

Co-requisites:

MATH 1012 - Foundations of Mathematics

CUUL 1110 - Culinary Safety and Sanitation**(4)**

Emphasizes fundamental kitchen and dining room safety, sanitation, maintenance, and operation procedures. Topics include: cleaning standards, O.S.H.A. M.S.D.S. guidelines, sanitary procedures following SERV-SAFE guidelines, HACCAP, safety practices, basic kitchen first aid, operation of equipment, cleaning and maintenance of equipment, dishwashing, and pot and pan cleaning. Laboratory practice parallels class work.

Pre-requisites:

Provisional Admission

Co-requisites

Provisional Admission

CUUL 1120 - Principles of Cooking**(4)**

This course introduces fundamental food preparation terms, concepts, and methods. Course content reflects American Culinary Federation Educational Institute apprenticeship training objectives. Topics include: weights and measures, conversions, basic cooking principles, methods of food preparation, recipe utilization, and nutrition. Laboratory demonstrations and student experimentation parallel class work.

Pre-requisites:

CUUL 1110 - Culinary Safety and Sanitation

Co-requisites:

CUUL 1110 - Culinary Safety and Sanitation

CUUL 1129 - Fundamentals of Restaurant Operations**(4)**

Introduces the fundamentals of dining and beverage service and experience in preparation of a wide variety of quantity foods. Course content reflect American Culinary Federation Education Institute apprenticeship training objectives. Topics include: dining service/guest service, dining service positions and functions, international dining services, restaurant business laws, preparation and setup, table side service, and beverage service and setup, kitchen operational procedures, equipment use, banquet planning, recipe conversion, food decorating, safety and sanitation, and production of quantity food. Laboratory practice parallels class work.

Pre-requisites:

CUUL 1120 - Principles of Cooking

CUUL 1170 - Introduction to Culinary Nutrition**(3)**

This course is an orientation for school nutrition employees that will introduce students to proper sanitation and food handling, equipment safety, first aid, meal pattern requirements, quantity food production, merchandising, communication, and basic nutrition knowledge. The course will help school nutrition employees develop skills that will result in improved nutrition

programs and service to customers. Basic nutrition concepts will focus on Iron, Fats, Saturated Fat, and Cholesterol, Protein, Fiber, Sugar, and Sodium, Calories, Calcium, Vitamin A, and Vitamin C.

Pre-requisites: Program Admission

CUUL 1220 - Baking Principles

(4)

Baking Principles presents the fundamental terms, concepts, and methods involved in preparation of yeast and quick breads and baked products. Emphasis is placed on conformance of sanitation and hygienic work habits with health laws. Course content reflects American Culinary Federation Educational Institute cook and pastry apprenticeship training objectives, along with Retail Bakery Association training program. Topics include: baking principles; Science and use of baking ingredients for breads, desserts, cakes, pastries; weights, measures, and conversions; preparation of baked goods, baking sanitation and hygiene, baking supplies and equipment. Laboratory demonstrations and student experimentation parallel class work.

Pre-requisites:

CUUL 1120 - Principles of Cooking

CUUL 1320 - Garde Manger

(4)

Introduces basic pantry manger principles, utilization, preparation, and integration into other kitchen operations. Course content reflects American Culinary Federation Educational Institute apprenticeship pantry, garnishing, and presentation training objectives. Topics include: pantry functions; garnishes, carving, and decorating; buffet presentation; cold preparations; hot/cold sandwiches; salads, dressings and relishes; breakfast preparation; hot/cold hors d'oeuvres; chateaufroids, gelees, and molds; and pats and terrines. Laboratory practice parallels class work.

Pre-requisites:

CUUL 1120 - Principles of Cooking

CUUL 1370 - Culinary Nutrition and Menu Development

(4)

This course emphasizes menu planning for all types of facilities, services, and special diets. Topics include: menu selection, menu development and pricing, nutrition, special diets, cooking nutritional foods, and organics. Laboratory demonstrations and student management and supervision parallel class work.

Pre-requisites:

CUUL 1120 - Principles of Cooking

CUUL 2130 - Culinary Practicum and Leadership

(6)

This course familiarizes the student with the principles and methods of sound leadership and decision making in the hospitality industry and provides the student with the opportunity to gain management/supervision experience in an actual job setting. Students will be placed in an appropriate restaurant, catering, or other food service business for four days per week throughout the quarter. On-the-job training topics include: restaurant management/on-off premise catering/food service business, supervisory training, and management training, on-off premise catering, hotel kitchen organization, kitchen management, restaurant kitchen systems, institutional food systems, kitchen departmental responsibilities, and kitchen productivity. Topics include: basic leadership principles and how to use them to solicit cooperation, use of leadership to develop the best possible senior-subordinate relationships, the various decision making processes, the ability to make sound and timely decisions, leadership within the framework of the major functions of management, and delegation of authority and responsibility in the hospitality industry.

Pre-requisites:

CUUL 1220 - Baking Principles

CUUL 1320 - Garde Manger

CUUL 2140 - Advanced Baking and International Cuisine

(6)

This course introduces international cuisine and acquisition of advanced cookery techniques. Course content reflects American Culinary Federation Educational Institute cook apprenticeship training objectives and provides background for those aspiring to become chefs. Topics include: international cuisine, advanced grill cookery, advanced vegetable cookery, advanced meat cookery, advanced line cookery, advanced fry cookery and nutrition. Laboratory practice parallels class work. ***Provides in-depth experience in preparing many types of baked goods commonly found in restaurants and hotels. Course content reflects American Culinary Federation and Retail Bakery Association training objectives and provides background for those aspiring to become pastry chefs or bakery supervisors. Topics include: breads, pies, cakes, pastry dough, puff pastry, icing, filling, and candy. Laboratory practice parallels class work.

Pre-requisites:

CUUL 1220 - Baking Principles

CUUL 1320 - Garde Manger

CUUL 2160 - Contemporary Cuisine

(4)

This course emphasizes all modern cuisine and introduces management concepts necessary to the functioning of a commercial kitchen. Topics include: international cuisine, cuisine trends, kitchen organization, kitchen management, kitchen supervision, competition entry, nutrition, menu selection, layout and design, and on/off premise catering. Laboratory demonstration and student experimentation parallel class work.

Pre-requisites:

CUUL 1220 - Baking Principles

CUUL 1320 - Garde Manger

DENA Dental Assisting

DENA 1010 - Basic Human Biology

(1)

Focuses on basic normal structure and function of the human body with an emphasis on organ systems. Topics include: medical terminology as it relates to the normal human body; and normal structure and function of the human body - cells and tissues, organs and systems, and homeostatic mechanisms.

Pre-requisites:

Program Admission

DENA 1030 - Preventive Dentistry

(2)

Provides students with theory and clinical experience in the area of preventive and public health dentistry. Topics include: etiology of dental disease; patient education techniques; plaque control techniques; types and use of fluoride; diet analysis for caries control; and dietary considerations for the dental patient.

Pre-requisites:

DENA 1080 - Dental Biology

DENA 1340 - Dental Assisting I: General Chairside

Co-requisites:

DENA 1080 - Dental Biology

DENA 1340 - Dental Assisting I: General Chairside

DENA 1050 - Microbiology and Infection Control

(2)

Introduces fundamental microbiology and infection control techniques. Topics include: classification, structure, and behavior of pathogenic microbes; mode of disease transmission; body's

defense and immunity; infectious diseases; and infection control procedures in accordance with CDC recommendations and OSHA guidelines.

Pre-requisites:

Program Admission

DENA 1070 - Oral Pathology and Therapeutics

(2)

Focuses on the diseases affecting the oral cavity and pharmacology as it relates to dentistry. Topics include: identification and disease process; signs/symptoms of oral diseases and systemic diseases with oral manifestations; developmental abnormalities of oral tissues; basic principle of pharmacology; drugs prescribed by the dental profession; drugs that may contraindicate treatment; and applied pharmacology (regulations, dosage, and applications).

Pre-requisites:

DENA 1010 - Basic Human Biology

DENA 1080 - Dental Biology

DENA 1080 - Dental Biology

(5)

Focuses on normal head and neck anatomy and the development and functions of oral anatomy. Topics include: dental anatomy; oral histology; oral embryology; osteology of the skull; muscles of mastication and facial expression; temporal mandibular joint; blood lymphatic nerve supply of the head; and salivary glands and related structures.

Pre-requisites:

Program Admission

DENA 1090 - Dental Assisting National Board Examination Preparation

(2)

Reviews information concerning all didactic areas tested by the Dental Assisting National Board (DANB). Topics include: collecting and recording clinical data; dental radiography; chairside dental procedures; prevention of disease transmission; patient education and oral health management; office management procedures; and test taking skills.

Pre-requisites:

Program Instructor Approval

DENA 1340 - Dental Assisting I: General Chairside

(6)

Introduces student to ethics and jurisprudence for the dental assistant and to chairside assisting with diagnostic and operative procedures. Topics include: ethics and jurisprudence in the dental office; four-handed dentistry techniques; clinical data collection techniques; introduction to operative dentistry; and dental material basics.

Pre-requisites:

Program Admission

DENA 1050 - Microbiology and Infection Control

DENA 1080 - Dental Biology

Co-requisites:

DENA 1050 - Microbiology and Infection Control

DENA 1080 - Dental Biology

DENA 1350 - Dental Assisting II: Dental Specialties and EFDA Skills

(7)

Focuses on chairside assisting with dental specialty procedures. Topics include: prosthodontics procedures (fixed and removable); orthodontics; pediatric dentistry; periodontics procedures; oral and maxillofacial surgery procedures; endodontic procedures; management of dental office emergencies; medically compromised patients and expanded functions approved by law for performance by dental assistants in the state of Georgia. Student will pass a comprehensive examination and successfully perform clinical skills to receive EFDA certification.

Pre-requisites:

DENA 1340 - Dental Assisting I: General Chairside

DENA 1390 - Dental Radiology

(4)

After completion of the course the student will be able to provide radiation safety for patient and self, expose x-rays, process x-rays, and prepare dental films for the dental office. Topics include: fundamentals of radiology and radiation safety; radiographic anatomy and interpretation; intraoral and extra-oral radiographic techniques; and quality assurance techniques.

Pre-requisites:

DENA 1080 - Dental Biology

DENA 1400 - Dental Practice Management

(3)

Emphasizes procedures for office management in dental practices. Topics include: oral and written communication; records management; appointment control; dental insurance form preparation; accounting procedures; supply and inventory control; employability skills and basic computer skills. A computer lab provides basic skills in computer use and utilization of these skills to perform office procedures on a microcomputer.

Pre-requisites:

COMP 1000 - Introduction to Computers

DENA 1340 - Dental Assisting I: General Chairside

DENA 1460 - Dental Practicum I

(1)

Practicum focuses on infection control in the dental office and assisting with diagnostic and simple operative procedures. Topics include: infection control procedures; clinical diagnostic procedures; and general dentistry procedures.

Pre-requisites:

DENA 1050 - Microbiology and Infection Control

DENA 1340 - Dental Assisting I: General Chairside

DENA 1350 - Dental Assisting II: Dental Specialties and EFDA Skills

DENA 1390 - Dental Radiology

DENA 1470 - Dental Practicum II

(1)

Practicum focuses on advanced general dentistry procedures and chairside in dental specialties with special emphasis on nonsurgical specialties. Topics include: advanced general dentistry and specialties.

Pre-requisites:

DENA 1460 - Dental Practicum I

Co-requisites:

DENA 1460 - Dental Practicum I

DENA 1480 - Dental Practicum III

(5)

Practicum continues to focus on assisting chairside with advanced general dentistry procedures with emphasis on dental office management, preventive dentistry, and expanded functions.

Topics include: advanced general dentistry procedures; preventive dentistry; dental office management; expanded functions; chairside in specialties; and management of dental office emergencies.

Pre-requisites:

DENA 1460 - Dental Practicum I

DENA 1470 - Dental Practicum II

Co-requisites:

DENA 1460 - Dental Practicum I

DENA 1470 - Dental Practicum II

DFTG Drafting

DFTG 1015 - Practical Geometry and Trigonometry for Drafting Technology

(3)

This course introduces and develops basic geometric and trigonometric concepts. Course content will emphasize geometric concepts and trigonometric concepts as they pertain to drafting/ CAD.

Pre-requisites:

MATH 1013 - Algebraic Concepts

DFTG 1101 - CAD Fundamentals

(4)

Establishes safety practices as they relate to a drafting environment. Introduces basic CAD functions while presenting essential principles and practices for line relationships, scale, and geometric construction.

Pre-requisites:

Provisional Admission

Co-requisites: COMP 1000 - Introduction to Computers

DFTG 1103 - Technical Drawing I

(4)

Technical Drawing I provides multi-view and pictorial sketching, orthographic drawing and fundamental dimensioning methods necessary to develop 2D and 3D views that completely describe machine parts for manufacture using intermediate CAD software techniques.

Pre-requisites:

DFTG 1101 - CAD Fundamentals

DFTG 1105 - 3D Mechanical Modeling

(4)

In the 3D Mechanical Modeling course, the student becomes acquainted with concepts of the software related to Parametric modeling for mechanical drafting. The student will develop the skills necessary to create 3D models and presentation/working drawings.

Pre-requisites:

None

Co-requisites:

DFTG 1101 - CAD Fundamentals

DFTG 1107 - Technical Drawing II

(3)

Technical Drawing II continues dimensioning skill development and introduces tools for precision measurement and sectional views.

Pre-requisites:

DFTG 1105 - 3D Mechanical Modeling

Co-requisites:

DFTG 1103 - Technical Drawing I

DFTG 1109 - Technical Drawing III

(4)

Introduces techniques necessary for auxiliary view drawings, surface development, and developing sheet metal parts. Topics include: primary auxiliary views, secondary auxiliary views, surface development, and developing sheet metal parts.

Pre-requisites:

DFTG 1105 - 3D Mechanical Modeling

DFTG 1111 - Technical Drawing IV

(4)

This course covers the basics of identifying fastening techniques, interpreting technical data, and creates working drawings. Topics include utilization of technical data, identifying thread types, graphic representation of threaded fasteners, utilization of other fastening techniques, welding symbol identification, and welding symbol usage in working drawings.

Pre-requisites:

DFTG 1105 - 3D Mechanical Modeling

DFTG 1113 - Technical Drawing V

(4)

Technical Drawing V provides knowledge and skills necessary to create working drawings for the manufacture of machine parts. Topics include: detail drawings, orthographic assembly drawings, pictorial assembly drawings, and utilization of technical reference source.

Pre-requisites:

DFTG 1111 - Technical Drawing IV

DFTG 1125 - Architectural Fundamentals

(4)

Introduces architectural fundamental principles and practices associated with architectural styles and drawing. Fundamentals residential and commercial practices will be covered. Topics include: specifications and materials; architectural styles, construction drawing practices and procedures, dimensioning and scales.

Pre-requisites: None

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

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 1125 - Architectural Fundamentals

DFTG 1127 - Architectural 3D Modeling

DFTG 1131 - Residential Drawing II

(4)

Continues in-depth architectural drawing practice and develops architectural design skills. Plans are designed to meet applicable codes. Topics include: material take-offs; footing and foundation; floor plans; exterior elevations; site plans; and construction drawing techniques/practices.

Pre-requisites:

DFTG 1129 - Residential Drawing I

DFTG 1133 - Commercial Drawing I

(4)

Introduces commercial drawing skills necessary to produce construction drawings given floor plan information. Topics include: structural steel detailing, reflected ceiling plans, rebar detailing, and commercial construction drawings.

Pre-requisites:

DFTG 1125 - Architectural Fundamentals

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: None

DFTG 2020 - Visualization and Graphics

(3)

This course is an introduction to engineering graphics and component visualization. Sketching, line drawing, computer assisted drafting solid modeling including parametric modeling are practiced. Development of working drawings and requirements for drawing in a manufacturing and rapid pro-type environment is emphasized.

Pre-requisites: None

DFTG 2030 - Advanced 3D Modeling Architectural

(4)

In this course students become acquainted with concepts of the software related to Presentations for Architectural Renderings and Architectural Animations. Students will demonstrate skills in texture applications, camera angles for presentations, lighting and shadow techniques for architectural renderings, and animation techniques for architectural presentations.

Pre-requisites:

DFTG 1127 - Architectural 3D Modeling

DFTG 2040 - Advanced 3D Modeling Mechanical

(4)

In this course the student becomes acquainted with concepts of the software related to Sheet Metal modeling for mechanical drafting, multi-body parts assemblies, and basic animation techniques for mechanical assembly presentations.

Pre-requisites:

DFTG 1105 - 3D Mechanical Modeling

DFTG 2110 - Blueprint Reading for Technical Drawing I

(2)

Introduces the fundamental principles and practices associated with interpreting technical drawings. Topics include: interpretation of blueprints and sketching.

Pre-requisites:

Provisional Admission

DFTG 2120 - Print Reading for Architecture

(3)

This course emphasizes skills in reading, producing and interpreting construction drawings. Topics include reading and measuring plans, identifying and understanding lines, symbols, dimensions, materials, schedules, and specifications.

Pre-requisites: None

DFTG 2130 - Manual Drafting Fundamentals

(2)

This course emphasizes the essential techniques of basic manual drafting. It introduces drafting tools and equipment, scale and measurement, line relationships and lettering, and geometric construction concepts.

Pre-requisites: None

DFTG 2210 - Blueprint Reading for Technical Drawing II

(2)

This course continues the development of blueprint reading as applied to technical drawing. Topics include threads (inch and metric), auxiliary views, geometric tolerancing, and weldments.

Pre-requisites:

DFTG 2110 - Blueprint Reading for Technical Drawing I

DFTG 2300 - Drafting Technology Practicum/Internship 3

(3)

Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control.

Pre-requisites: None

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

DFTG 2500 - Drafting Technology Exit Review

(3)

Emphasis is placed on students' production of portfolio-quality pieces. Focuses on the preparation for entry into the job market.
Pre-requisites: None

DFTG 2600 - Drafting Technology Practicum/Internship 6

(6)

Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control.
Pre-requisites: None

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:
Program Admission

DIET 1010 - Diesel Electrical and Electronic Systems

(7)

This course introduces students to electrical and electronic systems used on medium/heavy duty trucks and heavy equipment. Topics include: general electrical system diagnosis, battery diagnosis and repair, starting system diagnosis and repair, charging system diagnosis and repair, lighting system diagnosis and repair, gauges and warning devices, and an introduction and familiarization with electrical and electronic systems.

Pre-requisites: None
Co-requisites:
DIET 1000 - Introduction to Diesel Technology, Tools, and Safety

DIET 1020 - Preventive Maintenance

(5)

This course introduces preventive maintenance procedures pertaining to medium/heavy duty trucks and heavy equipment. Topics include: engine systems; cab and hood; heating, ventilation and air conditioning (HVAC); electrical and electronics; frame and chassis.

Pre-requisites: None
Co-requisites:
DIET 1010 - Diesel Electrical and Electronic Systems

DIET 1030 - Diesel Engines

(7)

This course introduces diesel engines used in medium/heavy duty trucks and heavy equipment. Topics include: general engine diagnosis, cylinder head and valve train, engine block, engine lubrication system, hydraulic pumps, engine cooling, air induction, exhaust, fuel supply systems, electronic fuel management, and engine brakes. Using and interpreting test and measuring equipment is highly emphasized.

Pre-requisites: None
Co-requisites:
DIET 1010 - Diesel Electrical and Electronic Systems

DIET 1040 - Diesel Truck and Heavy Equipment HVAC Systems

(3)

This course introduces systems used in medium/heavy duty trucks and heavy equipment. Classroom instruction on HVAC theory and operation along with local, state, and federal regulations are strongly emphasized. Topics include: HVAC safety, HVAC system theory and operation, A/C system component diagnosis and repair, HVAC system diagnosis and repair, HVAC operating systems and related controls, and refrigeration recovery, recycling, and handling procedures.

Pre-requisites: None
Co-requisites:
DIET 1010 - Diesel Electrical and Electronic Systems

DIET 2000 - Truck Steering and Suspension Systems

(4)

This course introduces steering and suspension systems used on medium/heavy trucks. Classroom instruction on Federal Motor Vehicle Safety Standards (FMVSS) is strongly emphasized. Topics include: hydraulic assist steering systems; suspension systems; wheel alignment diagnosis, adjustment, and repair; wheels and tires; and frame and coupling devices.

Pre-requisites: None
Co-requisites:
DIET 1000 - Introduction to Diesel Technology, Tools, and Safety

DIET 2001 - Heavy Equipment Hydraulics

(6)

This course introduces the student to basic hydraulic fundamentals, components, system servicing, symbols and schematics. The student will learn component operation and service techniques for maintaining a hydraulic system. The student will also learn to identify the ISO symbols used on hydraulic schematics and to trace the hydraulic schematics. Topics include: general system operation; basic hydraulic principles; hydraulic system components; hydraulic control valves; load sensing pressure control systems; pilot operated hydraulic system operation; and hydraulic actuators.

Pre-requisites: None
Co-requisites:
DIET 1000 - Introduction to Diesel Technology, Tools, and Safety

DIET 2002 - Diesel Power Generation - Basic Power Generation Fundamentals

(6)

This course introduces AC voltage concepts, AC synchronous generator components, operation, and application as related to the electrical power generating industry. Topics include: AC fundamentals; magnetism, inductance, and capacitance; basic transformers; AC generator types; AC test equipment; synchronous generator components; generator sizing, construction and connection; stator types and arrangements; rotor types and arrangements; and excitation fundamentals.

Pre-requisites:
DIET 1000 - Introduction to Diesel Technology, Tools, and Safety
DIET 1010 - Diesel Electrical and Electronic Systems

DIET 2010 - Truck Brake Systems

(4)

This course introduces air and hydraulic brake systems used on medium/heavy duty trucks. Classroom theory on brake systems along Federal Motor Vehicle Safety Standards (FMVSS) is strongly emphasized. Topics include: introduction to hydraulic systems and safety; air brakes air supply and system service; air brakes mechanical service; parking brakes; hydraulic brake system and service; hydraulic brakes mechanical service; hydraulic brakes power assist units; anti-lock brake systems (ABS) and automatic traction control (ATC); and wheel bearings.

Pre-requisites: None

Co-requisites:

DIET 1000 - Introduction to Diesel Technology, Tools, and Safety

DIET 1010 - Diesel Electrical and Electronic Systems

DIET 2011 - Off Road Drivelines

(6)

This course introduces power trains used on heavy equipment such as bulldozers, excavators, wheel loaders, back-hoe loaders and skidders. Classroom and lab instruction on components and systems with use and interpreting testing and diagnosing equipment are highly emphasized. Topics include: power train theory and principles, clutches, manual transmissions, drive shafts, differentials, final drives, special drives, final drive failure analysis, torque converters, hydraulically shifted transmissions, electronic transmissions, hydrostatic transmissions, and transmission failure analysis.

Pre-requisites: None

Co-requisites:

DIET 1000 - Introduction to Diesel Technology, Tools, and Safety

DIET 1010 - Diesel Electrical and Electronic Systems

DIET 2012 - Diesel Power Generation Controls, Switching, and Auxiliary Systems

(6)

This course introduces control systems and protection devices utilized for electrical power generators. Topics include: controller system fundamentals, engine protective controls, generator protective controls, and the engine governor. Component systems required to maintain generator system integrity and reliability are also introduced. These include: the battery charger, engine jacket water heater, gaseous fuel, diesel, ventilation, air induction, exhaust, and remote annunciation systems. Classroom instruction and lab demonstrations are highly emphasized.

Pre-requisites:

DIET 1010 - Diesel Electrical and Electronic Systems

Co-requisites:

DIET 2002 - Diesel Power Generation - Basic Power Generation Fundamentals

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:

DIET 1000 - Introduction to Diesel Technology, Tools, and Safety

DIET 1010 - Diesel Electrical and Electronic Systems

DMPT Design and Media Production Technology

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: 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

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

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: DMPT 1005 - Vector Graphics , DMPT 1010 - Raster Imaging

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: DMPT 2100 - Identity Design

DMPT 2110 - Publication Design

(4)

Using skills learned in the page layout course, students will design projects relating to the challenges associated with multiple page formats.

Pre-requisites: Program Instructor Approval

DMPT 2115 - Advertising and Promotional Design

(4)

Using skills learned in the page layout course, students will design projects for advertising and promotion of products and services.

Pre-requisites: Program Instructor Approval

DMPT 2120 - Prepress and Output

(4)

This course is an in-depth introduction to the graphic prepress production process. Through hands-on projects, the student will experience the challenges involved in successful graphic prepress production.

Pre-requisites: Program Instructor Approval

DMPT 2125 - Advanced Raster Imaging (elective only)

(4)

The student will refine imaging skills and apply concepts in advanced techniques of raster imaging.

Pre-requisites:

DMPT 1010 - Raster Imaging

DMPT 2130 - Advanced Vector Graphics (elective only)

(3)

Students will learn how to use advance vector imagery techniques for communicating creative concepts in different media fields. They will study a variety of digital illustration styles and begin to develop a personal style of their own.

Pre-requisites: DMPT 1005 - Vector Graphics

DMPT 2905 - Practicum/Internship II

(4)

Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control.

Pre-requisites: Program Instructor Approval

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

DRSP Direct Support Professional**DRSP 1100 - Facilitating Access to Community Living I**

(3)

This is the first of two courses (each accompanied by a practicum) designed to provide people working in direct support roles with the knowledge and tools that will enable their support of people with disabilities within a context that is inclusive, community-based and person centered. Topics include: the changing role of support, systematic instruction, discovery process, person centered planning, individual accomplishments, community/neighborhood exploration, representation, personal assistance, family supports, and social networks/social capital.

Pre-requisites:

Program Admission

Co-requisites:

DRSP 1130 - Direct Support Professional Practicum I

DRSP 1130 - Direct Support Professional Practicum I

(2)

This practicum accompanies DRSP 1100 - Facilitating Access to Community Living I involving people working in direct support roles with people with disabilities in a context that is inclusive, community-based and person centered. Topics include: systematic instruction, discovery process, individual accomplishments, person centered planning, community/neighborhood exploration, representation, personal assistance, family supports, and social networks/social capital.

Pre-requisites:

Program Admission

Co-requisites:

DRSP 1100 - Facilitating Access to Community Living I

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

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

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

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:

ECCE 1103 - Child Growth and Development

Co-requisites:

ECCE 1103 - Child Growth and Development

ECCE 1113 - Creative Activities for Children

(3)

Introduces the concepts related to creativity in art, music, movement and creative drama, and facilitating children's creative expression across the curriculum. Topics include concepts of creativity and expression; theories of young children's creative development; facilitation of children's creative expression, media, methods and materials across the curriculum; appreciation of children's art processes and products; appreciation of children's creativity in music, movement and dance; appreciation of children's creative expression in play and creative drama; and art and music appreciation.

Pre-requisites:

Provisional Admission

ECCE 1121 - Early Childhood Care and Education Practicum

(3)

Provides the student with the opportunity to gain a supervised experience in a practicum placement site allowing demonstration of techniques obtained from course work. Practicum topics include promoting child development and learning; building family and community relationships; observing, documenting, and assessing to support young children and families; teaching and learning; becoming a professional; and guidance techniques and classroom management.

Pre/CO-requisites: ECCE 1105 - Health, Safety and Nutrition

ECCE 2115 - Language and Literacy

(3)

Develops knowledge, skills, and abilities in supporting young children's literacy acquisition and development, birth through age twelve. Topics include developmental continuum of reading and writing, literacy acquisition birth to five years of age, literacy acquisition in kindergarten, literacy acquisition in early grades, and literacy acquisition in children who are culturally and linguistically diverse.

Pre-requisites:

ECCE 1103 - Child Growth and Development

Co-requisites: ECCE 1103 - Child Growth and Development

ECCE 2116 - Math and Science

(3)

Presents the process of introducing math and science concepts to young children. Includes planning and implementation of developmentally appropriate activities and development of math and science materials, media and methods. Topics include inquiry approach to learning; cognitive stages and developmental processes in developing math and science concepts with children birth to five; cognitive stages and developmental processes in developing math and science concepts with children in kindergarten and primary grades; planning math and science activities; and development of math and science materials, media and methods.

Pre-requisites:

ECCE 1103 - Child Growth and Development

Co-requisites:

ECCE 1103 - Child Growth and Development

ECCE 2201 - Exceptionalities

(3)

Provides for the development of knowledge and skills that will enable the student to understand individuals with special needs and appropriately guide their development. Special emphasis is placed on acquainting the student with programs and community resources that serve families with children with special needs. Topics include inclusion/least restrictive environment (LRE), physical and motor impairments, gifted/talented, intellectual and cognitive disabilities, emotional and behavioral disorders, communication disorders in speech and language, autism spectrum disorders, visual impairments, deaf and hard of hearing, health impairments, multiple disabilities, and community resources.

Pre-requisites:

ECCE 1103 - Child Growth and Development

ECCE 2202 - Social Issues and Family Involvement

(3)

Enables the student to value the complex characteristics of children's families and communities and to develop culturally responsive practices which will support family partnerships. Students use their understanding to build reciprocal relationships which promote children's development and learning. Students are introduced to local programs and agencies that offer services to children and families within the community. Topics include professional responsibilities, family/social issues, community resources, family education and support, teacher-family communication, community partnerships, social diversity and anti-bias concerns, successful transitions, and school-family activities.

Pre-requisites:

Provisional Admission

ECCE 2203 - Guidance and Classroom Management

(3)

Examines effective guidance practices in group settings based upon the application of theoretical models of child development and of developmentally appropriate practices. Focus will be given to individual, family, and cultural diversity. Topics will include developmentally appropriate child guidance (birth through 12); effective classroom management, including preventive and interventive techniques; understanding challenging behaviors; and implementing guidance plans.

Pre-requisites:

ECCE 1103 - Child Growth and Development

Co-requisites:

ECCE 1103 - Child Growth and Development

ECCE 2240 - Early Childhood Care and Education Internship

(12)

Provides the student with the opportunity to gain a supervised experience in an actual or simulated work site allowing demonstration of techniques obtained from course work. Practicum topics include promoting child development and learning; building family and community relationships; observing, documenting, and assessing to support young children and families; teaching and learning; becoming a professional; and guidance techniques and classroom management.

Pre-requisites:

ECCE 1105 - Health, Safety and Nutrition

ECCE 1101 - Introduction to Early Childhood Care and Education

ECCE 1103 - Child Growth and Development

Co-requisites:

ECCE 1105 - Health, Safety and Nutrition

ECCE 2310 - Paraprofessional Methods and Materials

(3)

Develops the instructional skills to enable the student to work as a paraprofessional in a program for kindergarten through elementary age children. Topics include assessment and

curriculum, instructional techniques, and methods for instruction in a learning environment.

Pre-requisites:

ECCE 1103 - Child Growth and Development

Co-requisites:

ECCE 1103 - Child Growth and Development

ECCE 2312 - Paraprofessional Roles and Practices

(3)

Develops skills to enable the student to work as a paraprofessional in a program for kindergarten through elementary aged children. Topics include professional qualifications, professional and ethical conduct, professionalism and employment, and paraprofessional roles and responsibilities.

Pre-requisites:

Program Admission

ECCE 1103 - Child Growth and Development

Co-requisites:

ECCE 1103 - Child Growth and Development

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

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

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

ECCE 2332 - Infant/Toddler Group Care and Curriculum

(3)

Provides the knowledge, skills and attitudes necessary to meet the fundamental needs of children from birth to three in group care settings. Establishes a foundation for a responsive, relationship-based curriculum for children birth to three who are in group care settings. Introduces the philosophy behind primary care, continuity of care, and respectful care. Explores ways of creating environments for infant/toddler group care which foster optimum social/emotional, physical and cognitive development, promote cultural sensitivity and encourage positive parent caregiver relations.

Pre-requisites:

Provisional Admission

ECCE 2340 - Family Child Care Program Management

(3)

Provides the guidelines, responsibilities, and appropriate practices needed for successful management of a Family Child Care Home. Provides guidelines and responsibilities for professional business practices associated with the successful establishment and administration of a Family Child Care Home. Topics include business plans, budgeting, taxes, marketing, record keeping, and professional qualifications.

Pre-requisites:

Provisional Admission

ECCE 1103 - Child Growth and Development

ECCE 2342 - Family Child Care Business Management

(3)

Provides guidelines and responsibilities for professional business practices associated with the successful establishment and administration of a Family Child Care Home. Topics include: business plans; budgeting; taxes; marketing, record keeping and professional qualifications.

Pre-requisites:

Provisional Admission

ECCE 2350 - Early Adolescent Development

(3)

Introduces the student to the physical, social, emotional, and intellectual development of the early adolescent (12-15 years of age). Provides learning experiences related to the principles of human growth, development, and maturation, and theories of learning and behavior. Topics include developmental characteristics, guidance techniques, and developmentally appropriate practice.

Pre-requisites: Program Admission

ECCE 2352 - Designing Programs and Environments for School Age Children and Youth

(3)

Provides the student with information about preparing appropriate environments and planning and implementing activities for school age children and youth. This class includes 30 hours of lab, during which the student will be observed implementing the concepts learned in class. Topics include space design, varied choices and program activities to promote interest in: athletic/physical development, community involvement, cultural arts literacy, math, science and technology, and positive social relationships.

Pre-requisites:

Program Admission

ECCE 2360 - Classroom Strategies for Exceptional Children

(3)

Prepares child care providers and paraprofessionals with knowledge and skills in the areas of working effectively with children with a disability; working with families as partners; examining the laws and regulations; exploring resources, service providers, and agencies that may assist the child and his/her family; examining the adaptations and modifications to facilities and

environments; reviewing the referral process; implementing inclusion; modifying instruction to accommodate the child with special needs; and investigating ways to document and chart observations.

Pre-requisites:

ECCE 2201 – Exceptionalities

ECCE 2362 - Exploring Your Role in the Exceptional Environment

(3)

Prepares child care providers and paraprofessionals with knowledge and skills for screening and assessing purposes; and explores resources, service providers, and agencies that may assist the child and families in educational or natural settings. Examines adaptations, accommodations, and modifications to environments; reviews the referral process; implements inclusion and modifies instruction to accommodate the child with special needs.

Pre-requisites:

ECCE 2201 – Exceptionalities

ECGT Electrocardiography Technology

ECGT 1030 - Introduction to Electrocardiography

(5)

Provides an introduction to electrocardiography techniques and record keeping. Emphasis is placed on the knowledge and skills needed to perform ECG on all types of patients. Topics include: infection control techniques, basic life support, legalities and ethics, basic cardiovascular anatomy and physiology, ECG techniques and recognition, ECG lead placement, technical aspects of the ECG, ECG rhythm strip interpretation, advanced ECG techniques and a Cardiovascular Credentialing International (CCI) exam review.

Pre-requisites:

ENGL 1010 - Fundamentals of English I

PSYC 1010 - Basic Psychology

MATH 1011 - Business Math

Co-requisites:

ALHS 1011 - Anatomy and Physiology

ALHS 1090 - Medical Terminology for Allied Health Sciences

ECGT 1050 - Electrocardiography Practicum

(5)

Provides an introduction to clinical practice in the setting of hospitals, clinics, and medical offices. Students must demonstrate regard for the dignity, rights, and privacy of each patient. They must also abide by the policies and procedures of each clinical setting. Students will be able to learn by doing electrocardiography techniques and record keeping. Emphasis is placed on the application of knowledge and skills gained in the classroom. Students will have the opportunity to display their ability to interact appropriately with patients, family members, and other members of the healthcare team. Students may be required to perform Basic Life Support. Topics include: application of classroom knowledge and skills and functioning in the work environment.

Pre-requisites:

ECGT 1030 - Introduction to Electrocardiography

ECMT Electrical Construction and Maintenance

ECMT 1130 - Basic Lineworker Skills

(3)

Provides a comprehensive summary of lineworker requirements. Physical and mechanical ability requirements will be presented. This course provides in-depth training and lab activity for pole climbing and all safety aspects of ground and suspended work activities. The course also familiarizes the student with the identification, the proper use, and the maintenance of hand tools and power tools. Other topics include: electrical and workplace safety and positive work ethics.

Pre-requisites:

Provisional Admission

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 Admissions

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 Admissions

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

ELCR 1010 - Direct Current Circuits

(5)

This course provides instruction in the theory and practical application of simple and complex direct current circuitry. Topics include laboratory safety practices and procedures, electrical laws and principles, DC test equipment basic series, parallel and combination circuits, complex series and parallel circuits, and DC theorems.

Pre-requisites:

MATH 1111 - College Algebra

MATH 1013 - Algebraic Concepts

ELCR 1020 - Alternating Current Circuits

(7)

This course introduces the theory and application of varying sine wave voltages and current, and continues the development of AC concepts with emphasis on constructing, verifying, and troubleshooting reactive circuits using RLC theory and practical application. Topics include AC wave generation, frequency and phase relationship, impedance, admittance, and conductance power factors, reactive components simple RLC circuits, AC circuit resonance, passive filters, and non-sinusoidal wave forms.

Pre-requisites:

ELCR 1010 - Direct Current Circuits

ELCR 1030 - Solid State Devices

(5)

This course provides instruction in the theory and application of solid state devices in the electronics industry. Emphasis is placed on the physical characteristics and uses of solid state devices. Topics include PN diodes, power supplies, voltage regulation, bipolar junction theory and application, field effect transistors, and special applications.

Pre-requisites:

ELCR 1020 - Alternating Current Circuits

ELCR 1040 - Digital and Microprocessor Fundamentals

(5)

This course is designed to provide sufficient coverage of digital electronics and microprocessor fundamentals. Digital fundamentals will introduce basic topics such as binary topics such as binary arithmetic, logic gates and truth tables, Boolean algebra and minimization techniques, logic families, and digital test equipment. Upon completion of the foundational digital requirements, a more advanced study of digital devices and circuits will include such topics as flip-flops, counters, multiplexers and de-multiplexers, encoding and decoding, displays, and analog to digital and digital to analog conversions. Students will also explore the basic architecture and hardware concepts of the microprocessor.

Pre-requisites:

ELCR 1020 - Alternating Current Circuits

Co-requisites:

ELCR 1030 - Solid State Devices

ELCR 1060 - Linear Integrated Circuits

(3)

Provides in-depth instruction on the characteristics and applications of linear integrated circuits. Topics include: operational amplifiers, timers, and three-terminal voltage regulators.

Pre-requisites:

ELCR 1030 - Solid State Devices

ELCR 2110 - Process Control

(3)

Introduces industrial process control applications with an emphasis on sensors and signal conditioning. Topics include: symbology and drawing standards, control techniques, sensors and signal conditioning, and ISA and other relevant standards.

Pre-requisites:

ELCR 1030 - Solid State Devices

ELCR 2120 - Motor Controls

(3)

Introduces the application of motor controls in the industrial environment. Topics include: AC/DC motors, AC/DC drives, MCC and contractors, NEC and NEMA standards, ladder diagrams, and power sources.

Pre-requisites:

ELCR 1030 - Solid State Devices

ELCR 2130 - Programmable Controllers

(3)

Provides the basic skills and techniques used in industrial application of programmable controls. Topics include: controller hardware, programming, PC applications, and troubleshooting.

Pre-requisites:

ELCR 1030 - Solid State Devices

ELCR 2140 - Mechanical Devices

(2)

Develops knowledge and skills necessary to transmit mechanical power using common industrial linkage types. Emphasis is placed on use of mechanical devices in combination with electronic controls. Topics include: linkages, motion analysis, gear drives, and preventative maintenance.

Pre-requisites:

Program Admission

ELCR 2150 - Fluid Power

(2)

Provides an overview of fluid power operation as applied to industrial electronics. Emphasis is placed on the interfacing of electronic and fluidic systems. Topics include: safety, fluid dynamics, hydraulics, pneumatics, air logic, and electrical interfacing.

Pre-requisites:

Program Admission

ELCR 2160 - Advanced Microprocessors and Robotics

(3)

This course continues an earlier study of microprocessor fundamentals and introduces robotic theory and application. Topics include the microprocessor instruction set, programming and debugging applications and troubleshooting, microprocessor applications for embedded systems, basic DSP concepts, robotic terminology and languages, and robotic programming.

Pre-requisites:

ELCR 2130 - Programmable Controllers

ELCR 2140 - Mechanical Devices

ELCR 2150 - Fluid Power

ELCR 2170 - Computer Hardware

(5)

Provides an introduction to the fundamentals of installing, configuring, upgrading, troubleshooting, and repairing microcomputer systems. Topics include installation, configuration, upgrading, diagnosing, troubleshooting, preventive maintenance, basic hardware, printers, and basic networking.

Pre-requisites:

Program Admission

ELCR 2190 - Networking I

(3)

Provides an introduction to networking technologies. Cover a wide range of material about networking, from careers in networking to local area networks, wide area networks, protocols,

topologies, transmission media, and security. Focuses on operating network management systems and implementing the installation of networks. The course reviews cabling, connection schemes, the fundamentals of LAN and Wan technologies, TCP/IP configuration and troubleshooting, remote connectivity, and network maintenance and troubleshooting. Topics include: media and topologies, protocols and standards, network implementation, and network support.

Pre-requisites:

Program Admission

ELCR 2210 - Advanced Circuit Analysis

(5)

This course provides an in depth study of communication system concepts and emphasis an analysis of amplitude and frequency modulation and detection methods. Topics include AM, FM, and SSB modulation and detection, transmitters and receivers, multiplexing and de-multiplexing, basic telemetry concepts, and noise bandwidth considerations.

Pre-requisites:

ELCR 1040 - Digital and Microprocessor Fundamentals

ELCR 2220 - Advanced Modulation Techniques

(3)

This course continues the study of modulation and detection techniques. Topics include: digital modulation techniques, pulse modulation techniques, and sampling techniques.

Pre-requisites: None

Co-requisites:

ELCR 2210 - Advanced Circuit Analysis

ELCR 2230 - Antenna and Transmission Lines

(3)

Provides an understanding of antennas and transmission lines used in communications. Topics include: transmission lines, wave guides, antenna types, antenna applications, and telephone transmission lines.

Pre-requisites: None

Co-requisites:

ELCR 2220 - Advanced Modulation Techniques

ELCR 2240 - Microwave Communications and Radar

(3)

Provides a basic understanding of microwave communications and radar. Topics include: microwave and radar fundamentals, microwave devices, wave guides, specialized antennas, radar systems, and communications systems.

Pre-requisites:

ELCR 2230 - Antenna and Transmission Lines

ELCR 2250 - Optical Communications Techniques

(3)

Surveys the major optical devices used for communications. Topics include: light sources, fiber optic cable, coupling and fusing, light modulation and detection techniques, and system application of light devices.

Pre-requisites: None

Co-requisites:

ELCR 2240 - Microwave Communications and Radar

ELCR 2590 - Fiber Optic Systems

(3)

Introduces the fundamentals of fiber optics and explores the applications of fiber optic transmission systems. Laboratory exercises give students hands-on experience with fiber optic devices and test equipment. Topics includes: fundamentals of fiber optics, types of optical fibers, fiber materials and manufacture, cabling, light sources/transmitters/receivers, connectors, splicing, test measurement, and fiber optic system design.

Pre-requisites:

ELCR 1040 - Digital and Microprocessor Fundamentals

ELCR 2600 - Telecommunication and Data Cabling

(3)

Introduces the basic of cable installation from the initial site survey to splicing cable and making connections. Through laboratory activities, students perform the basic tasks of a cable installer. Topics include: basic standards and practices, cable rating and performance, cable installation and management, testing and troubleshooting, industry standards, pulling cable, and understanding blueprints.

Pre-requisites: None

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: None

Co-requisites:

ELCR 2600 - Telecommunication and Data Cabling

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:

MATH 1012 - Foundations of Mathematics

IDFC 1011 - Direct Current I

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

ELTR 1080 - Commercial Wiring I

(6)

This course introduces commercial wiring practices and procedures. Topics include: industrial safety procedures, the National Electrical Code, commercial load calculations, three-phase power systems, and fundamentals of AC motor control.

Pre-requisites: None

Co-requisites:

ELTR 1090 - Commercial Wiring II

ELTR 1090 - Commercial Wiring II

(6)

This course is a continuation of the study in commercial wiring practices and procedures. Topics include: transformer connections, an introduction to low voltage systems, conduit design and installation practices, and system design concepts.

Pre-requisites: None

Co-requisites: All Required

ELTR 1080 - Commercial Wiring I

ELTR 1110 - Electric Motors

(4)

Introduces the fundamental theories and applications of single-phase motors. Topics include: motor theory/operating principles, motor terminology, motor identification, NEMA standards, motor efficiencies, preventive maintenance, troubleshooting/failure analysis, and NEC requirements.

Pre-requisites: None

Co-requisites:

ELTR 1120 - Variable Speed/Low Voltage Controls

ELTR 1180 - Electrical Controls

ELTR 1120 - Variable Speed/Low Voltage Controls

(2)

Introduces types of electric motor control, reduced voltage starting, and applications. Emphasis will be placed on motor types, controller types, and applications. Includes information on wye and delta motor connections; part wind, autotransformer; adjustable frequency drives and other applications; and oscilloscopes and their operation. Topics include: types of reduced voltage starting, reduced voltage motor connections, and adjustable frequency drive.

Pre-requisites: None

Co-requisites: All Required

ELTR 1110 - Electric Motors

ELTR 1180 - Electrical Controls

ELTR 1180 - Electrical Controls

(3)

Introduces line and low voltage switching circuits, manual and automatic controls and devices, and circuits. Emphasis will be placed on switching circuits, manual and automatic controls and devices, line and low voltage switching circuits, and operation, application and ladder diagrams. Topics include: ladder and wire diagrams, switching circuits, manual controls and devices, automatic controls and devices, and application and operation of controllers and controls.

Pre-requisites: None

Co-requisites:

ELTR 1110 - Electric Motors

ELTR 1120 - Variable Speed/Low Voltage Controls

ELTR 1205 - Residential Wiring I

(4)

Introduces residential wiring practices and procedures. Topics include: residential circuits, print reading, National Electrical Code, wiring materials, determining the required number and location of lighting/receptacles and small appliance circuits, wiring methods (size and type conductors, box fill calculations and voltage drop), switch control of luminaries, receptacle installation including bonding, GFCI and AFCI circuits, special purposes outlets - ranges, cook tops, ovens, dryers, water heaters, sump pumps, and sizing OCPDs (circuit breakers and fuses).

Pre-requisites: None

Co-requisites:

ELTR 1210 - Residential Wiring II

ELTR 1210 - Residential Wiring II

(4)

Provides additional instruction on wiring practices in accordance with the National Electrical Code. Topics include: residential single family service calculations, residential two family service calculations, load balancing, sub panels and feeders, residential single family service installation, residential two family service installation, concepts of TV and CATV installation, swimming pool installation, and remote control of lighting and intercom installation.

Pre-requisites: None

Co-requisites:

ELTR 1205 - Residential Wiring I

ELTR 1220 - Industrial PLC's

(4)

Introduces operational theory, systems terminology, PLC installations, and programming procedures for programmable logic controls. Emphasis is placed on PLC programming, connections, installations, and start-up procedures. Topics include: PLC hardware and software, PLC functions and terminology, introductory numbering systems, PLC installation and set-up, PLC programming basics, relay logic instructions, timers and counters, connecting field devices to I/O cards, and PLC safety procedures.

Pre-requisites:

ELTR 1110 - Electric Motors

ELTR 1180 - Electrical Controls

EMPL Job Acquisition Skills

EMPL 1000 - Interpersonal Relations and Professional Development

(2)

Emphasizes human relations and professional development in today's rapidly changing world that prepares students for living and working in a complex society. Topics include human relations skills, job acquisition skills and communication, job retention skills, job advancement skills, and professional image skills.

Pre-requisites:

Provisional Admission

EMSP Emergency Medical Services Professions

EMSP 1010 - Emergency Medical Responder

(4)

The Emergency Medical Responder (EMR) course prepares the student to provide initial stabilizing care to the sick or injured prior to the arrival of Emergency Medical Services Professionals (EMS), and to assist EMS personnel in transporting patients for definitive care at an appropriate hospital/facility. Major areas of instruction include Introductory Medical Terminology and Anatomy & Physiology; Responder Safety; Incident Command; Bloodborne Pathogen Training; Basic Physical Assessment; and Treatment of Trauma and Medical Emergencies; Cardiopulmonary Resuscitation and the use of Automatic External Defibrillators. The course is a blend of lecture, hands on lab/learning, and practical scenario based learning/testing. The course will include Healthcare Provider CPR/AED Certification from a Nationally Recognized Body (American Heart Association, Red Cross, etc). If this course is also approved by the Georgia State Office of Emergency Medical Services and Trauma (SOEMST), successful completion will allow the student to be eligible to take the National Registry of Emergency Medical Technicians (NREMT) Emergency Medical Responder (EMR) certification. Topics include: Preparatory; Anatomy and Physiology; Medical Terminology; Pathophysiology; Life Span Development; Public Health; Pharmacology; Airway; Management; Respiration and Artificial Ventilation; Assessment; Medicine; Shock and Resuscitation; Trauma; Special Patient Populations; EMS Operations; and Integration of Patient Assessment and Management.

Pre-requisites: Program Admission

EMSP 1110 - Introduction to the EMT Profession

(3)

This course serves as the introductory course to the Emergency Medical Services (EMS) profession. It orients the student to the prehospital care environment, issues related to the provision of patient care in both in-hospital and out-of-hospital circumstances. It further provides foundational information upon which subsequent curriculum content is based so that successful completion of this content increases the potential for success in subsequent courses and should allow students to apply the fundamental knowledge, skills, and attitudes gained in order to effectively communicate and function safely, ethically and professionally within the emergency medical services environment. Topics include: Anatomy and Physiology, Medical Terminology, Pathophysiology, CPR for HCP, EMS Systems, Research, Workforce Safety and Wellness, Documentation, EMS System Communication, Therapeutic Communication, Medical/Legal and Ethics, Public Health, Principles of Safely Operating a Ground Ambulance, Incident Management, Multiple Casualty Incidents, Air Medical, Vehicle Extrication, HazMat, MCI due to Terrorism/Disaster, and Life Span Development.

Pre-requisites: Program Admission

EMSP 1120 - EMT Assessment/Airway Management and Pharmacology

(3)

This course prepares students for initial scene management and assessment of patients as well as management of the airway. Introduction to pharmacology is also covered. Includes application of scene information and patient assessment findings (scene size up, primary and secondary assessment, patient history, and reassessment) to guide emergency management. Topics include: Scene Size-Up; Primary Assessment; History Taking; Secondary Assessment; Monitoring Devices; Reassessment; Airway Management; Respiration; Artificial Ventilation; Principles of Pharmacology; Medication Administration; and Emergency Medications.

Pre-requisites: Program Admission

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

EMSP 1140 - Special Patient Populations

(3)

This course provides a fundamental knowledge of growth, development, and aging and assessment findings to provide basic emergency care and transportation for a patient with special needs. Topics include: Obstetrics, Gynecology, Neonatal Care, Pediatrics, Geriatrics, Patients with Special Challenges, and Special Patient Populations - Assessments.

Pre-requisites: Program Admission

EMSP 1150 - Shock and Trauma for the EMT

(3)

This course is designed to prepare the EMT student to apply pre-hospital emergency care to patients who have sustained injuries resulting from various mechanisms of injury including: Abdominal and Genitourinary trauma; Orthopaedic trauma; Soft Tissue trauma; Head, Facial, Neck, and Spine Trauma and Nervous System trauma. Special considerations in trauma related injuries will be presented including the physiology of shock as well as multi-system trauma and environmental emergencies. Topics include: Shock and Resuscitation; Trauma Overview; Bleeding; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopaedic Trauma; Soft Tissue Trauma; Head, Facial, Neck, and Spine Trauma; Nervous System Trauma; Special Considerations in Trauma; Environmental Emergencies; and Multi-System Trauma.

Pre-requisites: Program Admission

EMSP 1160 - Clinical and Practical Applications for the EMT

(1)

This course provides supervised clinical experience in various clinical settings as well as opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of an EMT. Topics include: Clinicals and Assessment Based Management.

Pre-requisites: Program Admission

EMSP 1510 - Advanced Concepts for the AEMT

(3)

This course serves as the introductory course to the advanced level practice of the Advanced Emergency Medical Technician (AEMT). It expands on the information attained at the EMT level. Topics include: EMS Systems; Documentation; EMS System Communication; Therapeutic Communication; Principles of Pharmacology; Medication Administration; Emergency Medications; Airway Management; Respiration; Artificial Ventilation; Primary Assessment; and Secondary Assessment.

Pre-requisites: Program Admission

EMSP 1520 - Advanced Patient Care for the AEMT

(3)

This course provides opportunities to apply fundamental knowledge of basic and selected advanced emergency care and transportation based on assessment findings for the following: an acutely ill patient; a patient in shock, respiratory failure or arrest, cardiac failure or arrest, and post resuscitation management; and an acutely injured patient. In addition it provides a fundamental knowledge of growth, development, and aging and assessment findings to provide basic and selected advanced emergency care and transportation for a patient with special needs. Topics include: Geriatrics; Patients with Special Challenges; Medical Overview; Neurology; Immunology; Infectious Disease; Endocrine Disorders; Cardiovascular; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Shock and Resuscitation; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopaedic Trauma; Head, Facial, Neck, and Spine Trauma; Nervous System Trauma; and Integration of Medical/Trauma Assessments.

Pre-requisites: Program Admission

EMSP 1530 - Clinical Applications for the AEMT

(1)

This course provides supervised clinical experience in various clinical settings. Topics include: Clinicals.

Pre-requisites: Program Admission

- EMSP 1540 - Clinical and Practical Applications for the AEMT** (3)
- This course provides supervised clinical experience in various clinical settings as well as opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of an AEMT. Topics include: Clinicals and Assessment Based Management.
- Pre-requisites: Program Admission
-
- EMSP 2110 - Foundations of Paramedicine** (3)
- This course introduces the student to the role of the paramedic in today's healthcare system, with a focus on the prehospital setting. This course will also prepare the student to integrate scene and patient assessment findings with knowledge of epidemiology and pathophysiology to form a field impression. This includes developing a list of differential diagnoses through clinical reasoning to modify the assessment and formulate a treatment plan. Topics include: EMS Systems; Research; Workforce Safety and Wellness; Documentation; EMS System Communication; Therapeutic Communication; Medical/Legal and Ethics; Life Span Development; Public Health; Incident Management; Air Medical; Scene Size-Up; Primary Assessment; History Taking; Secondary Assessment; Monitoring Devices; and Reassessment.
- Pre-requisites: Program Admission
-
- EMSP 2120 - Applications of Pathophysiology for Paramedics** (3)
- This course expands the concepts of pathophysiology as it correlates to disease processes. This course will enable the student to apply the general concepts of pathophysiology to the assessment and management of patients in the emergency setting. Topics include: Pathophysiology.
- Pre-requisites: Program Admission
-
- EMSP 2130 - Advanced Resuscitative Skills for Paramedics** (3)
- This course will equip the paramedicine student with an expanded knowledge of pharmacology, as well as skills used to manage the respiratory system. Students will learn to use these advanced resuscitative skills to mitigate patient care emergencies, and to improve the overall health of the patient. Topics include: Principles of Pharmacology; Medication Administration; Emergency Medications; Airway Management; Respiration; and Artificial Ventilation.
- Pre-requisites: Program Admission
-
- EMSP 2140 - Advanced Cardiovascular Concepts** (4)
- This course equips the paramedicine student with an expanded knowledge of the anatomy, physiology, and electrophysiology of the cardiovascular system. Students will also examine the epidemiology of cardiovascular disease, and will begin to integrate advanced assessment skills (including ECG interpretation) into the assessment of cardiac patients. Topics include: Anatomy, Physiology, and Electrophysiology of the Cardiovascular System; Epidemiology of Cardiovascular Disease; Assessment of the Cardiac Patient; Electrocardiographic (ECG) interpretation.
- Pre-requisites: Program Admission
-
- EMSP 2310 - Therapeutic Modalities of Cardiovascular Care** (3)
- This course will enable the student to integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient experiencing a cardiovascular emergency. Topics include: Cardiovascular Emergencies and Advanced Cardiovascular Life Support (ACLS).
- Pre-requisites: Program Admission
-
- 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
-
- 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; Orthopaedic 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
-
- 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
-
- EMSP 2510 - Clinical Applications for the Paramedic - I** (2)
- This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2510 Clinical Applications for the Paramedic - I is one in a series of courses that also includes: EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.
- Pre-requisites: Program Admission
-
- EMSP 2520 - Clinical Applications for the Paramedic - II** (2)
- This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2520 Clinical Applications for the Paramedic - II is one in a series of courses that also includes: EMSP 2510, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.
- Pre-requisites: Program Admission

<p>EMSP 2530 - Clinical Applications for the Paramedic - III</p> <p>This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2530 Clinical Applications for the Paramedic - III is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.</p> <p>Pre-requisites: Program Admission</p>	(2)
<p>EMSP 2540 - Clinical Applications for the Paramedic - IV</p> <p>This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2540 Clinical Applications for the Paramedic - IV is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.</p> <p>Pre-requisites: None</p>	(1)
<p>EMSP 2550 - Clinical Applications for the Paramedic - V</p> <p>This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2550 Clinical Applications for the Paramedic - V is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.</p> <p>Pre-requisites: Provisional Admission</p>	(1)
<p>EMSP 2560 - Clinical Applications for the Paramedic - VI</p> <p>This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2560 Clinical Applications for the Paramedic - VI is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.</p> <p>Pre-requisites: Program Admission</p>	(1)
<p>EMSP 2570 - Clinical Applications for the Paramedic - VII</p> <p>This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2570 Clinical Applications for the Paramedic - VII is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550 and EMSP 2560. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.</p> <p>Pre-requisites: Program Admission</p>	(1)
<p>EMSP 2710 - Field Internship for the Paramedic</p> <p>Provides supervised field internship experience in the prehospital advanced life support setting. Topics include: Field Internship.</p> <p>Pre-requisites: Provisional Admission</p>	(2)
<p>EMSP 2720 - Practical Applications for the Paramedic</p> <p>Allows opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of a Paramedic. Topics include: Assessment Based Management for Paramedics.</p> <p>Pre-requisites: Program Admission</p>	(3)
ENGL English	
<p>ENGL 0096 - English I</p> <p>Emphasizes standard English usage. Topics include capitalization, basic punctuation, subject and verb agreement, correct verb forms, spelling, and basic paragraph development.</p> <p>Pre-requisites Appropriate Placement Test Score.</p>	(3)
<p>ENGL 0097 - English II</p> <p>Emphasizes standard English usage. Topics include capitalization, basic punctuation, subject and verb agreement, correct verb forms, spelling, and basic paragraph development.</p> <p>Pre-requisites ENGL 0096 - English I OR Appropriate Placement Test Score.</p>	(3)
<p>ENGL 0098 - English III</p> <p>Emphasizes the ability to communicate using written methods. Topics include writing, grammar, and revising.</p> <p>Pre-requisites ENGL 0097 - English II OR Appropriate Placement Test Score.</p>	(3)
<p>ENGL 1010 - Fundamentals of English I</p> <p>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.</p> <p>Pre-requisites ENGL 0097 - English II OR Appropriate Placement Test Score AND READ 0097 - Reading II OR Appropriate Placement Test Score.</p>	(3)
<p>ENGL 1012 - Fundamentals of English II</p> <p>Provides knowledge and application of written and oral communications found in the workplace. Topics include writing fundamentals and speaking fundamentals.</p> <p>Pre-requisites: ENGL 1010 - Fundamentals of English I</p>	(3)

ENGL 1101 - Composition and Rhetoric**(3)**

Explores the analysis of literature and articles about issues in the humanities and in society. Students practice various modes of writing, ranging from exposition to argumentation and persuasion. The course includes a review of standard grammatical and stylistic usage in proofreading and editing. An introduction to library resources lays the foundation for research. Topics include writing analysis and practice, revision, and research. Students write a research paper using library resources and using a formatting and documentation style appropriate to the purpose and audience.

Pre-requisites

Appropriate Degree Level Writing (English) Placement Test Score and Appropriate Degree Level Reading Placement Test Score

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.

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.

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.

FOSC Forensic Science Technology**FOSC 1206 - Introduction to Forensic Science****(3)**

This introductory course will provide a broad overview of the areas in forensic science covered in higher level courses. Topics include the recognition, identification, individualization and evaluation of various types of physical evidence, forensic science and the law, and ethics in forensic science. The relationship of forensic science to the natural sciences and the use of the scientific method in forensic science will also be explored.

Pre-requisites: Program Admission

FOSC 2010 - Crime Scene Investigation I**(4)**

A study of the methods and techniques of scientific crime scene investigation and analysis using principles from biology, chemistry, and physics to document, recognize, preserve and collect physical evidence. Topics covered include video recording, photography, sketching, and searching of crime scenes along with proper collection and preservation methods.

Pre-requisites:

FOSC 1206 - Introduction to Forensic Science with a grade of "C" or better.

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:

Program Admission

FOSC 2010 - Crime Scene Investigation I with a grade of "C" or better.

FOSC 2012 - Forensic Trace Evidence**(4)**

Trace evidence is often divided into two categories; chemistry and microscopy. This course is an introductory course in trace evidence to include the sub disciplines of hairs, fibers, arson, gunshot residue, explosives, paint, fracture match and fabric impression examinations and comparisons using microscopic and instrumental techniques. This course will also give the student who is interested in laboratory or CSI work practical experience in the area of trace evidence and how it relates to forensic science.

Pre-requisites:

Program Admission

FOSC 1206 - Introduction to Forensic Science with a grade of "C" or better.

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

Either ENGL 1010 or ENGL 1101 and FOSC 1206. ENGL 1010 - Fundamentals of English I

ENGL 1101 - Composition and Rhetoric

FOSC 1206 - Introduction to Forensic Science with a grade of "C" or better.

FOSC 2028 - Bloodstain Pattern Analysis**(4)**

Bloodstain pattern analysis is a tool used in crime scene investigations to reconstruct events and evaluate statements. Lectures on terminology and theory coupled with practical laboratory exercises will provide students with the basic knowledge of bloodstain pattern analysis. The understanding of scientific principles related to bloodstain pattern analysis and its relation to case work will be explored in addition to the identification and documentation of bloodstains and bloodstain patterns.

Pre-requisites:

FOSC 2010 - Crime Scene Investigation I with a grade of "C" or better.

FOSC 2033 - Death Investigation**(3)**

This course examines the fundamentals of a medicolegal death investigation, the operation of death investigation system and the role of the death investigator. Procedures required assisting

the medical examiner/ coroner in determining the deceased persons cause and manner of death are discussed. Additional topics include autopsy technique, sudden and unexpected death, natural death, specific wound and injury characteristics, and child death.

Pre-requisites:

FOSC 1206 - Introduction to Forensic Science with a grade of "C" or better.

FOSC 2035 - Forensic Photography

(4)

The basic principles of photography generation and manipulation. Students will learn the basic camera operations including shutter speed, aperture, and lighting. Topics will include macro and micro photography, depth of field, digital cameras, and scene photography. Emphasis will be placed on the application of basic camera techniques to forensic science photography.

Pre-requisites:

Program Admission

FOSC 1206 - Introduction to Forensic Science with a grade of "C" or better.

FOSC 2037 - Victimology

(3)

While individuals have been crime victims for many years, victimology or the study of crime victims is a relatively recent discipline. The majority of criminological research and discussion has been focused on the offender rather than the victim. This course provides an overview of the principles and concepts of victimology, an analysis of victimization patterns and trends, and the role of victimology in the justice system. In addition the repercussions of victimization, victim reporting patterns and remedies available for victims are also explored.

Pre-requisites:

Program Admission

FOSC 2039 - Computer Forensics

(5)

The main goal of this course is to provide students with an understanding of computer forensics and investigation tools and techniques. Students will gain a solid foundation in computer forensics and investigations. Most of the major personal computer operating system architectures and disk structures will be discussed. Students will learn how to set up an investigators office and laboratory, as well as what computer forensic hardware and software tools are available. Students will also learn the importance of digital evidence controls and how to process crime and incident scenes. Finally, students will learn the details of data acquisition, computer forensic analysis, e-mail investigations, image file recovery, investigative report writing, and expert witness requirements. The course provides a range of laboratory and hands-on assignments that teaches about theory as well as the practical application of computer forensic investigation.

Pre-requisites:

COMP 1000 - Introduction to Computers

FOSC 2040 - Forensic Firearms and Toolmark Identification

(4)

The course is an introduction to firearms, ammunition and ammunition components, microscopic comparison of questioned bullets, cartridge cases and toolmarks, distance determination, gunpowder and shotgun pattern analysis, serial number restoration, lock picking techniques, the examination of security devices such as padlocks and safes and the examination of firearm related injuries.

Pre-requisites: FOSC 1206 - Introduction to Forensic Science with a grade of "C" or better.

FOSC 2041 - Latent Print Examination

(4)

This course explains the history, biology, and basic principles of friction ridge analysis. Properly recording, processing, documenting, collecting, and preserving latent print evidence will be discussed. Students will also be introduced to the Automated Fingerprint Identification System (AFIS) and the analysis, comparison, and evaluation of latent prints. Various lab exercises will also be conducted to demonstrate processing methods used in latent print examination.

Pre-requisites

FOSC 1206 w/ a C or better Program Admission

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:

Program Admission

FOSC 1206 - Introduction to Forensic Science with a grade of "C" or better.

Co-requisites: FOSC 2010 - Crime Scene Investigation I

FOSC 2200 - Forensic Firearm Injuries, Distance Determination and Firearm Safety

(4)

Firearm related injuries and distance determination, using the analysis of both gunshot residues and shotgun pattern analysis will be the focus of this course. The application of the scientific method, testing protocols, analysis of firearms injuries on victims and the reproduction and comparison of gunpowder and primer residues to determine the muzzle to target distance will also be explained. The functionality, maintenance, and safety testing of firearms will also be demonstrated.

Pre-requisites:

Program Admission

FOSC 1206 - Introduction to Forensic Science with a grade of "C" or better.

FOSC 2040 - Forensic Firearms and Toolmark Identification with a grade of "C" or better.

FRSC Fire Science

FRSC 1020 - Basic Firefighter - Emergency Services Fundamentals

(3)

This course provides the student with information on the applicable laws, policies, and standards that the Firefighter I course is designed, and how the course will be administered. This course will provide the student basic knowledge of where and how the fire service originated from the colonial periods to present day firefighting operations. The student will learn basic roles and responsibilities of a firefighter, how firefighters have to abide by and work from standard operating procedures and guidelines, and how the chain of command works and their position within it. The student will be provided the knowledge on how to communicate within the fire service; whether it with the fire station or on the fire ground. This course provides the emergency responder with basic principles and functions of the Incident Command System. The course will provide the necessary knowledge and skills to operate within the ICS and their role within the ICS at the fire station, at a non-emergency scene, and at emergency scenes. It will provide also provide the emergency responder with knowledge on how to perform basic skills at emergency scenes that deal with infection control, cardiopulmonary resuscitation, basic first aid measures, and using an AED. Finally, it will provide the emergency responder skills and knowledge on how to recognize the presence of and the potential for a hazardous materials release, and how and who personnel should call. Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to obtain a certificate of completion or become certified through the appropriate governing agency for the

following: 1. Infection Control 2. CPR 3. First Aid 4. ICS-100 5. IS-700 6. NPQ - Hazardous Materials for First Responders Awareness Level This course meets the requirements NFPA 1001 Standard for Fire Fighter Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.

Pre-requisites:

Program Admission

FRSC 1030 - Basic Firefighter - MODULE I

(5)

This course provides the firefighter candidate/recruit with basic knowledge and skills to perform various fire ground operations as a firefighter on emergency scenes. The candidate/recruit will learn about safety during all phases of a firefighters career, the personal protective equipment that is required for training and every emergency response, and how to properly don it for use and doff it after use. The candidate/recruit will learn about the dynamics of fire through fire behavior and how to extinguish the different phases of fires with either portable fire extinguishers or through fire suppression attacks and techniques. The candidate/recruit will also learn the three tactical priorities of Life Safety, Incident Stabilization, and Property Conservation that have to be achieved on every fireground. Basic knowledge and skills will be provided to the candidate/recruit so they can achieve the tactical priorities through various fireground operations such as: response & size-up, forcible entry, ladders, search & rescue, ventilation, water supply, fire hose, fire nozzles, fire streams, salvage, and overhaul. Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to obtain a certificate of completion or become certified through the appropriate governing agency for the following: 1. Module I This course meets the requirements NFPA 1001 Standard for Fire Fighter Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.

Pre-requisites:

Program Admission

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

FRSC 1050 - Fire and Life Safety Educator I

(3)

Most structural fires, fire deaths and fire injuries occur in the home. This course addresses some of the most important responsibilities of the modern fire service; teaching the public to prevent or if needed, escape fires and related emergencies. We have adopted the approach that we must learn from each incident then put the information to work to prevent fires and fire losses through public fire and life safety education. Topics include: general requisite knowledge, administration, planning and development, education and implementation, and evaluation.

Pre-requisites:

FRSC 1141 - Hazardous Materials Operations

FRSC 1020 - Basic Firefighter - Emergency Services Fundamentals

FRSC 1030 - Basic Firefighter - MODULE I

FRSC 1040 - Basic Firefighter - MODULE II

FRSC 1060 - Fire Prevention, Preparedness and Maintenance

(3)

This course provides the student with the necessary skills of fire prevention, emergency scene preparedness, and tool and equipment maintenance. Specifically addressed are the following topics: basic principles of building construction; knowledge of water supply systems to include pressurized systems, rural water supplies, and alternative water supplies; perform hydrant flow tests as part of water flow assessments for water supplies coming from pressurized hydrants; discuss fire detection, suppression, and suppression systems; consolidate all knowledge to perform a pre-incident plan of a facility; selection of proper tools and techniques of cleaning and proper maintenance of those tools; discuss hoselines, nozzles, and fire streams to perform hoseline lays with proper nozzles attached and select the proper fire stream for the class of fire encountered on various types of fire scenes; and service testing of fire hoses. Finally, this course will conclude fire cause determination to gain necessary knowledge and skills to perform a fire investigation to determine the point of origin and the cause of a fire in a structure. To participate in this course the student must also attain national certification of Firefighter I status or successful completion of FRSC 1020, FRSC 1030, FRSC 1040 and FRSC 1141.

Pre-requisites:

Program Admission

FRSC 1070 - Introduction to Technical Rescue

(4)

This course provides an awareness of the principles of technical rescue through utilization of readings from the text, classroom discussion, practical skills, and practice. This course includes Extricating a victim entrapped in a Motor Vehicle, Assisting a Rescue Team in various technical rescue operations including but not limited to Trench and Excavation, Rope Rescue, Water Rescue, Confined Space Operations, Structural Collapse, Vehicle and Machinery Rescue, and Wilderness Search and Rescue. The student will learn the application of knots, rigging principles, anchor selection criteria, system safety check procedures, rope construction and rope rescue equipment applications and limitations. This course fulfills NFPA 1001, Standard for Firefighter Professional Qualifications, 2008 Edition Chapter 6 sections 6.4.1, 6.4.2 and NFPA 1006, Standard for Technical Rescuer Professional Qualifications, 2008 Edition Chapter 5 sections 5.2, 5.3, 5.4, 5.5.1, 5.5.2, 5.5.3, 5.5.4, 5.5.5, 5.5.8, 5.5.9, 5.5.11, 5.5.14 and NFPA 1670, Standard on operations and Training for Technical Search and Rescue Incidents, 2004 Edition sections 5.2.2, 6.2.2, 6.3.47.2.48.2.3, 9.2.3, 10.2.2, 11.2.3. To participate in this course, the student must also have attained national certification of Firefighter I status or successful completion of FRSC 1020, FRSC 1030, FRSC 1040 and FRSC 1141.

Pre-requisites:

Program Admission

FRSC 1080 - Fireground Operations

(3)

This course will provide the student basic knowledge of the roles and responsibilities of the Firefighter II; the standard operating procedures and guidelines of firefighters; fire service communications relative to obtaining information from occupants and owners to complete an incident report can be completed accurately; Incident Command principles and their application; practical fireground hydraulics to supply proper nozzle pressures while participating in live fire scenarios. To participate in this course the student must also attain National certification of Firefighter I status or successful completion of FRSC 1020, FRSC 1030, FRSC 1040, FRSC 1141.

Pre-requisites:

Program Admission

FRSC 1100 - Introduction to the Fire Service

(3)

This course is a survey of the philosophy and history of Fire Protection, loss of property and life by fire, review of municipal fire defenses and the organization and function of the federal, state, county, city and private fire protection. Includes introduction to: fire technology education and the firefighter selection process; fire protection career opportunities; public fire protection; chemistry and physics of fire; public and private support organizations; fire department resources, fire department administration; support functions; training, fire prevention; codes and ordinances; fire protection systems and equipment; emergency incident management; and emergency operations.

Pre-requisites:

Program Admission

FRSC 1110 - Fire Administration - Supervision and Leadership

(3)

This course provides the necessary knowledge and skills for an emergency responder to become a successful fire officer. The student will learn how to become a responsible leader and supervisor to a crew of firefighters, how to manage a budget for the fire station, understand standard operating procedures, and be able to manage an incident. Also, an understanding of basic fire prevention methods, fire and building codes, and records systems will be covered throughout the course. Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to qualify for a certificate of completion or seek certification through the appropriate governing agency for the following: 1. NFA Leadership I 2. NFA Leadership II 3. NFA Leadership III This course meets the requirements NFPA 1021 Standard for Fire Officer Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.

Pre-requisites:

Program Admission

FRSC 1121 - Firefighting Strategy and Tactics

(3)

This course presents the principles of applying fire department resources to mitigate a fire or related emergency. General topics include: principles of firefighting, size up, engine company operations, hose line selection and placement, water supply, standpipe and sprinkler operations, ladder company operations, forcible entry, ventilation and search and rescue. Specific fires reviewed will include private dwellings, multiple dwellings, commercial buildings, high-rise structures, buildings under construction, structural collapse, flammable liquid and gas fires and waterfront fires.

Pre-requisites:

Program Admission

FRSC 1132 - Fire Service Instructor

(4)

Students will learn to analyze jobs and information, then prepare and present related training. Emphasis is placed on planning, organizing, presenting, and testing, using methodologies appropriate to the subject. Topics include: orientation to emergency services instruction, communication, planning and analysis, objectives, learning, assessment, methods of instruction, instructor materials, media, training related group dynamics, classroom management, the legal environment, and NPQ Fire Instructor I. Students will have numerous hands-on opportunities to apply what they learn. Successful completers of FRSC 1132 are qualified to test for the National Professional Qualification (NPQ) Fire Instructor I Exam.

Pre-requisites:

Program Admission

FRSC 1141 - Hazardous Materials Operations

(4)

This course provides emergency responder personnel with the information to respond safely, limit possible exposure to all personnel, and to provide information to the proper authorities as being a primary goal while reacting in the defensive mode of operation. The first responder operations level responsibilities are recognition and identification of a hazardous material scene, the gathering of information, the notification of the proper authorities, the isolation of the area by setting perimeters/zones, possible evacuation, protection by initiating the incident management system, emergency decontamination, and performing defensive actions only. Even though the first responder is a member of an emergency response service, they are not trained in specialized protective clothing or specialized control equipment. Thus, the first responder is not a member of a hazardous materials response team. This course meets the requirements of NFPA 472 - Professional Competence of First Responders to Haz Mat Incidents at the Operations Level. This course also meets the requirements of OSHA 29 CFR 1910.120, EPA, USDOT, and all other appropriate state, local and provincial occupational health and safety regulatory requirements. Also required as prerequisite: NPQ FF I and NPQ Hazardous Materials Awareness Level

Pre-requisites:

Program Admission

FRSC 1151 - Fire Prevention & Inspection

(4)

Emphasis is placed on the shared responsibility of all fire service personnel to prevent fires and fire losses by survey of fire prevention activities, conducting basic fire prevention inspections, practicing life safety codes, review of local and state laws regarding fire inspection, and review of applicable codes and standards. Topics include: code administration, inspection, use and occupancy, building limitations and types of construction, fire resistive construction elements, installation of fire protection systems, means of egress, interior finish requirements, general fire safety provisions, maintenance of fire protection systems, means of egress maintenance for occupancies, hazardous materials, flammable liquids and aerosols, detonation and deflagration hazards, hazardous assembly occupancies, other storage and processing occupancies, compressed gases and cryogenic liquids, pesticides and other health hazards, and using referenced standards. Successful completion of FRSC 1151 qualifies individuals to test for the National Professional Qualification (NPQ) Inspector Level-I examination

Pre-requisites:

Program Admission

FRSC 1161 - Fire Service Safety and Loss Control

(3)

This course will provide the necessary knowledge and skills for the emergency responder to understand occupational safety and health and be able to develop safety programs. The course starts with an introduction to occupational safety and health and covers the history, national agencies that produce injury and fatality reports, and efforts that have been made to address safety and health problems in emergency service occupations. The course will review safety related regulations and standards and discuss how to implement them through risk management processes. There will be lectures and discussions on pre-incident safety, safety at fire emergencies, safety at medical and rescue emergencies, safety at specialized incidents, and post-incident safety management. Personnel roles and responsibilities will be covered, so that knowledge can be gained on the relationship to the overall safety and health program by the different responding and administrative personnel at emergency scenes. Lectures and discussions on how to develop, manage, and evaluate safety programs will be covered to provide general knowledge and basic skills on occupational health and safety programs. Finally information management and various other special topics will be covered to gain knowledge on the legal, ethical, and financial considerations that programs need to be aware of and how to collect the data and report it.

Pre-requisites:

Program Admission

FRSC 2100 - Fire Administration Management

(3)

This course will provide the necessary knowledge and skills for the emergency responder to become a diverse leader and manager in their department. The course starts with the history of the fire service which focuses on the historical events that have forged the fire service today. Discussions on preparing for the future are designed to provide information to develop a game plan for personal success. Leadership and Management principles will be taught to blend the academics of leadership and management research into what occurs in the fire service organization on a daily basis. Leadership styles will be discussed to help understand how to lead and manage and, as important, why it's done. The course will take an insightful look into how people handle change personally and organizationally. Discussions on ethics will be focused on the elements critical to ethical leadership and management practices. The course will explore the elements of team building and provide a depth of understanding how to blend various styles and personalities to get the most from people. Discussions on managing emergency services will target budgeting and personnel management the support elements that are so vital to every organization. Quality of the fire service will also be looked at for methods of quality improvement and their applications to improve the services delivered to citizens everyday. An in-depth overview of the changes in disaster planning and response since 9-11, and includes ways to help with

community evaluation and preparedness processes. Finally, shaping the future will explore the possibilities of what may occur in the fire service and how you can play an important role in helping to shape the fire service of the future.

Pre-requisites:

Program Admission

FRSC 2110 - Fire Service Hydraulics

(3)

This course begins with the history and theories of the use of water for fire extinguishment then moves to practical application of the principles of hydraulics in water systems and on the fire ground. Topics include: water at rest and in motion, velocity and discharge, water distribution systems, fire service pumps, friction loss, engine and nozzle pressures, fire streams, standpipe systems, automatic sprinkler systems, firefighting foams, and the clip board friction loss system.

Pre-requisites:

Program Admission

FRSC 2120 - Fire Protection Systems

(3)

A review of fire detection and protection systems including: automatic sprinkler systems, portable fire extinguishers, restaurant/kitchen systems, special hazard systems, detection systems, and control systems. The applicable laws, codes and standards will be introduced along with regulatory and support agencies. Specific topics include: introduction to fire protection systems, water supply systems for fire protection systems, water-based suppression systems, nonwater-based suppression systems, fire alarm systems, smoke management systems, and portable fire extinguishers.

Pre-requisites:

Program Admission

FRSC 2130 - Fire Service Building Construction

(3)

Presents building construction features from the perspective of the fire service with emphasis placed on the use of building construction information to prevent and reduce fire fighter and civilian deaths and injuries. Topics include: principles of building construction, building construction classification, building construction hazards and tactical considerations, structural loads and stresses, structural building components and functions, fire resistance and flame spread, building codes, structural failure and firefighter safety, and firefighter safety in structural and wildland firefighting.

Pre-requisites:

Program Admission

FRSC 2141 - Incident Command

(4)

The Incident Command course is designed to illustrate the responsibilities to use, deploy, implement, and/or function within an Incident Command System (ICS) as well as functioning within multi-jurisdictions incident under the Incident Management System (IMS). The course emphasizes the need for incident management systems, an overview of the structure and expandable nature of ICS, an understanding of the command skills needed by departmental officers to use ICS guidelines effectively, and scenario practice on how to apply ICS and IMS. The National Incident Management System (NIMS) will illustrate and provide the consistent nationwide template to enable all government, private-sectors, and non-governmental organizations to work together during virtual all domestic incidents. These course competencies will cover those objectives entailed in NIMS 100, 200, 700, and 800.

Pre-requisites:

Program Admission

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

HECT Health Care Technician

HECT 1100 - Hemodialysis Patient Care

(7)

This course will focus on the theoretical and clinical aspects of hemodialysis, including the duties and responsibilities essential to the delivery of patient care in the chronic outpatient setting.

Pre-requisites:

Program Admission

HECT 1120 - Hemodialysis Practicum

(4)

This course will focus on the theoretical and clinical aspects of hemodialysis, including the duties and responsibilities essential to the delivery of patient care in the chronic outpatient setting.

Pre-requisites:

HECT 1100 - Hemodialysis Patient Care

HIMT Health Information Technology

HIMT 1100 - Introduction to Health Information Technology

(3)

This course focuses on orienting the student to health information management. Topics include introducing students to the structure of healthcare in the United States and its providers, and the structure and function of the American Health Information Management Association (AHIMA).

Pre-requisites:

ENGL 1102, SPCH 1101, PSYC 1101, BIOL 2114, ALHS 1090, MAST 1120, COMP 1000, and MATH 1111

HIMT 1150 - Computer Applications in Healthcare

(2)

Designed to provide students with computer and software skills used in medical offices. Topics include hardware and software components of computers for medical record applications; database software and information management; specialized information management systems in healthcare; methods of controlling confidentiality and patient rights; accuracy and security of health information data in computer systems as well as future directions of information technology in healthcare.

Pre-requisites: ENGL 1102, SPCH 1101, PSYC 1101, BIOL 2114, ALHS 1090, MAST 1120, COMP 1000, and MATH 1111

HIMT 1200 - Legal Aspects of Healthcare

(2)

This course focuses on the study of legal principles applicable to health information, patient care and health records. Topics include: working of the American Legal System, courts and legal procedures, principles of liability, patient record requirements, access to health information, confidentiality and informed consent, the judicial process of health information, specialized patient records, risk management and quality assurance, HIV information, and the electronic health record.

Pre-requisites:

ENGL 1102, SPCH 1101, PSYC 1101, BIOL 2114, ALHS 1090, MAST 1120, COMP 1000, and MATH 1111

HIMT 1250 - Health Record Content and Structure

(2)

This course provides a study of content, storage, retrieval, control, retention, and maintenance of health information. Topics include: health data structure, content and standards, healthcare information requirements and standards.

Pre-requisites: ENGL 1102, SPCH 1101, PSYC 1101, BIOL 2114, ALHS 1090, MAST 1120, COMP 1000, and MATH 1111

HIMT 1350 - Pharmacotherapy

(2)

Introduces drug therapy with emphasis on safety, classification of drugs, their action, side effects, and/or adverse reactions. Also introduces the basic concept used in the administration of drugs. Topics include: Introduction to pharmacology, sources and forms of drugs, drug classification, and drug effects on the body systems.

Pre-requisites:

ENGL 1102, SPCH 1101, PSYC 1101, BIOL 2114, ALHS 1090, MAST 1120, COMP 1000, and MATH 1111

HIMT 1400 - Coding and Classification I - ICD Coding

(4)

This course provides the student an introduction to Medical Coding & Classification of diseases, injuries, encounters, and procedures using standard applications of Medical Coding Guidelines to support reimbursement of healthcare services.

Pre-requisites:

HIMT 1100, HIMT 1150, HIMT 1200, HIMT 1250, HIMT 1350

HIMT 1410 - Coding and Classification II - ICD Advanced Coding

(3)

This course is a continuation of HIT 1400 (Coding and Classification I). This course provides the student with case studies for in-depth review of inpatient and outpatient record formats as found in current healthcare settings. Advanced coding skills and use of industry applications to apply coding and billing standards will be the focus to develop auditing and compliance strategies in the work setting.

Pre-requisites: HIMT 1400, HIMT 2150, HIMT 2200, HIMT 2410

HIMT 2150 - Healthcare Statistics

(2)

This course analyzes the study of methods and formulas used in computing and preparing statistical reports for health care services and vital records. It also focuses on the study of methods and techniques used in presenting statistical data.

Pre-requisites:

HIMT 1100, HIMT 1150, HIMT 1200, HIMT 1250, HIMT 1350

HIMT 2200 - Performance Improvement

(2)

This course introduces the students to the peer review and the role health information plays in evaluating patient care. The course investigates the components of performance improvement programs in health care facilities, including quality assessment, utilization management, risk management, and critical clinical pathways. State and local standards are included as well as review of the federal government's role in health care and accreditation requirements of various agencies.

Pre-requisites: HIMT 1100, HIMT 1150, HIMT 1200, HIMT 1250, HIMT 1350

HIMT 2300 - Healthcare Management

(3)

This course will engage in the functions of a manager, planning, organizing, decision making, staffing, leading or directing, communication and motivating. Further study will include principles of authority/ responsibility, delegation and effective communication, organization charts, job descriptions, policies and procedures, employee motivation, discipline and performance evaluation.

Pre-requisites: HIMT 1400, HIMT 2150, HIMT 2200, HIMT 2410

HIMT 2400 - Coding and Classification System III - CPT/HCPCS Coding

(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, HIMT 2150, HIMT 2200, HIMT 2410

HIMT 2410 - Revenue Cycle Management

(2)

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 1100, HIMT 1150, HIMT 1200, HIMT 1250, HIMT 1350

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:

HIMT 1400, HIMT 2150, HIMT 2200, HIMT 2410

Co-requisites:

HIMT 1410, HIMT 2300, HIMT 2400

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

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

HORT Horticulture Science

HORT 1000 - Horticulture Science

(3)

Introduces the fundamentals of plant science and horticulture as a career field. Emphasis will be placed on an industry overview; plant morphology; plant physiology; environmental factors affecting horticulture practices; soil physical and chemical properties; fertilizer elements and analysis; and basic propagation techniques.

Pre-requisites:

Provisional Admission

HORT 1010 - Woody Ornamental Plant Identification

(3)

Provides the basis for a fundamental understanding of the taxonomy, identification, and culture requirements of woody plants. Topics include: introduction to woody plants, classification of woody plants, and woody plant identification and culture requirements.

Pre-requisites:

Program Admission

HORT 1020 - Herbaceous Plant Identification

(3)

Emphasizes the identification, selection, and cultural requirements of herbaceous plants. Topics include: introduction to herbaceous plants, plant classification and nomenclature of herbaceous plants, herbaceous plant identification and culture requirements and seasonal color management.

Pre-requisites:

Program Admission

HORT 1030 - Greenhouse Management

(3)

This course helps to prepare students for a career in the management of commercial greenhouses, conservatories and institutional greenhouses. Emphasis is placed on greenhouse construction; operation and management; regulating and controlling the environment; applying cultural practices as they affect plant physiological processes and influence plant growth and development; and management of a greenhouse business.

Pre-requisites:

Provisional Admission

HORT 1040 - Landscape Installation

(3)

This course helps develop skills needed to prepare an area for plant and vital non-plant materials as well as install the landscape items as intended by the designer. Topics include: Workplace safety, retaining wall construction, landscape paving, irrigation and drainage, plant installation, and managerial functions related to landscape installation.

Pre-requisites: None

HORT 1050 - Nursery Production and Management

(3)

Develops skills necessary to propagate and produce both container and field grown nursery stock. Topics include: industry overview, facility design, propagation techniques and environment, field grown and container production, and managerial functions for nursery production.

Pre-requisites: Provisional Admission

HORT 1060 - Landscape Design

(3)

Introduces design principles, drawing skills, and plant selection techniques required to produce landscape plans for residential/commercial clients. Topics include: landscape design principles, sketching and drawing skills, site analysis, plant and material selection, and landscape design process.

Pre-requisites: None

HORT 1080 - Pest Management

(3)

This course provides an introduction to the principles and mechanisms of integrated pest management across a diverse array of pests including insects, weeds, plant pathogens, nematodes and vertebrates. Specifically, the course will provide students with a fundamental and practical understanding of integrated pest management in a landscape setting with emphasis on pest identification and control; pesticide application safety; and legal requirements for state licensure.

Pre-requisites:

Provisional Admission

HORT 1120 - Landscape Management

(3)

This course introduces cultural techniques required for proper landscape management with emphasis on practical application and managerial techniques. Topics include: landscape management, safe operation and maintenance of landscape equipment, and administrative functions for landscape managers.

Pre-requisites: None

HORT 1140 - Horticulture Business Management

(3)

This course presents managerial techniques required for business success in a chosen horticultural field. All aspects of establishing and managing a small business will be addressed. Emphasis will be placed on strategic planning; financial management; marketing strategies; human resource management; and operations and administration.

Pre-requisites:

Provisional Admission

HORT 1150 - Environmental Horticulture Internship

(3)

Provides the student with practical experience in an actual job setting. This internship allows the student to become involved in on-the-job environmental horticulture applications that require

practice and follow through. Topics include: work ethics, skills, and attitudes; demands of the horticulture industry; horticultural business management; and labor supervision.
Pre-requisites: None

HORT 1160 - Landscape Contracting

(3)

Provides essential knowledge and skills in landscape contracting with emphasis on landscape business practices and principles, landscape bidding and estimating and managerial skills for the landscape business environment. Topics include: overview of landscape industry, landscape business principles and practices, landscape bidding and estimating and managerial skills for the landscape business environment.
Pre-requisites: None

HORT 1310 - Irrigation

(3)

Provides students with exposure to the basic principles of hydraulics and fluidics. Special attention is given to watering plant materials in various soil and climatic conditions through the use of irrigation. Topics include: industry overview; fluidics and hydraulics; system design and installation.
Pre-requisites: None

HORT 1330 - Turfgrass Management

(3)

A study of turfgrass used in the southern United States. Topics include: industry overview, soil and soil modification; soil fertility; turf installation; turf maintenance, turf diseases, insects and weeds; and estimating costs on management practices
Pre-requisites:
Provisional Admission

HORT 1440 - Landscape Grading and Drainage

(4)

Allows students to become familiar with basic site grading procedures that promote proper site drainage. This course emphasizes a hands-on approach to grading using hand and machine-driven equipment. Topics include: overview of grading and drainage, topographic map reading and evaluation, basic surveying procedures and equipment usage, site analysis and drainage design and installation, grading equipment operation and safety and grading landscape areas.
Pre-requisites: None

HORT 1500 - Small Engine Repair and Maintenance

(4)

Provides instruction in basic small engine maintenance. Topics include: engine types; ignition systems; fuel systems; lubrication, filtration, and maintenance; and engine repair.
Pre-requisites: Program Admission

HORT 1680 - Woody Plant Identification II

(2)

Students will develop a systematic approach to proper classification, nomenclature, identification, culture and use of many different woody plant species suitable for the region. Topics include: principles of plant classification and nomenclature, identification traits of woody plants and identification, culture and use of woody landscape plant species.
Pre-requisites:
Provisional Admission

HORT 1700 - Large Equipment Operation

(3)

This course will allow students to gain significant experience in the safe operation of horticulture equipment. Students will gain experience in the operation of tractors and attachments, skid-steer equipment, trenchers, landscape maintenance equipment and any other equipment relevant to the landscape industry. The course will combine lectures, demonstrations and lab activities on equipment use, operation and safety in the field.
Pre-requisites: Program Admission

HORT 1720 - Introductory Floral Design

(3)

This course introduces the basic concepts and practices of floral design. Topics include: introduction to floral design; principles and elements of design used in floral compositions; identification of commonly used floral materials; conditioning and storing cut flowers; mechanics and supplies of flower arranging; construction of basic geometric designs; and corsage construction.
Pre-requisites: Program Admission

HORT 1730 - Advanced Floral Design

(3)

Advanced floral design theory; techniques and skills which enhances students' ability to design with cut and dried floral materials with emphasis on party, wedding, sympathy and high-style floral designs.
Pre-requisites:
HORT 1720 - Introductory Floral Design

HORT 1800 - Urban Landscape Issues

(4)

This course introduces the concepts and principles of sustainable urban landscapes. By using these concepts the student will be able to create outdoor spaces that are not only functional and maintainable, but environmentally sound, cost effective and aesthetically pleasing. The design process is the first consideration, followed by implementation and maintenance, each with sustainability as a major consideration. The course will cover such topics as green roofs, water wise principles, rain gardens, pervious paving, LEED, erosion and sedimentation control and others.
Pre-requisites: None

HORT 2249 - Flower Shop Management

(3)

Introduces the student to the development and operational procedures of a floral business. Emphasis will be on both traditional and high style design as a business. Topics include: overview of the floral industry and starting a floral business.
Pre-requisites:
Provisional Admission

HORT 2500 - Specialty Landscape Construction

(3)

This course is designed to introduce construction methods, materials, and safety procedures related to the design and installation of specialty landscape features such as water features, lighting, and garden structures.
Pre-requisites: None

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. The humanities provide insight into people and society. Topics include historical and cultural developments, contributions of the humanities, and research.

Pre-requisites

ENGL 1101 - Composition and Rhetoric with C or better. Co-requisites

ENGL 1101 - Composition and Rhetoric with C or better.

IDFC Industrial Fundamental Courses

IDFC 1000 - Principles of Electricity I

(4)

Provides an in-depth study of the health and safety practices required for maintenance of industrial, commercial, and home electrically operated equipment. Topics include: introduction to OSHA regulations; safety tools, equipment, and procedures; and first aid and cardiopulmonary resuscitation.

Pre-requisites: None

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

IDFC 1011 - Direct Current I

(3)

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:

MATH 1012 - Foundations of Mathematics

IDSY Industrial Systems Technology

IDSY 1100 - Basic Circuit Analysis

(5)

This course introduces direct current concepts and applications, alternating current theory and application of varying sine wave voltages and current, and the physical characteristics and applications of solid state devices. Topics include, but are not limited to, electrical laws and principles, magnetism, series, parallel, and simple combination circuits, inductance and capacitance, diodes and amplifiers, and semiconductor fundamentals.

Pre-requisites: None

Co-requisites:

MATH 1013 - Algebraic Concepts

IDSY 1110 - Industrial Motor Controls I

(5)

This course introduces the fundamental concepts, principles, and devices involved in industrial motor controls, theories and applications of single and three-phase motors, wiring motor control circuits, and magnetic starters and braking. Topics include, but are not limited to, motor theory and operating principles, control devices, symbols and schematic diagrams, NEMA standards, Article 430 NEC and preventative maintenance and troubleshooting.

Pre-requisites: None

IDSY 1120 - Basic Industrial PLC's

(6)

This course introduces the operational theory, systems terminology, PLC installation, and programming procedures for Programmable Logic Controllers. Emphasis is placed on PLC programming, connections, installation, and start-up procedures. Other topics include timers and counters, relay logic instructions, and hardware and software applications.

Pre-requisites: None

Co-requisites:

IDSY 1110 - Industrial Motor Controls I

IDSY 1130 - Industrial Wiring

(4)

Teaches the fundamental concepts of industrial wiring with an emphasis on installation procedures. Topics include: grounding, raceways, three-phase systems, transformers (three-phase and single-phase), wire sizing, overcurrent protection, NEC requirements, industrial lighting systems, and switches, receptacles, and cord connectors.

Pre-requisites: None

Co-requisites: IDSY 1100 - Basic Circuit Analysis

IDSY 1170 - Industrial Mechanics

(6)

This course introduces and emphasizes the basic skill necessary for mechanical maintenance personnel. Instruction is also provided in the basic physics concepts applicable to the mechanics of industrial production equipment, and the application of mechanical principles with additional emphasis on power transmission and specific mechanical components.

Pre-requisites: None

IDSY 1190 - Fluid Power and Piping Systems

(6)

This course provides instruction in the fundamentals of safely operating hydraulic, pneumatic, and pump and piping systems. Theory and practical application concepts are discussed. Topics include hydraulic system principles and components, pneumatic system principles and components, and the installation, maintenance, and troubleshooting of pump and piping systems.

Pre-requisites: None

IDSY 1210 - Industrial Motor Controls II

(5)

This course introduces the theory and practical application for two-wire control circuits, advanced motor controls, and variable speed motor controls. Emphasis is placed on circuit

sequencing, switching, and installation, maintenance, and troubleshooting techniques.

Pre-requisites: None

Co-requisites:

IDSY 1110 - Industrial Motor Controls I

IDSY 1220 - Intermediate Industrial PLC's

(6)

This course provides for hands on development of operational skills in the maintenance and troubleshooting of industrial control systems and automated equipment. Topics include data manipulation, math instructions, introduction to HMI, analog control, and troubleshooting discrete IO devices.

Pre-requisites: None

Co-requisites:

IDSY 1120 - Basic Industrial PLC's

IDSY 1230 - Industrial Instrumentation

(6)

Provides instruction in the principles and practices of instrumentation for industrial process control systems with an emphasis on industrial maintenance techniques for production equipment. Topics include: instrument tags; process documentation; basic control theory; sensing pressure, flow, level, and temperature; instrument calibration; and loop tuning.

Pre-requisites: None

LEQR Lawn Equipment Repair

LEQR 1000 - 4-Cycle Engines

(5)

Introduction to basic four-stroke engine operation. Topics include: Lawn Equipment safety, four-stroke gasoline and diesel engine fundamentals, electrical systems, governor systems, fuel systems, engine cooling systems, and precision measuring.

Pre-requisites:

Program Admission

LEQR 1100 - General Lawnmower Repair

(4)

Introduces general equipment maintenance, electrical systems, bearings, clutches, hydrostatic transmission theory and diagnosis, and steering system diagnosis and repair

Pre-requisites:

Program Admission

LEQR 1150 - 2-Cycle Engine Equipment Repair

(3)

Introduces two-stroke engine operation. Topics include: Lawn Equipment two-stroke engine fundamentals, ignition systems, governor systems, fuel systems, general maintenance, and technical information.

Pre-requisites:

Program Admission

LETA Law Enforcement Training Academy

LETA 1010 - Health & Life Safety for Basic Law Enforcement

(2)

Introduces students of the Basic Law Enforcement Academy to emergency care or first aid, cardiopulmonary resuscitation, universal precautions, interpersonal communications, as well as concepts related to mental health, mental retardation and substance abuse. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.

Pre-requisites:

Program Admission

LETA 1012 - Ethics and Liability for Basic Law Enforcement

(2)

This course for students of the Basic Law Enforcement Academy examines the ethical issues and areas of liability confronted by law enforcement personnel. Included in this course are the following topics: ethics and professionalism, peace officer liability. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.

Pre-requisites:

LETA 1032 - Introduction to Criminal Justice for Basic Law Enforcement

LETA 1014 - Firearms Training for Basic Law Enforcement

(4)

This course provides the student of the Basic Law Enforcement Academy with an understanding of terminology, legal requirements, liability, safety considerations, tactics, procedures, firearms nomenclature, fundamentals of marksmanship, fundamental simulation in the use of deadly force and the opportunity to demonstrate proficiency in marksmanship. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.

Pre-requisites:

LETA 1010 - Health & Life Safety for Basic Law Enforcement

LETA 1012 - Ethics and Liability for Basic Law Enforcement

LETA 1018 - Defensive Tactics for Basic Law Enforcement

LETA 1024 - Criminal Law for Criminal Justice for Basic Law Enforcement

LETA 1026 - Criminal Procedure for Basic Law Enforcement

LETA 1032 - Introduction to Criminal Justice for Basic Law Enforcement

LETA 1016 - Emergency Vehicle Operations for Basic Law Enforcement

(4)

This course provides the student of the Basic Law Enforcement Academy with an understanding of appropriate driving actions, terminology, local responsibility, specific statutes, and safety considerations as well as demonstrate proficiency in the operation of an emergency vehicle. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.

Pre-requisites:

LETA 1010 - Health & Life Safety for Basic Law Enforcement

LETA 1024 - Criminal Law for Criminal Justice for Basic Law Enforcement

LETA 1026 - Criminal Procedure for Basic Law Enforcement

LETA 1030 - Principles of Law Enforcement for Basic Law Enforcement

LETA 1032 - Introduction to Criminal Justice for Basic Law Enforcement

LETA 1018 - Defensive Tactics for Basic Law Enforcement

(2)

This course provides students of the Basic Law Enforcement Academy with an understanding of terminology, human anatomy, legal requirements, liability, safety, tactics, and demonstrate proper procedures for specific techniques to search, control and restrain a person. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.

Pre-requisites:

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

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

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

MATH 1012 - Foundations of Mathematics

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

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:

Program Admission

ALHS 1011 - Anatomy and Physiology

ALHS 1090 - Medical Terminology for Allied Health Sciences

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:

Program Admission

ALHS 1011 - Anatomy and Physiology

ALHS 1090 - Medical Terminology for Allied Health Sciences

MAST 1100 - Medical Insurance Management

(2)

Emphasizes essential skills required for the medical practice. Topics include: managed care, reimbursement, and coding.

Pre-requisites: Program Admission

BUSN 1100 - Introduction to Keyboarding

ENGL 1010 - Fundamentals of English I

COMP 1000 - Introduction to Computers

ALHS 1011 - Anatomy and Physiology

ALHS 1090 - Medical Terminology for Allied Health Sciences

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:

BUSN 1100 - Introduction to Keyboarding

ENGL 1010 - Fundamentals of English I

COMP 1000 - Introduction to Computers

ALHS 1011 - Anatomy and Physiology

ALHS 1090 - Medical Terminology for Allied Health Sciences

MAST 1120 - Human Pathological Conditions in the Medical Office

(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:

Program Admission, ALHS 1011 **OR** BIOL 2113, BIOL 2113L & BIOL 2114, BIOL 2114L with a grade of 'C' or better.

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

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

MATH Mathematics

MATH 0096 - Math I

(3)

Teaches the student basic arithmetic skills needed for the study of mathematics related to specific occupational programs. Topics include number theory, whole numbers, fractions, and decimals. Homework assignments reinforce classroom learning.

Pre-requisites

Appropriate arithmetic placement test score.

MATH 0097 - Math II

(3)

Emphasizes in-depth arithmetic skills needed for the study of mathematics and for the study of basic algebra. Topics include whole numbers, fractions, decimals, percents, ratio/proportion, measurement, geometry, and application problems.

Pre-requisites: MATH 0096 - Math I OR Appropriate arithmetic placement test score.

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 arithmetic placement test score.

MATH 0099 - Intermediate Algebra

(3)

Emphasizes intermediate algebra skills. Topics include factoring, inequalities, rational expressions and equations, linear graphs, slope, and applications, systems of equations, radical expressions and equations, and quadratic equations.

Pre-requisites

MATH 0098 - Elementary Algebra OR Appropriate algebra placement test score.

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.

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

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.

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.

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.

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.

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 algebra placement test score.

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 Degree Level Math Placement Test Score AND Appropriate Degree Reading Placement Test Score

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 with C or better.

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.

MATH 1127 - Introduction to Statistics

(3)

Emphasizes 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.

Pre-requisites: Appropriate algebra placement test score.

MCHT Machine Tool Technology

MCHT 1011 - Introduction to Machine Tool

(4)

Introduces the fundamental concepts and procedures necessary for the safe and efficient use of basic machine tools. Topics include: machine shop safety, terminology, use of hand and bench tools, analysis of measurements, part layout, horizontal and vertical band saw setup and operation, drill press setup and operation, and quality control.

Pre-requisites:

Provisional Admission

MCHT 1012 - Blueprint for Machine Tool

(3)

Introduces the fundamental concepts necessary to develop blueprint reading competencies, interpret drawings, and produce sketches for machine tool applications. Topics include interpretation of blueprints, sketching, sectioning, geometric dimensioning and tolerancing, and assembly drawings.

Pre-requisites:

Provisional Admission

MCHT 1013 - Machine Tool Math

(3)

This course develops mathematical competencies as applied to machine tool technology. Emphasis is placed on the use of machining formulas by incorporating algebraic, geometric, and trigonometric functions. Topics include machining algebra and geometry, applied geometry, and applied trigonometry.

Pre-requisites:

Provisional Admission

MATH 1012 - Foundations of Mathematics

MCHT 1015 - Surface Grinder Operations

(2)

Provides instruction in the setup, operations, maintenance, and assembly operations of surface grinders. Topics include: surface grinders and surface grinder maintenance, surface grinder setup, surface grinder operations, and safety.

Pre-requisites:

Provisional Admission

MCHT 1017 - Characteristics of Metals/Heat Treatment I

(3)

Introduces the properties of various metals, production methods, and identification of ferrous and non-ferrous metals. Topics include: heat treatment safety, metallurgy principles and heat treatment of metals.

Pre-requisites:

Provisional Admission

MCHT 1030 - Applied Measurement

(3)

This course is designed to develop skills necessary for the use and analysis of measurement for Machine Tool Technology and other industrial purposes. Topics include the use of non-precision measuring instruments, use of precision measuring instruments, use of comparison gauges, and analysis of measurements.

Pre-requisites: None

Co-requisites:

MCHT 1013 - Machine Tool Math

MCHT 1011 - Introduction to Machine Tool

MCHT 1119 - Lathe Operations I

(4)

Provides opportunities for students to develop skill in the setup and operation of metal cutting lathes. Topics include: safety, lathes parts and controls, lathe tooling and tool bit grinding, lathe calculations, lathe setup and operations.

Pre-requisitesRequires Provisional Admission, MCHT 1011 and either MATH 1012, MATH 1111 or MCHT 1013Provisional Admission

MATH 1111 - College Algebra

MATH 1012 - Foundations of Mathematics

MCHT 1013 - Machine Tool Math

MCHT 1011 - Introduction to Machine Tool

MCHT 1120 - Mill Operations I

(4)

Provides instruction in the setup and use of the milling machine. Topics include: safety, milling machines, milling machine setup, and milling machine operations.
Pre-requisites: Requires Provisional Admission, MCHT 1011 and either MATH 1012, MATH 1111 or MCHT 1013 Provisional Admission

MCHT 1219 - Lathe Operations II

(4)

Provides further instruction for students to develop skill in the use of lathes. Topics include: lathes, lathe setup, lathe operations, and safety.
Pre-requisites:
Provisional Admission
MCHT 1119 - Lathe Operations I

MCHT 1220 - Mill Operations II

(4)

Provides further instruction for students to develop skills in the use of milling machines. Topics include: safety, advanced milling calculation, advanced milling machine setup and operations.
Pre-requisites:
MCHT 1120 - Mill Operations I

MGMT Business Management**MGMT 1100 - Principles of Management**

(3)

Develops skills and behaviors necessary for successful supervision of people and their job responsibilities. Emphasis will be placed on real life concepts, personal skill development, applied knowledge and managing human resources. Course content is intended to help managers and supervisors deal with a dramatically changing workplace being affected by technology changes, a more competitive and global market place, corporate restructuring and the changing nature of work and the workforce. Topics include: Understanding the Managers Job and Work Environment; Building an Effective Organizational Culture; Leading, Directing, and the Application of Authority; Planning, Decision-Making, and Problem-Solving; Human Resource Management, Administrative Management, Organizing, and Controlling.
Pre-requisites: Provisional Admission

MGMT 1105 - Organizational Behavior

(3)

Provides a general knowledge of the human relations aspects of the senior-subordinate workplace environment. Topics include employee relations principles, problem solving and decision making, leadership techniques to develop employee morale, human values and attitudes, organizational communications, interpersonal communications, and employee conflict.
Pre-requisites: Provisional Admission

MGMT 1110 - Employment Law

(3)

Develops a working knowledge of the laws of employment necessary for managers. Topics include: Employment Law, the Courts, Alternative Dispute Resolution (ADR), Discrimination Law, Selecting Applicants Under the Law, OSHA and Safety, Affirmative Action, At-Will Doctrine, Right to Privacy, Fair Labor Standards Act (FLSA), Family Medical Leave Act (FMLA), Workers Compensation, Unemployment Compensation, and National Labor Relations Act.
Pre-requisites: Provisional Admission

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

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

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

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

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

MGMT 2125 - Performance Management

(3)

Develops an understanding of how a fostering employer/employee relationship in the work setting improves work performance. Develops legal counseling and disciplinary techniques to use in various workplace situations. Topics include: the definitions of coaching, counseling, and discipline; importance of the coaching relationship; implementation of an effective counseling strategy; techniques of effective discipline; and performance evaluation techniques.

Pre-requisites: Provisional Admission

MGMT 2130 - Employee Training and Development

(3)

Addresses the challenges of improving the performance and career potential of employees, while benefitting 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

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:

COMP 1000 - Introduction to Computers

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

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

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

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:

Provisional Admission

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

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

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

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

MGMT 2220 - Management Occupation-Bases Instructions

(3)

Reinforcement of management, supervision, and employability principles in an actual job placement or through a practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into management and supervisory applications on the job. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of management and supervisory techniques, and professional development. The occupation-based instruction is implemented through the uses of a practicum or internship and all of the following: written individualized training plans, written performance evaluation, and a required weekly seminar.

Pre-requisites:

Program Admission

Co-requisites:

ENGL 1010 - Fundamentals of English I

MGMT 1100 - Principles of Management

MKTG Marketing Management

MKTG 1100 - Principles of Marketing

(3)

This course emphasizes the trends and the dynamic forces that affect the marketing process and the coordination of the marketing functions. Topics include effective communication in a marketing environment, role of marketing, knowledge of marketing principles, marketing strategy, and marketing career paths.

Pre-requisites: None

MKTG 1130 - Business Regulations and Compliance

(3)

This course introduces the study of contracts and other legal issues and obligations for businesses. Topics include: creation and evolution of laws, court decision processes, legal business structures, sales contracts, commercial papers, Uniform Commercial Code, and risk-bearing devices.

Pre-requisites: None

MKTG 1161 - Service Industry Business Environment

(2)

This course introduces the learner to the service industry. Topics include: an introduction to the service industry business environment, an introduction to life-long learning, work ethic and positive behavior required for exceptional customer service, an introduction to customer relations, working together successfully on teams, and basic business principles.

Pre-requisites: None

MKTG 1162 - Customer Contact Skills

(4)

This course provides students with skills necessary to communicate with customers and successfully manage that relationship in both telephone and face-to-face situations. Topics include: skills to effectively communicate with customers, developing rapport with customers, problem-solving in customer service, telephone skills, sales skills in the service environment, managing the difficult customer, and managing the multicultural customer. Computer-Based Training (CBT) is used to allow students to practice skills using simulated business situations.

Pre/Co-requisites:

MKTG 1161

MKTG 1163 - Computer Skills for Customer Service

(2)

Provides students with the fundamentals of computer skills used in a customer service environment. Topics include: introduction to computer technology, introduction to the Windows environment, introduction to word processing, introduction to spreadsheets, introduction to databases and introduction to E-mail.

Pre-requisites:

MKTG 1162

MKTG 1164 - Business Skills for the Customer

(2)

Provides students with the fundamentals of basic business skills used in the customer service environment. Topics include: introduction to business correspondence, basic business calculations, change management, managing multiple tasks and priorities, and tools for team problem-solving and service improvement.

Pre-requisites:

MKTG 1163

MKTG 1165 - Personal Effectiveness in Customer Service

(1)

Provides students with skills that will allow them to present a positive image to both co-workers and customers. Topics include: personal wellness and stress management, positive image, and job interview skills.

Pre-requisites:

MKTG 1164

MKTG 1190 - Promotion and Marketing Comm.

(3)

This course introduces the fundamental principles and practices associated with promotion and communication. Topics include: purposes of promotion and IMC, principles of promotion and Integrated Marketing Communication (IMC), budgeting, regulations and controls, media evaluation and target market selection, integrated marketing plans, trends in promotion, and promotion and communication career paths..

Pre-requisites: None

MKTG 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

MUSC Music

MUSC 1101 - Music Appreciation

(3)

Explores the analysis of well-known works of music, their compositions, and the relationship to their periods. An introduction to locating, acquiring, and documenting information resources lays the foundation for research to include the creative and critical process, the themes of music, the formal elements of composition, and the placing of music in the historical context. Topics include historical and cultural development represented in musical arts.

Pre-requisites:

ENGL 1101 - Composition and Rhetoric Co-requisites

ENGL 1101 - Composition and Rhetoric

NAST Nursing Assistant

NAST 1100 - Nurse Aide Fundamentals

(6)

Introduces student to the role and responsibilities of the Nurse Aide. Emphasis is placed on understanding and developing critical thinking skills, as well as demonstrating knowledge of the location and function of human body systems and common disease processes; responding to and reporting changes in a residents /patients condition, nutrition, vital signs; nutrition and diet therapy; disease processes; vital signs; observing, reporting and documenting changes in a residents condition; emergency concerns; ethics and legal issues and governmental agencies that influence the care of the elderly in long term care settings; mental health and psychosocial well-being of the elderly; use and care of mechanical devices and equipment; communication and interpersonal skills and skills competency based on federal guidelines. Specific topics include: roles and responsibilities of the Nurse Aide; communication and interpersonal skills; topography, structure, and function of the body systems; injury prevention and emergency preparedness; residents rights; basic patient care skills; personal care skills; and restorative care.

Pre/Co-requisites: ALHS 1040, ALHS 1090 with a grade of "C" or better.

Co-requisite: ALHS 1060

ORTT Orthopaedic Technology

ORTT 1010 - Orthopaedic Anatomy and Physiology

(4)

This course offers a detailed study of the skeletal-muscular systems with emphasis on soft tissue injuries, fractures, fracture healing, as well as relevant complications. The study of other body systems as they relate to the treatment of orthopaedic injuries is also included.

Pre-requisites: Program Admission

Co-requisites:

ORTT 1020 - Orthopaedic Techniques I

ORTT 1030 - Introduction to Orthopaedic Surgical Techniques

ORTT 1020 - Orthopaedic Techniques I

(4)

This course serves as an introduction to the cast room to include different types of supplies, instruments, techniques for the application of basic types of splints and casts. Introduction to traction set-ups. This course will include the application of casts and traction in the laboratory setting.

Pre-requisites: Program Admission

Co-requisites:

ORTT 1010 - Orthopaedic Anatomy and Physiology

ORTT 1030 - Introduction to Orthopaedic Surgical Techniques

ORTT 1030 - Introduction to Orthopaedic Surgical Techniques

(4)

This course provides an overview of the surgical techniques utilized by the orthopaedic technology profession and develops the fundamental concepts and principles necessary to successfully participate on an orthopaedic surgical team. Topics include: orientation to orthopaedic surgical techniques, asepsis and the surgical environment, basic orthopaedic instrumentation and equipment, principles of sterilization process and application.

Pre-requisites: Program Admission

Co-requisites:

ORTT 1010 - Orthopaedic Anatomy and Physiology

ORTT 1020 - Orthopaedic Techniques I

ORTT 1040 - Advanced Orthopaedic Anatomy and Physiology

(4)

This course provides advanced instruction on orthopaedic anatomy, physiology, injuries and diseases. Topics will include the evaluation and treatment of specific orthopaedic injuries. Orthopaedic diseases will be discussed along with pediatric orthopaedics and congenital diseases.

Pre-requisites:

ORTT 1010 - Orthopaedic Anatomy and Physiology

Co-requisites:

ORTT 1050 - Orthopaedic Techniques II

ORTT 2010 - Orthopaedic Technology Clinical I

ORTT 1050 - Orthopaedic Techniques II

(6)

This course will have emphasis on advance casting techniques, assessment and treatment of casting complications, application of specialty casts, advanced traction configurations. The evaluation and treatment of the orthopaedic trauma patient will also be covered.

Pre-requisites:

ORTT 1020 - Orthopaedic Techniques I

Co-requisites:

ORTT 1040 - Advanced Orthopaedic Anatomy and Physiology

ORTT 2010 - Orthopaedic Technology Clinical I

ORTT 2010 - Orthopaedic Technology Clinical I

(3)

This course provides the opportunity for students to put into practice, the orthopaedic technology procedures through participation in and/or observation of actual orthopaedic patients in a hospital setting and/or in an orthopaedic physicians office. Topics will include the placing of splints, cast removal, basic casting, dressing changes. Participation and/or observation of fracture manipulations. Setting up overhead frame and trapeze will be included.

Pre-requisites:
ORTT 1020 - Orthopaedic Techniques I
Co-requisites:
ORTT 1050 - Orthopaedic Techniques II

ORTT 2020 - Orthopaedic Technology Clinical II

(9)

This course provides the opportunity for students to complete all required orthopaedic technology procedures through participation in and/or observation in a hospital setting or an orthopaedic physicians office. Procedures will include cast cutting, cast applications, splinting, brace applications, setting up traction configurations, surgical procedures. This course will also provide an opportunity for students to participate in the role of the orthopaedic technologist in the operating room.

Pre-requisites:
ORTT 1010 - Orthopaedic Anatomy and Physiology
ORTT 1020 - Orthopaedic Techniques I
ORTT 1030 - Introduction to Orthopaedic Surgical Techniques
ORTT 1040 - Advanced Orthopaedic Anatomy and Physiology
ORTT 1050 - Orthopaedic Techniques II
Co-requisites:
ORTT 2010 - Orthopaedic Technology Clinical I

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:
Provisional Admission

PARA 1105 - Legal Research and Legal Writing I

(3)

Introduces the student to the process of locating statutory, judicial, administrative and secondary sources on both a state and federal level. The student will utilize both print and electronic research resources. Focuses on the application and reinforcement of basic writing skills, familiarizes the student with types of writing typically engaged in by lawyers and legal assistants, and prepares the student for legal writing tasks. The student learns to write business letters as well as advisory documents. Topics include: legal analysis and legal correspondence and composition.

Pre-requisites:
ENGL 1101 - Composition and Rhetoric
PARA 1100 - Introduction to Law and Ethics

PARA 1110 - Legal Research and Legal Writing II

(3)

Builds on competencies acquired in PARA 1102 and continues the process of locating statutory, judicial, administrative and secondary sources on both a state and federal level. The student will conduct a wider range of research in both print and electronic research resources. Emphasis will be placed on preparation of legal documents. Criminal case documents will be examined, but most of the emphasis will be on civil matters. The student will be presented factual scenarios, and utilizing these facts, research and develop a case from intake to trial.

Pre-requisites:
ENGL 1101 - Composition and Rhetoric
PARA 1100 - Introduction to Law and Ethics
PARA 1105 - Legal Research and Legal Writing I

PARA 1115 - Family Law

(3)

Introduces the student to the issues which may arise in family law cases and to the role of the paralegal in assisting the attorney in the development and presentation of such cases. Topics include: issues associated with client and witness interviews, marriage validity and dissolution, litigation support in family law matters, issues concerning children, special matters in family law, and attorney and paralegal ethical obligations.

Pre-requisites:
Program Admission
Co-requisites:
PARA 1100 - Introduction to Law and Ethics

PARA 1120 - Real Estate Law

(3)

Introduces the student to the basic concepts of real property law as they pertain to common types of real estate transactions. Additionally, emphasis will be placed on practical skills such as document preparation and title examination. Topics include: real estate contracts, plat reading and legal descriptions, types and purposes of deeds, title searches, common real estate mortgages and documentation, real estate closing and closing statements, recordation statutes and requirements, and elements of the lease.

Pre-requisites:
Program Admission
Co-requisites:
PARA 1100 - Introduction to Law and Ethics

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:
Program Admission
Co-requisites: PARA 1100 - Introduction to Law and Ethics

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: Program Admission
PARA 1100 - Introduction to Law and Ethics

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:

Program Admission

Co-requisites:

PARA 1100 - Introduction to Law and Ethics

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:

Program Admission

Co-requisites:

PARA 1100 - Introduction to Law and Ethics

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:

Program Admission

Co-requisites:

PARA 1100 - Introduction to Law and Ethics

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:

Program Admission

PARA 1100 - Introduction to Law and Ethics

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

Completion of all 1100 numbered (i.e. PARA 1100-1150) Paralegal courses within one's program of study.

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

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

PARA 1215 - Administrative Law

(3)

Introduces the student to the basic concepts of administrative law including the legislative process related to enabling the agency. The Administrative Procedure Act (federal and state) is covered. Topics also include agency discretion, due process, delegation, rulemaking, investigation, information collection, informal proceeding, hearings, and judicial review. Because paralegals are permitted to represent individuals in some agency proceedings (e.g., social security, unemployment, etc), the students are introduced to the various aspects of such representation.

Pre-requisites:

Program Admission

PARA 1100 - Introduction to Law and Ethics

PARA 2205 - Advanced Legal Research and Writing

(3)

Continues to develop writing skills developed in PARA 1105 and 1110 focusing on legal memoranda preparation. Additionally, students enhance legal research skill. Course competencies include research methodology, legal memoranda preparation, and substantive law research.

Pre-requisites:

ENGL 1102 - Literature and Composition

PARA 2210 - Paralegal Internship I

(6)

Focuses on the application and reinforcement of paralegal skills in an actual workplace environment, or at the discretion of the instructor, in a school practicum with simulated work experiences. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into paralegal applications on the job. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of paralegal skills in a workplace setting, and professional development.

Pre-requisites: Must be in last semester of program. With advisor approval, may take concurrently with last semester courses.

PARA 2215 - Paralegal Internship II

(6)

This course continues the focus on the application and reinforcement of paralegal skills in an actual workplace environment, or at the discretion of the instructor, in a school practicum with simulated work experiences. Realistic work situations are used to provide students with insights into paralegal applications on the job. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of paralegal skills in a workplace setting, and professional development.

Pre-requisites:

Must be in last semester of program. With advisor approval, may take concurrently with last semester-requisites: None

PHAR Pharmacy Technology**PHAR 1000 - Pharmaceutical Calculations**

(4)

This course develops knowledge and skills in pharmaceutical calculations procedures. Topics include: systems of measurement, medication dispensing calculations, pharmacy mathematical procedures, and calculation tools and techniques.

Pre-requisites: MATH 1111 - College Algebra OR MATH 1012 - Foundations of Mathematics

PHAR 1010 - Pharmacy Technology Fundamentals

(3)

Provides an overview of the pharmacy technology field and develops the fundamental concepts and principles necessary for successful participation in the pharmacy field. Topics include: safety, orientation to the pharmacy technology field, Fundamental principles of chemistry, basic laws of chemistry, ethics and laws, definitions and terms, and reference sources.

Pre-requisites:

Provisional Admission

PHAR 1020 - Principles of Dispensing Medications

(4)

This course introduces the student to principles of receiving, storing, and dispensing medications. Topics include: purchasing, packaging, and labeling drugs; pharmacy policies and procedures; documentation; inventory and filing systems; compounding; storage and control; pharmacy equipment; and health care organizational structure. This course provides laboratory and clinical practice.

Pre-requisites:

PHAR 1000 - Pharmaceutical Calculations

PHAR 1010 - Pharmacy Technology Fundamentals

PHAR 1030 - Principles of Sterile Medication Preparation

(4)

Continues the development of student knowledge and skills in preparing medication, processing glassware, and maintaining an aseptic environment. Topics include: aseptic and sterile techniques; parenteral admixtures, hyperalimentation, chemotherapy, filtering, disinfecting, contamination, ophthalmic preparations, infection control, and quality control.

Pre-requisites:

PHAR 1000 - Pharmaceutical Calculations

PHAR 1010 - Pharmacy Technology Fundamentals

PHAR 1040 - Pharmacology

(4)

The course introduces the students to principles and knowledge about all classifications of medication. Topics include: disease states and treatment modalities, pharmaceutical side effects and drug interactions, control substances, specific drugs, and drug addiction and abuse.

Pre-requisites:

Program Admission

PHAR 1050 - Pharmacy Technology Practicum

(5)

Orients students to the clinical environment and provides experiences with the basic skills necessary for the pharmacy technician. Topics include: storage and control, documentation, inventory and billing, community practice, institutional practice, and communication,

Pre-requisites:

PHAR 1000 - Pharmaceutical Calculations

PHAR 1010 - Pharmacy Technology Fundamentals

PHAR 2060 - Advanced Pharmacy Technology Principles

(3)

This course presents the advanced concepts and principles needed in the pharmacy technology field. Topics include: physician orders, patient profiles, pharmacy data systems, job readiness, legal requirements, inventory and billing, pharmaceutical calculations review and pharmacology review.

Pre-requisites:

COMP 1000 - Introduction to Computers

PHAR 1030 - Principles of Sterile Medication Preparation

PHAR 1050 - Pharmacy Technology Practicum

PHAR 2070 - Advanced Pharmacy Technology Practicum

(5)

Continues the development of student knowledge and skills applicable to pharmacy technology practice. Topics include: dispensing responsibilities, physician orders, controlled substances, hyperalimentation, chemotherapy, patient profiles, pharmacy data systems, ophthalmic preparations, and hospital/retail/home health pharmacy techniques.

Pre-requisites:

COMP 1000 - Introduction to Computers

PHAR 1030 - Principles of Sterile Medication Preparation

PHAR 1050 - Pharmacy Technology Practicum

PHLT Phlebotomy Technician**PHLT 1030 - Introduction to Venipuncture**

(3)

Provides an introduction to blood collecting techniques and processing specimens. Emphasis is placed on the knowledge and skills needed to collect all types of blood samples from hospitalized patients. Topics include: venipuncture procedure, safety and quality assurance; isolation techniques, venipuncture problems, and definitions; lab test profiles and patient care areas; other specimen collections and specimen processing; test combinations, skin punctures and POCT; professional ethics and malpractice; and certification and licensure.

Pre-requisites:

Program Admission

PHLT 1050 - Clinical Practice

(5)

Provides work experiences in a clinical setting. Emphasis is placed on enhancing skills in venipuncture techniques. Topics include: introduction to clinical policies and procedures and work ethics; routine collections: adult, pediatric, and newborn; and special procedures.

Pre-requisites:

PHLT 1030 - Introduction to Venipuncture

Co-requisites:

PHLT 1030 - Introduction to Venipuncture

PHOT Photography

PHOT 1102 - Visual Theory I

(3)

Introduces the theory and information necessary for photographic processes with reference to black and white technologies. Emphasis will be placed on technical creative skills. Topics include: photographic processes, technical skills, creative skills, black and white theory, equipment, and zone system.

Pre-requisites: None

PHOT 1105 - Digital Imaging I

(3)

Introduces the photographic processes which use digital technology. Topics include: photo digital technology history, digital processes in today's photography market, personal computer basics, introductory Photoshop software, and manipulation of digital photos into print formats.

Pre-requisites: None

PHOT 1126 - Portraiture I

(3)

Introduces techniques of lighting and posing as applied to professional portraiture. Emphasizes the use of controlled studio lighting and available light portraits. Topics include: available light, studio lighting, posing techniques, portraiture lighting, and portraiture styles and techniques.

Pre-requisites: None

PHOT 2103 - Commercial I

(3)

Introduces the concepts and techniques applied in commercial and advertising photography. Emphasizes skill development through laboratory activities. Provides instruction in advanced commercial photography. Emphasizes skill development in the use of various commercial lighting and composition techniques. Topics include: commercial lighting, camera techniques, exposure and metering, safety techniques, advertising principles, advanced commercial composition and lighting, and studio and location set rigging.

Pre-requisites: None

PLBG Plumbing

PLBG 1000 - Introduction to Plumbing

(3)

This course provides an introduction to the Plumbing construction trade. The knowledge and skills required to succeed in the Plumbing industry are emphasized. Topics include general safety rules and practices, introduction to construction and the pipe trades, and work ethics, communication, and affective skills and practices.

Pre-requisites:

Provisional Admission

PLBG 1070 - Physical Science and Mechanics for the Pipe Trades

(3)

Explores the science of materials and the mechanics related to the pipe trades. Topics include: properties and characteristics of water, hydraulics and pneumatics; mechanics; metals, alloys, and synthetics; corrosion; and basic electrical theory.

Pre-requisites: None

Co-requisites:

PLBG 1000 - Introduction to Plumbing

PLBG 1160 - Plumbing Drawings

(3)

This course introduces the reading and interpretation of sets of building drawings. Topics include types of plans, scales, specifications, conventions, and schedules.

Pre-requisites: None

Co-requisites: PLBG 1000 - Introduction to Plumbing

PLBG 1210 - Pipes, Valves, and Fittings

(3)

This course introduces the student to the materials, pipes, valves, fittings, and joining methods used in the plumbing trade. Topics include pipes, fittings, and valves, hangers and supports, and joining techniques.

Pre-requisites: None

Co-requisites: PLBG 1000 - Introduction to Plumbing

PLBG 1220 - Drainage Systems

(3)

Provides an introduction to the treatment, design and materials used in plumbing, drainage systems. Applicable plumbing codes are also discussed. Topics include: public and private sewage systems and treatment; materials, fittings, and valves; traps, venting, and grade; ejector and sump pumps; design, sizing, and installation of drainage systems.

Pre-requisites: None

Co-requisites:

PLBG 1000 - Introduction to Plumbing

PLBG 1240 - Water Supply Systems

(3)

Provides an introduction to the sources, treatment, design, and materials used in residential cold and hot water distribution systems. Applicable plumbing codes are also discussed. Topics include: public and private water systems; materials and fittings; valves; water treatment; water mains and services; hot water supply; design and installation of water supply systems.

Pre-requisites: None

Co-requisites:

PLBG 1160 - Plumbing Drawings

PLBG 1260 - Plumbing Fixtures and Appliances

(3)

This course introduces the identification, theory, application and installation of residential plumbing fixtures, trim and appliances.

Pre-requisites: None

Co-requisites:

PLBG 1000 - Introduction to Plumbing

PLBG 1280 - Gas Piping, Venting, and Appliances

(3)

This course provides instruction in the materials and design of building gas supply systems and the installation of gas appliances. Emphasis is placed in conformance with applicable gas codes. Topics include types of gas, safety, materials and fittings, valves, design and size gas systems, gas appliances and controls, and gas venting.

Pre-requisites: None

Co-requisites:

PLBG 1000 - Introduction to Plumbing

PLBG 1310 - Special Plumbing Systems

(3)

This course provides information and instruction in the design, use of materials, and purpose of special plumbing systems. Applicable plumbing codes are also discussed. Topics include special water systems, special drain systems, and boiler and sprinkler systems.

Pre-requisites:

PLBG 1000 - Introduction to Plumbing

PLBG 1320 - Plumbing Service

(3)

Provides instruction in the repair and maintenance of plumbing fixtures, appliances, and systems. There is an emphasis on analysis, problem solving, and planning in performing service work. Bidding, invoicing, and working with the customer are also included. Requirements include 20 hours of demonstration lab. Topics include: plumbing fixtures and controls, appliances, servicing water systems, servicing gas systems, planning service work, bidding and invoicing, and customer relations.

Pre-requisites:

PLBG 1000 - Introduction to Plumbing

PLBG 1330 - Plumbing Codes

(3)

This course provides an introduction to the plumbing codes for local, national, and international applications. Topics include the history, purpose, and construction of codes, model and international codes, local codes and amendments, and code applications.

Pre-requisites: PLBG 1000 - Introduction to Plumbing

PLBG 1500 - Backflow Prevention and Cross-Connection Control

(3)

This course provides guidelines for acceptable practice for testing, inspection, and repair of backflow prevention assemblies used in cross-connection control installations.

Pre-requisites: PLBG 1000 - Introduction to Plumbing

PLBG 2160 - Advanced Drawing and Plan Reading

(3)

Advanced instruction in reading and interpreting various plans used in the construction industry. Topics include: specifications, site plans, architectural plans, structural plans, plumbing plans, electrical plans, mechanical plans, material take-off and bill of materials, isometric drawing and sleeve drawings.

Pre-requisites:

Program Instructor Approval

Co-requisites:

PLBG 1160 - Plumbing Drawings

PLBG 2330 - Advanced Plumbing Code Applications

(3)

This course provides an in depth study of the plumbing codes and amendments used in Georgia. Emphasis is placed on code applications. Topics include code definitions, regulations, table and sizing charts, drawings.

Pre-requisites: Program Instructor Approval

Co-requisites: PLBG 1330 - Plumbing Codes

PLBG 2500 - Plumbing Technology Practicum/Internship

(3)

This course is designed to give the student the opportunity to refine the knowledge and skills developed by successfully completing a special lab project agreed upon by the student and advisor, or to participate in an internship with local business and industry.

Pre-requisites: None

Co-requisites:

All Occupational and General Core Courses

PNSG Practical Nursing

PNSG 2010 - Introduction to Pharmacology and Clinical Calculations

(2)

Applies fundamental mathematical concepts and includes basic drug administration. Emphasizes critical thinking skills. Topics include: systems of measurement, calculating drug problems, resource materials usage, fundamental pharmacology, administering medications in a simulated clinical environment, principles of IV therapy techniques, and client education.

Pre-requisites: Program Admission

PNSG 2030 - Nursing Fundamentals

(6)

An introduction to the nursing process. Topics include: nursing as a profession; ethics and law; client care which is defined as using the nursing process, using critical thinking, and providing client education and includes principles and skills of nursing practice, documentation, and an introduction to physical assessment; customer/client relationships; standard precautions; basic life support; infection control/ blood-borne/ airborne pathogens; and basic emergency care/first aid and triage.

Pre-requisites: Program Admission

PNSG 2035 - Nursing Fundamentals Clinical

(2)

An introduction to nursing practice in the clinical setting. Topics include but are not limited to: history taking; physical assessment; nursing process; critical thinking; activities of daily living; documentation; client education; standard precautions; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; and perioperative care.

Pre-requisites: Program Admission

- 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
- 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
- PNSG 2230 - Medical-Surgical Nursing III** (4)
- This third course in a series of four focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; mental health; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the neurological, sensory, and musculoskeletal systems.
Pre-requisites: Program Admission
- PNSG 2240 - Medical-Surgical Nursing IV** (4)
- This fourth 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, oncology; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the integumentary and reproductive systems.
Pre-requisites: Program Admission
- PNSG 2250 - Maternity Nursing** (3)
- Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, providing client education, displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, pathological and nonpathological concerns in obstetric clients and the newborn; client care, treatments, pharmacology, and diet therapy related to obstetric clients and the newborn; and standard precautions.
Pre-requisites: Program Admission
- PNSG 2255 - Maternity Nursing Clinical** (1)
- Focuses on clinical health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, providing client education, displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, pathological and nonpathological concerns in obstetric clients and the newborn; client care, treatments, pharmacology, and diet therapy related to obstetric clients and the newborn; and standard precautions.
Pre-requisites: Program Admission
- PNSG 2310 - Medical-Surgical Nursing Clinical I** (2)
- This first clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 mental health experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.
Pre-requisites: Program Admission
- PNSG 2320 - Medical-Surgical Nursing Clinical II** (2)
- This second clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 mental health experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.
Pre-requisites: Program Admission
- PNSG 2330 - Medical-Surgical Nursing Clinical III** (2)
- This third clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 mental health experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.
Pre-requisites: Program Admission
- 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

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

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

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, special interest groups, political parties, and the election process along with the three branches of government. In addition, this course will examine the processes of Georgia state government. Topics include foundations of government, political behavior, and governing institutions.

Pre-requisites

Appropriate Degree Level Writing (English) and Reading Placement Test Scores

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

PSYC 1101 - Introductory Psychology

(3)

Introduces the major fields of contemporary psychology. Emphasis is on fundamental principles of psychology as a science. Topics include research design, the organization and operation of the nervous system, sensation and perception, learning and memory, motivation and emotion, thinking and intelligence, lifespan development, personality, psychopathology and interventions, stress and health, and social psychology.

Pre-requisites

Appropriate Degree Level Writing (English) and Reading Placement Test Scores

PSYC 2103 - Human Development

(3)

Emphasizes changes that occur during the human life cycle beginning with conception and continuing through late adulthood and death and emphasizes the scientific basis of our knowledge of human growth and development and the interactive forces of nature and nurture. Topics include but are not limited to theoretical perspectives and research methods, prenatal development and child birth, stages of development from infancy through late adulthood, and death and dying.

Pre-requisites:

PSYC 1101 - Introductory Psychology

RADT Radiology Technology

RADT 1010 - Introduction to Radiology

(4)

Introduces a grouping of fundamental principles, practices, and issues common to many specializations in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Provides the student with an overview of radiography and patient care. Students will be oriented to the radiographic profession as a whole. Emphasis will be placed on patient care with consideration of both physical and psychological conditions. Introduces a grouping of fundamental principles, practices, and issues common to many specializations in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Topics include: ethics, medical and legal considerations, Right to Know Law, professionalism, basic principles of radiation protection, basic principles of exposure, equipment introduction, health care delivery systems, hospital and departmental organization, hospital and technical college affiliation, medical emergencies, pharmacology/contrast agents, media, OR and mobile procedures patient preparation, death and dying, body mechanics/transportation, basic life support/CPR, and patient care in radiologic sciences.

Pre-requisites:

Program Admission

Co-requisites:

RADT 1030 - Radiographic Procedures I

RADT 1320 - Clinical Radiography I

RADT 1030 - Radiographic Procedures I

(3)

Introduces the knowledge required to perform radiologic procedures applicable to the human anatomy. Emphasis will be placed on the production of quality radiographs, and laboratory experience will demonstrate the application of theoretical principles and concepts. Topics include: introduction to radiographic procedures; positioning terminology; positioning considerations; procedures, anatomy, and topographical anatomy related to body cavities, bony thorax, upper extremities, shoulder girdle; and lower extremities.

Pre-requisites

Prerequisites for diploma students are Program Admission, ALHS 1011. Prerequisites for degree students are Program Admission, BIOL 2114, and BIOL 2114L. RADT 1010 must be taken as either a Prerequisite or Corequisite. Program Admission

BIOL 2114 - Anatomy and Physiology II

ALHS 1011 - Anatomy and Physiology

RADT 1010 - Introduction to Radiology

BIOL 2114L - Anatomy and Physiology Lab II

Co-requisites:
RADT 1010 - Introduction to Radiology

RADT 1060 - Radiographic Procedures II

(3)

Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the pelvic girdle; anatomy and routine projections of the spine, gastrointestinal (GI) procedures; genitourinary (GU) procedures; biliary system procedures; and minor procedures.

Pre-requisites:
RADT 1010 - Introduction to Radiology
RADT 1030 - Radiographic Procedures I
Co-requisites:
RADT 1330 - Clinical Radiography II

RADT 1070 - Principles of Imaging I

(6)

Content is designed to establish a basic knowledge of atomic structure and terminology. Also presented are the nature and characteristics of radiation, x-ray production and the fundamentals of photon interactions with matter. Factors that govern the image production process, film imaging with related accessories, and a basis for analyzing radiographic images. Included are the importance of minimum imaging standards, discussion of a problem-solving technique for image evaluation and the factors that can affect image quality. Actual images will be included for analysis.

Pre-requisites
Prerequisites for diploma students are Program Admission and MATH 1013. Prerequisites for degree students are Program Admission and MATH 1111. Program Admission
MATH 1111 - College Algebra
MATH 1013 - Algebraic Concepts

RADT 1160 - Principles of Imaging II

(6)

Content is designed to impart an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed. Guidelines for selecting exposure factors and evaluating images within a digital system assist students to bridge between film-based and digital imaging systems, with a knowledge base in radiographic, fluoroscopic, mobile and tomographic equipment requirements and design. This content also provides a basic knowledge of quality control, principles of digital system quality assurance and maintenance are presented. Content is designed to provide entry-level radiography students with principles related to computed tomography (CT) imaging, and other imaging modalities (i.e., MRI, US, NM, Mammography) in terms of purpose, principles, equipment/material, and procedure. Topics include: imaging equipment, digital image acquisition and display, and basic principles of CT and other imaging modalities. Topics include: imaging equipment, digital image acquisition and display, and basic principles of CT and other imaging modalities

Pre-requisites:
RADT 1070 - Principles of Imaging I

RADT 1200 - Principles of Radiation Biology and Protection

(3)

Provides instruction on the principles of cell radiation interaction. Radiation effects on cells and factors affecting cell response are presented. Acute and chronic effects of radiation are discussed. Topics include: radiation detection and measurement; patient protection; personnel protection; absorbed dose equivalencies; agencies and regulations; introduction to radiation biology; cell anatomy, radiation/cell interaction; and effects of radiation.

Pre-requisites:
Program Admission

RADT 1320 - Clinical Radiography I

(4)

Introduces students to the hospital clinical setting and provides an opportunity for students to participate in or observe radiographic procedures. Topics include: orientation to hospital areas and procedures; orientation to mobile/surgery; orientation to radiography and fluoroscopy; participation in and/or observation of procedures related to body cavities, the shoulder girdle, and upper extremities. Activities of students are under direct supervision.

Pre-requisites:
RADT 1030 - Radiographic Procedures I
Co-requisites:
RADT 1030 - Radiographic Procedures I

RADT 1330 - Clinical Radiography II

(7)

Continues introductory student learning experiences in the hospital setting. Topics include: equipment utilization; exposure techniques; attend to and/or observation of routine projections of the lower extremities, pelvic girdle, and spine; attend to and/or observation of procedures related to the gastrointestinal (GI), genitourinary (GU), and biliary systems; and attend to and/or observation of procedure related to minor radiologic procedures. Execution of radiographic procedures will be conducted under direct and indirect supervision.

Pre-requisites:
RADT 1010 - Introduction to Radiology
RADT 1030 - Radiographic Procedures I
RADT 1320 - Clinical Radiography I
Co-requisites:
RADT 1060 - Radiographic Procedures II

RADT 2090 - Radiographic Procedures III

(2)

Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the cranium; anatomy and routine projections of the facial bones; anatomy and routine projections of the sinuses; sectional anatomy of the head, neck, thorax and abdomen.

Pre-requisites:
RADT 1060 - Radiographic Procedures II
Co-requisites:
RADT 1330 - Clinical Radiography II
RADT 2340 - Clinical Radiography III

RADT 2190 - Radiographic Pathology

(2)

Content is designed to introduce the student to concepts related to disease and etiological considerations. Pathology and disease as they relate to various radiographic procedures are discussed with emphasis on radiographic appearance of disease and impact on exposure factor selection. Topics include: fundamentals of pathology, trauma/physical injury, and systematic classification of disease.

Pre-requisites
Prerequisites for degree students are Program Admission, BIOL 2114 and BIOL 2114L. ALHS 1011 - Anatomy and Physiology
BIOL 2114L - Anatomy and Physiology Lab II

RADT 2260 - Radiologic Technology Review

(3)

Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for radiographers. Topics include: image production and evaluation; radiographic procedures; anatomy, physiology, pathology, and terminology; equipment operation and quality control; radiation protection; and patient care and education.

Pre-requisites:

RADT 2090 - Radiographic Procedures III

RADT 1200 - Principles of Radiation Biology and Protection

RADT 1160 - Principles of Imaging II

RADT 2350 - Clinical Radiography IV

Co-requisites:

RADT 2360 - Clinical Radiography V

RADT 2340 - Clinical Radiography III

(6)

Provides students with continued hospital setting work experience. Students continue to develop proficiency in executing procedures introduced in Radiographic Procedures. Topics include: patient care; behavioral and social competencies; performance and/or observation of minor special procedures, special equipment use, and participation in and/or observation of cranial and facial radiography. Execution of radiographic procedures will be conducted under direct and indirect supervision.

Pre-requisites: RADT 1330 - Clinical Radiography II

RADT 2350 - Clinical Radiography IV

(7)

Provides students with continued hospital setting work experience. Students continue to develop proficiency in executing procedures introduced in Radiographic Procedures. Topics include: sterile techniques; participation in and/or observation of minor special procedures, special equipment use, and genitourinary system procedures; and participation in and/or observation of cranial and facial radiography; and competency completion evaluation. Execution of radiographic procedures will be conducted under direct and indirect supervision.

Pre-requisites:

RADT 1010 - Introduction to Radiology

RADT 2090 - Radiographic Procedures III

RADT 2340 - Clinical Radiography III

RADT 2360 - Clinical Radiography V

(9)

Provides students with continued hospital setting work experience. Students demonstrate increased proficiency levels in skills introduced in all of the radiographic procedures courses and practiced in previous clinical radiography courses. Topics include: patient care; behavioral and social competency; advanced radiographic anatomy; equipment utilization; exposure techniques; sterile techniques; integration of procedures and/or observation of angiographic, interventional, minor special procedures; integration of procedures and/or observation of special equipment use; integration of procedures and/or observation of routine and special radiographic procedures; and final completion of clinical competencies. Execution of radiographic procedures will be conducted under direct and indirect supervision.

Pre-requisites: RADT 2350 - Clinical Radiography IV

Co-requisites: RADT 2260 - Radiologic Technology Review

READ Reading

READ 0096 - Reading I

(3)

Emphasizes the strengthening of fundamental reading competencies. Topics include vocabulary skills, comprehension skills, and study skills.

Pre-requisites

Appropriate entrance reading score.

READ 0097 - Reading II

(3)

Emphasizes vocabulary, comprehension, and critical reading skills development. Topics include vocabulary skills, comprehension skills, critical reading skills, study skills, and content area reading skills.

Pre-requisites

READ 0096 - Reading I OR Appropriate entrance reading score.

READ 0098 - Reading III

(3)

Provides instruction in vocabulary and comprehension skills with emphasis on critical reading skills. Topics include vocabulary skills, comprehension skills, critical reading skills, study skills, and content area reading skills.

Pre-requisites

READ 0097 - Reading II or Appropriate entrance reading score.

RESP Respiratory Care

RESP 1110 - Pharmacology

(3)

Introduces the physiologic and pharmacological basis of pulmonary and cardiac medications. Focuses on the preparation and calculation of dosages and mixtures and general principles of pharmacology as they relate to the body systems. Topics include: drug preparation, dosage calculation, mixture preparation, pharmacology principles, delivery systems, respiratory drugs, and cardiopulmonary system related drugs.

Pre-requisites

Prerequisites are Program Admission, BIOL 2114, BIOL 2114L and completion of either MATH 1101 or MATH 1111. Program Admission

BIOL 2114 - Anatomy and Physiology II

MATH 1111 - College Algebra

MATH 1101 - Mathematical Modeling

BIOL 2114L - Anatomy and Physiology Lab II

RESP 1120 - Introduction to Respiratory Therapy

(3)

Provides students with an introduction and comprehensive survey of the respiratory care profession. Emphasizes the application of physics and chemistry as the foundation for specific modes of respiratory care principles employed in patient care, including indications, hazards, contraindications, evaluation of therapy, and patient assessment. Topics include: respiratory therapy chemistry and physics principles, patient assessment, medical gas therapy, humidity and aerosol therapy, hyperinflation therapy, bronchopulmonary hygiene, infection control practices, and hospital safety.

Pre-requisites

Prerequisites are Program Admission, BIOL 2114, BIOL 2114L and completion of either MATH 1101 or MATH 1111. Program Admission

BIOL 2114 - Anatomy and Physiology II

MATH 1111 - College Algebra

MATH 1101 - Mathematical Modeling

BIOL 2114L - Anatomy and Physiology Lab II

Co-requisites:

RESP 1130 - Respiratory Therapy Lab I

RESP 1193 - Cardiopulmonary Anatomy and Physiology

RESP 1130 - Respiratory Therapy Lab I

(4)

Provides students with the opportunity to gain hands-on experience with basic respiratory therapy equipment and simulated practice of basic respiratory care modalities. Topics include: patient assessment, medical gas therapy, humidity and aerosol therapy, hyperinflation therapy, airway clearance techniques, infection control procedures, and medical ethics.

Pre-requisites

Prerequisites are Program Admission, BIOL 2114, BIOL 2114L and completion of either MATH 1101 or MATH 1111. Program Admission

BIOL 2114 - Anatomy and Physiology II

MATH 1111 - College Algebra

MATH 1101 - Mathematical Modeling

BIOL 2114L - Anatomy and Physiology Lab II

Co-requisites:

RESP 1120 - Introduction to Respiratory Therapy

RESP 1193 - Cardiopulmonary Anatomy and Physiology

(7)

Provides an in-depth study of cardiac and pulmonary anatomy and physiology, and the diagnostic procedures commonly used in the hospital to evaluate these systems. Emphasizes the heart-lung relationship and clinical applications of these phenomena in the cardiopulmonary system. Topics include: respiratory function; ventilatory mechanisms; gas transport; laboratory analysis; natural and chemical regulation of breathing; circulation, blood flow and pressure, and cardiac function; renal physiology and related topics.

Pre-requisites

Prerequisites are Program Admission, BIOL 2114, BIOL 2114L and completion of either MATH 1101 or MATH 1111. Program Admission

BIOL 2114 - Anatomy and Physiology II

MATH 1111 - College Algebra

MATH 1101 - Mathematical Modeling

BIOL 2114L - Anatomy and Physiology Lab II

RESP 1310 - Introduction to Polysomnography

(4)

This course is designed to provide training for entry level personnel in the basics of Polysomnography Technology. Topics include: job responsibilities, medical ethics, electrical safety, normal sleep, abnormal sleep, study of sleep, methodology of polysomnography and neurophysiology of sleep.

Pre-requisites: None

RESP 1320 - Polysomnography I

(5)

This course involves basic discussion of recording sleep apnea montage. Emphasis is on equipment principles, set-up and operation, associated activity related to normal and abnormal stages of sleep, placement and calibration of the following: (EEG), (EOG), (EMG), Pulse oximetry, and inductive polysomnography. Topics include: aspects of recording montage and recording procedures.

Pre-requisites: None

RESP 1330 - Polysomnography II

(5)

Presentation and discussion of psychomotor practices related to interpretation of polysomnograms of adult and pediatric clients. Emphasis on CPAP/BIPAP titration, artifact recognition and troubleshooting of sleep montage results. Maintenance of Polysomnography equipment and ancillary equipment. Topics include: artifact recognition, obstructive sleep apnea, sleep related breathing disorders, montages and protocols, scoring polysomnograms, MLST and MWT, and laboratory management.

Pre-requisites: None

RESP 1340 - Clinic I

(2)

Introduces students to the clinical setting in a sleep laboratory or sleep center. Consists of departmental orientation, policies and procedures, individual mechanics and client transfers.

Emphasis on monitoring and working with polysomnographic equipment and monitoring sleep study clients and equipment. Topics include: patient assessment and recording montages.

Pre-requisites: None

RESP 1350 - Clinic II

(2)

Provides student with clinical practice related to scoring and interpreting polysomnograms of adult and pediatric clients. Emphasis on CPAP/BIPAP titration artifact recognition and troubleshooting of sleep montage results, maintenance of Polysomnography equipment and ancillary equipment. Topics include: recording test, CPAP/BIPAP and laboratory management.

Pre-requisites: None

RESP 2090 - Clinical Practice I

(2)

Introduces students to clinical practice in basic respiratory care procedures. Topics include: introduction to clinical affiliate, medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, inspiratory and expiratory PIP/PEP devices, patient assessment, and basic life support (BLS).

Pre-requisites:

Program Admission

RESP 1110 - Pharmacology

Co-requisites:

RESP 1110 - Pharmacology

RESP 2100 - Clinical Practice II

(2)

Continues to develop skills used in the clinical practice. Topics include: medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, and patient assessment.

Pre-requisites:

RESP 2090 - Clinical Practice I

Co-requisites:

RESP 2090 - Clinical Practice I

RESP 2110 - Pulmonary Disease

(3)

Provides students with information concerning assessment of etiology, pathophysiology, treatment, and prognosis of common cardiopulmonary, cardiovascular, and pulmonary diseases and conditions. Topics include: infectious diseases and conditions, respiratory diseases and conditions, neuromuscular diseases and conditions, cardiovascular diseases and conditions, sleep apnea, patient assessment, laboratory tests, chest radiographs, and trauma.

Pre-requisites:

Program Admission

RESP 1110 - Pharmacology

RESP 1193 - Cardiopulmonary Anatomy and Physiology

Co-requisites:

RESP 1110 - Pharmacology

RESP 1120 - Introduction to Respiratory Therapy

RESP 1193 - Cardiopulmonary Anatomy and Physiology

RESP 2120 - Critical Respiratory Care

(3)

Provides students with knowledge on all phases of adult critical care and continuous mechanical ventilation. Topics include: mechanical ventilation history, principles of mechanical ventilation, continuous mechanical ventilation, ventilator implementation, ventilation monitoring, ventilator weaning, ventilator discontinuance and special techniques.

Pre-requisites:

RESP 1120 - Introduction to Respiratory Therapy

RESP 1130 - Respiratory Therapy Lab I

RESP 2130 - Mechanical Ventilation and Airway Management

(4)

Provides instruction in the theory, set-up, operation, and maintenance of mechanical ventilators and equipment used to establish and maintain both adult and pediatric airways and emergency airway disorders. Topics include: ventilator operation, ventilator maintenance, emergency airway disorders, adult airway establishment and maintenance, pediatric airway establishment and maintenance, fiberoptic bronchoscopy, thoracentesis, chest tube maintenance, arterial blood gas sampling, and noninvasive positive pressure ventilation.

Pre-requisites:

RESP 1120 - Introduction to Respiratory Therapy

RESP 1130 - Respiratory Therapy Lab I

RESP 2120 - Critical Respiratory Care

Co-requisites: RESP 2120 - Critical Respiratory Care

RESP 2140 - Advanced Critical Care Monitoring

(1)

Provides a study of advanced critical care techniques for hemodynamic and non-invasive monitoring. Topics include: arterial pressure monitoring, central venous catheters, pulmonary artery catheters, cardiac output measurement, and non-invasive monitoring techniques.

Pre-requisites:

RESP 1120 - Introduction to Respiratory Therapy

RESP 1130 - Respiratory Therapy Lab I

RESP 1193 - Cardiopulmonary Anatomy and Physiology

RESP 2150 - Pulmonary Function Testing

(1)

Provides knowledge regarding normal and abnormal pulmonary functions. Emphasizes performance, interpretation, and evaluation of various pulmonary function studies. Topics include: pulmonary function testing, pulmonary function interpretation, pulmonary function evaluation, blood gas analysis, and polysomnography

Pre-requisites:

RESP 1193 - Cardiopulmonary Anatomy and Physiology

RESP 2160 - Neonatal Pediatric Respiratory Care

(3)

Provides concepts on the processes of growth and development related to respiratory care from the fetus to the adolescent. Relates physiologic function to respiratory care assessment.

Topics include: fetal growth and development, neonatal growth and development, fetal assessment, neonatal assessment, neonatal respiratory care, neonatal pathology, pediatric pathology, pediatric respiratory care, adolescent assessment, and adolescent respiratory care.

Pre-requisites:

RESP 1120 - Introduction to Respiratory Therapy

RESP 1130 - Respiratory Therapy Lab I

RESP 2170 - Advanced Respiratory Care Seminar

(3)

Review of respiratory therapy as it pertains to the national credential examinations administered by the NBRC. Emphasizes decision making and problem solving as they relate to clinical respiratory care. Topics include: medical ethics, basic computer literacy, CRT exam preparation, and RRT exam preparation.

Pre-requisites:

RESP 2120 - Critical Respiratory Care

RESP 2130 - Mechanical Ventilation and Airway Management

RESP 2180 - Clinical Practice III

(2)

Continues development of proficiency levels in skills introduced in Clinical Practices I and II. In addition, intermittent positive pressure breathing, chest physiotherapy, and airway care are introduced. Case presentations are required to integrate clinical and classroom theory. Topics include: intermittent positive pressure breathing, chest physiotherapy, airway care, medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, and patient assessment.

Pre-requisites:

Program Admission

RESP 2100 - Clinical Practice II

RESP 2190 - Clinical Practice IV

(2)

Continues development of proficiency levels in skills introduced in Clinical Practices I, II, and III. In addition, the student is introduced to critical respiratory care. Case presentations are required to integrate clinical and classroom theory. Topics include: intermittent positive pressure breathing, chest physiotherapy, airway care, medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, patient assessment, and respiratory care of the critical care patient.

Pre-requisites:

RESP 2180 - Clinical Practice III

Co-requisites:

RESP 2180 - Clinical Practice III

RESP 2200 - Clinical Practice V

(3)

Continues development of skills required in the intensive care of the respiratory patient. Case presentations are required to integrate clinical and classroom theory. Topics include: basic respiratory care of critical care patients, airway management, ventilator monitoring, arterial blood collection, blood gas analysis, and EKG.

Pre-requisites:

RESP 2120 - Critical Respiratory Care

RESP 2130 - Mechanical Ventilation and Airway Management

RESP 2180 - Clinical Practice III

RESP 2190 - Clinical Practice IV

Co-requisites:

RESP 2120 - Critical Respiratory Care

RESP 2130 - Mechanical Ventilation and Airway Management

RESP 2190 - Clinical Practice IV

RESP 2220 - Clinical Practice VI

(7)

Provides students with an opportunity for in-depth application and reinforcement of adult intensive care. In addition, students are provided an opportunity for application and reinforcement of pediatric and neonatal intensive care, advanced diagnostics, and rehabilitation/home care. Topics include: mechanical ventilation initiation, patient stabilization, critical care monitoring, hemodynamic measurement, hemodynamic evaluation, bronchial hygiene, weaning mechanics, extubation, arterial line sampling, advanced diagnostics, pediatric/neonatal respiratory care, and rehabilitation/home care.

Pre-requisites:

RESP 2190 - Clinical Practice IV

Co-requisites:

RESP 2190 - Clinical Practice IV

RESP 2270 - Rehabilitation and Home Care

(1)

Provides an overview of the concepts, procedures, and equipment used in rehabilitation and in the delivery of long-term care to persons with chronic pulmonary disorders. Topics include: cardiopulmonary rehabilitation/home care concepts, cardiopulmonary rehabilitation/home care procedures, and cardiopulmonary rehabilitation/home care equipment.

Pre-requisites:

RESP 1120 - Introduction to Respiratory Therapy

Co-requisites:

RESP 1120 - Introduction to Respiratory Therapy

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.

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

SURG Surgical Technology**SURG 1010 - Introduction to Surgical Technology**

(6)

Provides an overview of the surgical technology profession and develops the fundamental concepts and principles necessary to successfully participate on a surgical team. Topics include: orientation to surgical technology; biomedical principles; asepsis and the surgical environment; basic instrumentation and equipment; principles of the sterilization process; application of sterilization principles; and minimally invasive surgery. ((There are surgical procedures that are similar as far as procedural steps, instrumentation, supplies, patient position, etc. This is referred to as the "Co-Related Procedures Concept." The purpose of using the Co-Related Procedures Concept is to provide the instructor additional time to teach surgical procedures as well as avoid repetition.))

Pre-requisites: Program Admission

SURG 1020 - Principles of Surgical Technology

(5)

Provides continued study of surgical team participation by wound management and technological sciences for the operating room. Topics include: biophysical diversities and needs; pre-operative routine; intra-operative routine; wound management; post-operative patient care; and outpatient surgical procedures. ((There are surgical procedures that are similar as far as procedural steps, instrumentation, supplies, patient position, etc. This is referred to as the "Co-Related Procedures Concept." The purpose of using the Co-Related Procedures Concept is to provide the instructor additional time to teach surgical procedures as well as avoid repetition.))

Pre-requisites:

Program Admission

SURG 1080 - Surgical Microbiology

(2)

Introduces the fundamentals of surgical microbiology. Topics include: historical development of microbiology; microscopes; cell structure and theory; microbial function and classification; human and pathogen relationships, infectious processes and terminology; defense mechanisms; infection control and principles of microbial control and destruction.

Pre-requisites:

Program Admission

SURG 1100 - Surgical Pharmacology

(2)

Introduces the fundamentals of intraoperative pharmacology, and emphasizes concepts of anesthesia administration. Topics include: weights and measurements, drug conversions, interpretation of drug orders, legal aspects of drug administration, intraoperative pharmacologic agents, and anesthesia fundamentals.

Pre-requisites:

Program Admission

SURG 1120 - Surgical Technology Clinical I

(3)

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, orthopaedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgical procedures. Utilization of minutes allotted to specialty areas are at the discretion of the program.

Pre-requisites:

Program Admission

SURG 1130 - Surgical Technology Clinical II

(3)

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, orthopaedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgical procedures. Utilization of minutes allotted to specialty areas are at the discretion of the program.

Pre-requisites:

Program Admission

SURG 2030 - Surgical Procedures I

(4)

Introduces the core general procedures, including the following: incisions; wound closure; operative pathology; and common complications as applied to general and specialty surgery. Topics include: introduction to surgical procedures; general surgery and special techniques; obstetrical and gynecological surgery; gastrointestinal surgery; genitourinary surgery; otorhinolaryngologic surgery; and orthopaedic surgery. ((There are surgical procedures that are similar as far as procedural steps, instrumentation, supplies, patient position, etc. This is referred to as the "Co-Related Procedures Concept." The purpose of using the Co-Related Procedures Concept is to provide the instructor additional time to teach surgical procedures as well as avoid repetition.))

Pre-requisites:

SURG 1010 - Introduction to Surgical Technology

SURG 1020 - Principles of Surgical Technology

SURG 2040 - Surgical Procedures II

(4)

Continues development of student knowledge and skills applicable to specialty surgery areas. Topics include: ophthalmic surgery; thoracic surgery; vascular surgery; cardiovascular surgery; neurosurgery; and plastic and reconstructive surgery. ((There are surgical procedures that are similar as far as procedural steps, instrumentation, supplies, patient position, etc. This is referred to as the "Co-Related Procedures Concept." The purpose of using the Co-Related Procedures Concept is to provide the instructor additional time to teach surgical procedures as well as avoid repetition.))

Pre-requisites: SURG 2030 - Surgical Procedures I

SURG 2120 - Surgical Technology Clinical III

(3)

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, orthopaedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgical procedures. Utilization of minutes allotted to specialty areas are at the discretion of the program.

Pre-requisites:

SURG 1130 - Surgical Technology Clinical II

SURG 2130 - Surgical Technology Clinical IV

(3)

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, orthopaedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgical procedures. Utilization of minutes allotted to specialty areas are at the discretion of the program.

Pre-requisites:

SURG 1130 - Surgical Technology Clinical II

SURG 2140 - Surgical Technology Clinical V

(3)

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, orthopaedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgical procedures. Utilization of minutes allotted to specialty areas are at the discretion of the program.

Pre-requisites:

SURG 2130 - Surgical Technology Clinical IV

SURG 2150 - Surgical Technology Clinical VI

(3)

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/ participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, orthopaedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgical procedures. Utilization of minutes allotted to specialty areas are at the discretion of the program.

Pre-requisites: SURG 2130 - Surgical Technology Clinical IV

SURG 2240 - Seminar in Surgical Technology

(2)

Prepares students for entry into careers as surgical technologists and enables them to effectively prepare for the national certification examination. Topics include: professional credentialing, certification review, and test-taking skills.

Pre-requisites: Program Admission

THEA Theatre**THEA 1100 - Theatre Appreciation**

(3)

Explores history, aesthetics, and craft of the theatrical experience on stage, emphasizing the role of the audience as well as that of the artist. Critical views of theatrical performances are examined alongside scripts. Emphasis is placed on the students' understanding of foundational elements, principles, and theories of dramatic art, including classical and contemporary varieties. The performance component of this course enables students to appreciate the process by which theatre is realized and the creative and cultural significance of theatre as a basic human endeavor.

Pre-requisites: ENGL 1101 Composition and Rhetoric

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

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

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

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: WELD 1000 - Introduction to Welding Technology

WELD 1040 - Flat Shielded Metal Arc Welding

(4)

This course introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in flat positions. Qualification tests, flat position, are used in the evaluation of student progress toward making industrial welds.

Pre-requisites: None

Co-requisites: WELD 1000 - Introduction to Welding Technology

WELD 1050 - Horizontal Shielded Metal Arc Welding

(4)

Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the horizontal position. Qualification tests, horizontal position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: horizontal SMAW safety and health practices, selection and applications of electrodes, selection and applications for horizontal SMAW, horizontal SMAW joints, and horizontal SMAW to specification.

Pre-requisites: None

Co-requisites: WELD 1040 - Flat Shielded Metal Arc Welding

WELD 1060 - Vertical Shielded Metal Arc Welding

(4)

Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the vertical position. Qualification tests, vertical position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: vertical SMAW safety and health practices, selection and applications of electrodes for vertical SMAW, vertical SMAW joints, and vertical SMAW to specification.

Pre-requisites: None

Co-requisites:

WELD 1040 - Flat Shielded Metal Arc Welding

WELD 1050 - Horizontal Shielded Metal Arc Welding

WELD 1070 - Overhead Shielded Metal Arc Welding

(4)

Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the overhead position. Qualification tests, overhead position, are used in the

evaluation of student progress toward making industrial standard welds. Topics include: overhead SMAW safety and health practices, selection and applications of electrodes for overhead SMAW, overhead SMAW joints, and overhead SMAW to specification.

Pre-requisites: None

Co-requisites: WELD 1060 - Vertical Shielded Metal Arc Welding

WELD 1090 - Gas Metal Arc Welding

(4)

Provides knowledge of theory, safety practices, equipment and techniques required for successful gas metal arc welding. Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standard welds. Topics include: GMAW safety and health practices; GMAW theory, machines, and set up; transfer modes; wire selection; shielded gas selection; and GMAW joints in all positions.

Pre-requisites: None

Co-requisites: WELD 1000 - Introduction to Welding Technology

WELD 1110 - Gas Tungsten Arc Welding

(4)

Provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful gas tungsten arc welding. Qualification tests, all positions, are used in the evaluating of student progress toward making industrial standard welds. Topics include: GTAW safety and health practices; shielding gases; metal cleaning procedures; GTAW machines and set up; selection of filler rods; GTAW weld positions; and production of GTAW beads, bead patterns, and joints.

Pre-requisites: None

Co-requisites: WELD 1000 - Introduction to Welding Technology

WELD 1120 - Preparation for Industrial Qualification

(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:

WELD 1040 - Flat Shielded Metal Arc Welding

WELD 1070 - Overhead Shielded Metal Arc Welding

WELD 1090 - Gas Metal Arc Welding

WELD 1110 - Gas Tungsten Arc Welding

WELD 1150 - Advanced Gas Tungsten Arc Welding

(3)

Provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful advanced gas tungsten arc welding (GTAW). Qualification tests, all positions, are used in the evaluation of student progress toward making advanced level industrial standard welds. Topics include: GTAW safety and health practices; shielding gases; metal cleaning procedures; GTAW machines and equipment set up; selection of filler rods; GTAW weld positions; and advanced production of GTAW beads, bead patterns, and joints.

Pre-requisites:

WELD 1000 - Introduction to Welding Technology

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: WELD 1030 - Blueprint Reading for Welding Technology

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

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: WELD 1000 - Introduction to Welding Technology

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: WELD 1000 - Introduction to Welding Technology

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:

WELD 1010 - Oxyfuel Cutting

WELD 1030 - Blueprint Reading for Welding Technology

WELD 1040 - Flat Shielded Metal Arc Welding

WELD 1090 - Gas Metal Arc Welding

WELD 1330 - Metal Welding and Cutting Techniques

(2)

This course provides instruction in the fundamentals of metal welding and cutting techniques. Instruction is provided in safety and health practices, metal fabrication preparation, and metal fabrication procedures.

Pre-requisites: Provisional Admission

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 hand 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: None

FULL TIME FACULTY AND STAFF DIRECTORY

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B.A., Macon State

Trevor Alexander, Assessment Specialist

B.A., University of Georgia

A.A., Gordon College

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Diploma, Griffin Technical College

Deanne Allen, Cosmetology

Diploma, Flint River Technical College

Susan Allen, Cosmetology

Diploma, Flint River Technical College

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Certified Executive Chef, American Culinary Federation

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Vickie Brezee, Payroll Coordinator

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Fellowship, University of California San Francisco,

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Jane Busby, Library Paraprofessional/Serials

Mark Butler, Security Officer

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 B.S., Valdosta State University
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 B.L.A., University of Georgia
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Welding Certificate, Griffin Technical College
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