CENTRAL GEORGIA

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TECHNICAL COLLEGE









Academic Catalog 2015-2016

Warner Robins • Macon • Milledgeville

www.centralgatech.edu

A Unit of the Technical College System of Georgia

Central Georgia Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, (404) 679-4501) to award Associate degrees.

CENTRAL GEORGIA TECHNICAL COLLEGE CATALOG

Volume 19, July 2015

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Warner Robins, GA 31088
(478) 988-6800
FAX (478) 988-6947

Macon Campus
3300 Macon Tech Drive
Macon, GA 31206
(478) 757-3400
FAX (478) 757-3454

Milledgeville Campus
54 Highway 22 West
Milledgeville, GA 31061
(478) 445-2300
FAX (478) 445-2334

Crawford County Center
640 Georgia Highway 128
P. O. Box 355
Roberta, GA 31078
(478) 836-6001

Jones County Center
161 West Clinton Street
Gray, GA 31032
(478) 986-4370

Monroe County Center
433 Hwy 41, South
Forsyth, GA 31029
(478) 992-2717
(478) 836-6021

Putnam County Center
580 James Marshall Bypass
Eatonton, GA 31024
(706) 923-5000

Twiggs County Center
952 Main Street
Jeffersonville, GA 31044
(478) 945-3127

Sam Way, Sr. Hawkinsville Workforce Development Center
243 Warner Robins Highway
Hawkinsville, GA 31036
(478) 783-3017

www.centralgatech.edu

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Central Georgia Technical College, Warner Robins, Georgia

Message from the President



Central Georgia Technical College is glad to welcome you as part of the family! Each year, the College serves more than 30,000 unique individuals from communities within in our 11-county service area and from across the state of Georgia. CGTC has even expanded our reach to include international partners through contract training, economic development programs, and study abroad opportunities. With nearly two hundred academic programs, GED® and test preparation, continuing education, and customized business and industry training, the College plays a vital role in preparing an educated workforce to support a healthy local economy.

As a unit of the Technical College System of Georgia, we guarantee our graduates are prepared to work in today's most advanced and demanding jobs. By partnering with local business leaders and industry professionals, we ensure that our students are learning through hands-on experiences utilizing the latest technology found in today's work environment. Our students can gain valuable knowledge from our instructors as they are experts in their fields with true industry experience.

CGTC seeks to make sure that our students are our top priority. The College wants to ensure that a student's time at CGTC is beneficial in helping achieve personal and educational goals, with little or no debt. Providing a well-rounded collegiate experience is important in shaping workforce leaders. Therefore, we highly encourage our students to participate in one of the many professional development student organizations on campus which can help a student build essential leadership characteristics that can be utilized in any career opportunity.

As one of the largest two year colleges in the state, we are proud of each graduate and we seek to make sure that each student finds their own connection to a career. Please take time to review CGTC's programs and services and discover how we can help you!

Ivan H. Allen, Ed.D.
President

General Catalog

Central Georgia Technical College (CGTC) has prepared this catalog and student handbook for the convenience of prospective students, current students, faculty, and staff. Information pertaining to course offerings, admissions, financial aid, regulations, and other special services available to the general public is contained in this document.

The statements in this bulletin are for informational purposes only and are not the basis of a contract between a student and the College.

While the provisions of this catalog and student handbook will ordinarily be applied as stated, Central Georgia Technical College reserves the right to change any provision listed, including but not limited to: entrance requirements and admissions procedures, courses and programs of study, academic requirements for graduation, fees and charges, financial aid, rules and regulations, and the school calendar, without actual notice to individual students. Every effort will be made to keep students advised of any such changes and to minimize the inconvenience such changes might create for students. Information on changes will be available in the Office of Student Affairs. It is especially important that each student accept personal responsibility to be informed of all changes, including academic requirements for graduation.

Statement of Equal Opportunity

Central Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

The Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Linda Hampton, Executive Director of Conduct, Appeals & Compliance; Room J-133, 3300 Macon Tech Drive, Macon, GA 31206; Phone: (478) 757-3408; Fax: (478) 471-5197; Email: lhampton@centralgatech.edu.

Technical Education Warranty

The Technical College System of Georgia warranty guarantees employers that graduates of Georgia technical colleges have demonstrated competencies as defined by the Industry Technical Committee and which are included in approved state curriculum standards. Should any student within two years of graduation not be able to perform one or more of the competencies as specified in the standards, including failure to pass a state required licensure examination, TCSG agrees to provide specific retraining at any state technical college offering the program to the former student at no cost to the employer or graduate for tuition or instructional fees.

Table of Contents

Message from the President 1
General Catalog 2
Statement of Equal Opportunity 2
Technical Education Warranty 2
About CGTC 6
Mission Statement 6
History of the College 6
Accreditation 7
Board of Directors 7
College Divisions 8
College Foundation 10
Advisory Committees 10
Central Georgia Technical College Calendar 2015 – 2016 11
Information Directory 13
Campus Maps 15
Campuses and Facilities 20
Public Safety 24
Academic Programs and Services 30
General Education Core 31
Learning Support Program 33
Academic Success Center and Tutorial Services 34
Academic Status 36
Grade Point Average Computation 37
Honors Lists 38
Graduation Ceremony 39
Academic Policies 40
Admission and Registration 50
Financial Information 62
Academic Progress and Financial Aid Policy 66
Financial Aid Refund Policy 67

General Code of Behavior 70
Statement of Equal Opportunity 71
Student Disciplinary Policy and Procedures 76
Student Conduct Rules and Regulations 80
Student Grievance Procedure 86
The Family Educational Rights and Privacy Act of 1974 87
Student Records 88
Student Affairs Services 93
Adult Education 98
Economic Development 103
Aerospace, Trade & Industry Programs 10305
Business & Computer Technologies Programs 10393
Health Sciences Programs 280
Public Safety & Professional Services Programs 337
General Studies Programs 366
Course Descriptions 370
Faculty and Staff Directory 496

About CGTC

- Mission Statement
- Philosophy
- Vision
- History of the College
- Accreditation
- Board of Directors
- College Divisions
- Central Georgia Technical College Foundation
- Advisory Committees
- College Calendar
- Information Directory
- Campus Maps

About CGTC

Mission Statement

Central Georgia Technical College, a unit of the Technical College System of Georgia, provides traditional and distance learning educational programs and services. Through credit instruction, adult education, and customized business and industry workforce training, the College contributes to economic and workforce development within its eleven-county service area and throughout the State of Georgia.

Philosophy

Consistent with its Mission, as presented by its faculty and staff, Central Georgia Technical College affirms the following Philosophy that it is the College's responsibility:

- To provide quality academic and technical instruction leading to career preparation at the associate degree level and below through traditional and distance education modes of delivery.
- To provide appropriate adult educational opportunities to promote literacy among the general public and workforce personnel.
- To design and staff programs that will meet the needs of business and industry by training, retraining, and upgrading skills and work habits that promote maximum productivity.
- To establish a foundation for lifelong learning that will enhance the potential of the individuals in the greater Central Georgia region to become more productive, responsible, and upwardly mobile members of society.
- To promote public awareness of the value of academic and technical education.
- To collaborate with other post-secondary and secondary institutions to provide a seamless educational system.

Vision

Central Georgia Technical College's vision is that the College will be an integral part of a dynamic, unified system of technical education, adult education, and customized business and industry training, using current technology with access to education and training for citizens in its eleven-county service area and the State of Georgia. As a member of this system, the College will be a part of a seamless educational continuum which students can efficiently transition from secondary education to technical college and beyond.

The College envisions an educational system that develops a competitive workforce and quality communities, thus contributing to the greater central Georgia's economic success in the global marketplace. The recognition that this system will command throughout the state will make it the preferred educational option for that majority of adults whose career choices require qualifications beyond a high school diploma, for those companies that require customized training and retraining services, and for those seeking a lifetime of educational experiences.

History of the College

Central Georgia Technical College (CGTC) was officially established to conduct business by the State Board of the Technical College System of Georgia during its September 2012 meeting when the Board approved the consolidation of *Middle Georgia Technical College (est.1973), Warner Robins, GA and *Central Georgia Technical College (est. 1962), Macon, GA. The College Leadership then requested and received approval from its regional accrediting agency, the Southern Association of

Colleges and Schools Commission on Colleges (SACSCOC) Board of Trustees during its June 2013 meeting to continue as an accredited institution with Level I status, granting associate degrees. The consolidated College officially began doing business as Central Georgia Technical College July 1, 2013. A Mission statement for the consolidated College was approved by the State Board of the Technical College System of Georgia during its April 2013 meeting and was distributed throughout the College community.

The primary campus for CGTC is located at 80 Cohen Walker Drive, Warner Robins, GA 31088. The College services eleven counties in Georgia as listed here: Baldwin, Bibb, Crawford, Dooly, Houston, Jones, Monroe, Peach, Pulaski, Putnam, and Twiggs. The College has campuses located in Milledgeville (Baldwin), Macon (Bibb), and Warner Robins (Houston). Instructional Centers are also located in Eatonton (Putnam), Roberta (Crawford), Gray (Jones), Forsyth (Monroe), and Hawkinsville (Pulaski). Although the College is assigned a specific service area by the Technical College System of Georgia (TCSG) it offers distance education opportunities through on-line and hybrid instruction. In addition, the College offers Adult Education services to citizens within the eleven county service area listed above and in Macon County therefore servicing citizens with adult education activities in twelve counties at various locations throughout each.

The consolidated College operates 958,186 square feet of State owned or leased existing facility space with an expected additional 78,345 sq. ft. Health Services facility being added at its Warner Robins, Houston County campus.

CGTC offers 41 associate degrees, 49 diplomas, and 138 technical certificates of credit in areas of Aerospace, Trade and Industry, Business and Computer Technologies, Health Sciences, Public Safety and Professional Services and General Studies. The College also offers continuing education classes and economic development services. The College is accredited by the Southern Association of Colleges and Schools to award associate degrees and many programs hold industry-specific accreditations, licensure, and approvals from various state and national agencies. CGTC, in the tradition of the individual Colleges, will continue to contribute to economic and workforce development in its eleven county service area and throughout the State of Georgia.

Together, Middle Georgia Technical College and Central Georgia Technical have long histories. To view historical information on each College prior to the consolidation visit MGTC/CGTC History prior to July 1, 2013.

Accreditation

CGTC is accredited by the Southern Association of Colleges and Schools Commission on Colleges. Accreditation processes are coordinated by the Vice President for Institutional Effectiveness who may be reached by calling (478) 757-3424. The Commission on Colleges is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

Statement of Accreditation:

Central Georgia Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges 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 Central Georgia Technical College.

Board of Directors

The Local Board of Directors is appointed by the State Board of the Technical College System of Georgia to assist the State Board in carrying out its mission. The Local Board represents the geographic area served by CGTC and reflects the population, businesses, and industries of central Georgia. The purpose of the Local Board is to facilitate the delivery of programs, services, and activities as directed by the State Board, advise the President and the State Board of local industry and community needs for the programs and services to be provided by CGTC, and advocate within the community and in the state on issues of importance in support of the technical college system and Georgia's workforce development efforts.

The Local Board follows by-laws consistent with those approved by the State Board. The Local Board meets at least eight (8) times per calendar year, and meetings are conducted in compliance with Georgia's Open and Public Meeting statutes O.C.G.A. § 50-14-1 thru § 50-14-6.

College Divisions

Academic Affairs

The Office of Academic Affairs is responsible for all academic programs that include associate degrees, diplomas, and technical certificates and the adult education initiative. The faculty and instructional staff report to the Vice President of Academic Affairs.

Administrative Financial Services

Administrative Financial Services performs the following functions: management and operation of accounting, budgeting and financial reporting, inventory and asset management, payroll records management, purchasing, Health and Flexible Benefit Programs, other personnel functions, application of federal guidelines and regulations.

Adult Education

The Office of Adult Education is responsible for the administration of the GED Testing Program, GED Test Preparation, Adult Basic Education, Adult Specialist Education, Adult Literacy, English as a Second Language, Citizenship and Accelerating Opportunity programs. Workplace, volunteer, health literacy, financial literacy, and family literacy programs are a part of Adult Education services. The faculty and staff report to the Vice President for Adult Education.

Economic Development

The Office of Economic Development is responsible for customized training, business and industry programs and continuing education. Quick Start programs, the Computer Training Center, and administration of the Georgia Work Ready Program are part of the College's economic development services.

Executive

Facilities and Ancillary Services

Facilities and Ancillary Services is responsible for coordination and oversight of campus expansion, construction, renovation, facilities maintenance, grounds, custodial services, safety, security and information technology are provided.

Institutional Advancement and Foundation

Institutional Advancement coordinates the solicitation of funds, grants, and properties from corporations, government agencies and private sources. The CGTC Foundation provides private funding for capital expansion and improvements, equipment, staff and faculty development, scholarships and endowments.

Human Resources

The Office of Human Resources is responsible for the recruitment and evaluation of new employees. It processes payroll and maintains employment data. The Office of Human Resources administers and manages a variety of employee benefit plans and advises employees and supervisors regarding work performance and conflict management.

Knowledge Management

The Office of Knowledge Management is responsible for maintaining student records and the administration of the college's database. Knowledge Management also oversees the college's communications center, which serves as first line of

communication for student inquiries. In addition, this office is responsible for the development and maintenance of internal web applications.

Marketing and Public Relations

Marketing and Public Relations coordinates all public relations efforts that support the growth and development of the college. The goal of the department is to enhance the college's presence throughout the middle Georgia community by developing and maintaining an effective communications strategy that reaches local, state and national media, business leaders, legislators and prospective students.

Institutional Effectiveness

Institutional Effectiveness is responsible for coordination and oversight of educational initiatives, college-wide professional development, and evaluation and planning processes that support mission fulfillment, quality assurance, and adherence to accreditation principles. Research and evaluation responsibilities are conducted to support collegiate planning, policy formation, and decision-making.

Office of the President

The Office of the President supports the educational, economic, and community development missions of the College. The Office of the President assures the academic and technical education, student support services, customized business and industry services, continuing education, and adult education services are held to the highest standards by guiding each division's leaders and staff.

Satellite Operations

The Office of Satellite Operations provides oversight, administration and support to the Milledgeville campus and the county centers of the College. Satellite operations are divided into North and South divisions to better aid the service delivery area. Programs and services are geared towards the needs of local business and industry and provides a community relations presence for the College. The staff of the north and south Office of Satellite Operations reports to the respective Vice Presidents of Satellite Operations.

Student Affairs

The Office of Student Affairs provides the following services: Admissions, Registrar's Office, Recruitment, Career Services, Athletics and Student Activities, Disability and Special Populations Services, High School Initiatives, Student Support Services and Testing Services.

Student Financial Services

The Office of Student Financial Services provides Financial Aid Services to our students who are eligible. Student Financial Services also assists students with Scholarship, Third Party, WIOA, VA, and all other tuition and fee payments. This office also provides Direct Loan Workshops and assistance with Financial Aid applications to students.

Technology

The Office of Technology supports the constantly changing high-technology environment of CGTC by providing comprehensive technology services to advance instruction, college services, and business processes for students, faculty, staff, administration, and the community. The Office of Technology works together with the college community by assisting with technology initiatives, planning, securing resources, exploring new technology, and implementing and maintaining technology projects. The Office of Technology strives to meet the needs of its stakeholders by staying current with industry changes and receiving input from all parties and the community, along with technology experts. The staff of the Office of Technology reports to the Vice President of Technology.

College Foundation

The consolidated Central Georgia Technical College Foundation, a nonprofit, 501(c)3 organization, supports Central Georgia Technical College in its mission to contribute to economic and workforce development in Central Georgia. The Foundation strives to promote community awareness of the benefits offered by the College and to supplement available resources through private funding for capital expansion and improvements, equipment, staff and faculty development, and endowments. The CGTC Foundation serves students, educational initiatives, and community partnerships in Baldwin, Bibb, Crawford, Dooly, Houston, Jones, Monroe, Peach, Pulaski, Putnam, and Twiggs Counties.

The CGTC Foundation was established in 2014 when the Board of Trustees voted to consolidate the Central Georgia Technical College Foundation (established in 1991) and the Middle Georgia Technical College Foundation (established in 1988) to appropriately reflect the mission of the new Central Georgia Technical College.

The CGTC Foundation is governed by a local board of trustees who solicit gifts, bequests of property, and funds designated to support educational purposes at the College. The Board of Trustees cultivates and coordinates cash, grants and other funding, as well as property from industry, business, foundations and friends of CGTC.

Advisory Committees

At CGTC, each instructional program has an advisory committee which consists of business leaders who counsel and guide instructors to maintain quality programs and educational training standards. Instructional advisory committees provide advice for programs of study and make recommendations for improvement to meet employment standards within the occupation. These committees advise and assist CGTC in conducting community surveys, course planning, laboratory planning, recruitment of teachers, assistance to teachers, placement of students, and public relations. Curricula change recommendations made by the Advisory Committees are forwarded through the State Standards Revision Process.

Central Georgia Technical College Calendar 2015 – 2016

2015 Fall Semester (201612)

August 4-12, Tuesday- Wednesday	Annual Leave/Work Day
August 13-14, Thursday- Friday	Work Days/Registration
August 17, Monday	Fall Semester Begins
August 17-19, Monday- Wednesday	Drop/Add Period/Refund Deadline
August 22, Saturday	Saturday Classes Begin
September 5, Saturday	No Saturday Classes
September 7, Monday	Labor Day Holiday (College Closed)
October 8, Thursday	Midterm
October 9, Friday	Student Holiday/Professional Development/Work Day
October 21, Wednesday	Last day to withdraw with a W grade
November 2, Monday	Spring Semester Registration Opens (Current & Returning Students)
November 11, Wednesday	Veteran's Day Holiday (College Closed)
November 16, Monday	Spring Semester Registration Opens (New Students)
November 23-24, Monday-Tuesday	Student Holiday/Work Days/Annual Leave
November 25, Wednesday	**Confederate Memorial Day (Observed - College Closed)**
November 26, Thursday	**Thanksgiving (College Closed)**
November 27, Friday	**Robert E. Lee's Birthday (Observed - College Closed)**
November 28, Saturday	No Saturday Classes
December 9, Wednesday	Last Day of Classes
December 10, Thursday	Final Exams (T/R Classes)
December 11, Friday	Student Holiday/Work Day
December 12, Saturday	End Saturday Classes/Final Exams
December 14, Monday	Final Exams (M/W Classes)
December 15, Tuesday	Final Exam Make-Up/Fall Semester Ends
December 16, Wednesday	Grades Due/Work Day/Annual Leave
December 17-22, Tuesday-Thursday	Work Days/Annual Leave
December 23, Wednesday	**Columbus Day (Observed - College Closed)**
December 24, Thursday	**Washington's Birthday (Observed - College Closed)**
December 25, Friday	**Christmas Day (College Closed**)
December 28-31, Monday-Thursday	Work Days/Annual Leave

2016 Spring Semester (201614)

January 1,Friday	**New Year's Day (College Closed)**
January 4, Monday	Work Day/Registration
January 5, Tuesday	Spring Semester Begins
January 5-7, Tuesday-Thursday	Drop/Add Period/Refund Deadline
January 9, Saturday	Saturday Classes Begin
January 18, Monday	**Martin Luther King, Jr. Holiday (College Closed)**
February 15, Monday	Student Holiday/Professional Development/Work Day
February 29, Monday	Midterm
March 10, Thursday	Last day to withdraw with a W grade
March 14, Monday	Summer Semester Registration Opens (Current & Returning Students)
March 28-April 1, Monday-Friday	Spring Break/Student Holiday/Work Days/Annual Leave
April 2, Saturday	No Saturday Classes
April 4, Monday	Summer Semester Registration (New Students)
April 27, Wednesday	Last Day of Classes
April 28, Thursday	Final Exams (T/R Classes)
April 29, Friday	Student Holiday/Work Day
April 30, Saturday	End Saturday Classes/Final Exams

May 2, Monday	Final Exams (M/W Classes)
May 3, Tuesday	Final Exam Make-Up/Spring Semester Ends
May 4, Wednesday	Work Day/Grades Due
May 5, Thursday	Work Day/Annual Leave
May 6, Friday	Graduation/Annual Leave

2016 Summer Semester (201616)

May 9-13, Monday-Friday	Work Days/Annual Leave
May 16, Monday	Work Day/Registration
May 17, Tuesday	Summer Semester Begins/First Day of Classes
May 17-19, Tuesday-Thursday	Drop/Add Period/Refund Deadline
May 21, Saturday	Begin Saturday Classes
May 28, Saturday	No Saturday Classes
May 30, Monday	**Memorial Day Holiday (College Closed)**
June 17, Friday	Midterm
June 24, Friday	Last day to withdraw with a W grade
July 2, Saturday	No Saturday Classes
July 4, Monday	**Independence Day Holiday (College Closed)**
July 5-8, Tuesday-Friday	Summer Break/Student Holiday/Work Day/Annual Leave
July 11, Monday	Fall Semester Registration Opens (Current and Returning Students)
July 18, Monday	Fall Semester Registration (New Students)
July 26, Tuesday	Last Day of Classes
July 27, Wednesday	Final Exams (M/W Classes)
July 28, Thursday	Final Exams (T/R Classes)
July 29, Friday	Final Exam Make-Up
July 30, Saturday	End Saturday Classes/ Final Exam/Summer Semester Ends
August 1-5, Monday-Friday	Grades Due/Work Day/Annual Leave

Information Directory

Warner Robins Campus
Phone: (478) 988-6800
Fax: (478) 988-6947

Macon Campus
Phone: (478) 757-3400
Fax: (478) 757-3454

Milledgeville Campus
Phone: (478) 445-2300
Fax: (478) 445-2334

Crawford County Center
Phone: (478) 836-6001

Jones County Center
Phone: (478) 986-4370

Monroe County Center
Phone: (478) 992-2717/(478) 836-6021

Putnam County Center
Phone: (706) 923-5000

Twiggs County Center
Phone: (478) 945-3127

Sam Way, Sr. Hawkinsville Workforce Development Center
(478) 783-3017

E-mail Address: info@centralgatech.edu

Web-site: www.centralgatech.edu

Warner Robins Campus (Area Code 478)

Academic Affairs	988-6849
Admissions	988-6850
Adult Literacy	988-6851
Barbering	218-3310
Bookstore	988-6805
Cashier Window	218-3387
Care Center	988-5020
Childcare	988-6824
Cosmetology	988-6913
Economic Development	988-6852
Financial Aid	988-6871
Information Technology	218-2509
Library	988-6863
Maintenance	218-3381
Security	988-6993
Testing Center	218-3390

Macon Campus (Area Code 478)

Academic Affairs	757-3427
Academic Success Center (Tutorial Services)	757-3674
Admissions	757-7452
Adult Learning Center	757-6669
Barbering Services	757-5290
Bookstore	757-3409
Cashier Window	757-7453
Career Services	757-3431
Continuing Education	757-3445
Cosmetology Services	757-3420
Distance Learning Coordinator	757-2507
Economic Development	757-3550

Financial Aid	757-7451
GED Testing	757-2512
CGTC Foundation Office	757-3503
Library	757-3549
Maintenance and Operations	757-3440
President's Office	757-3501
Public Relations	757-3516
Registrar's Office	757-7454
Security	757-3453
Special Populations/Disabilities	757-3676
Student Affairs	757-3507
Student Support Center	757-5295
Testing Center	757-3515
Trade Act Agreement (TAA)	757-3417
Veterans Affairs	757-3495
Workforce Innovation and Opportunity Act (WIOA)	757-6621

Milledgeville Campus (Area Code 478)

Academic Affairs	445-2302
Admissions	445-2303
Bookstore	445-7281
Career Services	445-2313
Continuing Education	445-2307
Financial Aid	445-2304
Library	445-2333
Student Affairs	445-2322

Campus Maps

Map of the Warner Robins Campus



Legend

A Administrative Offices, Admissions, Financial Aid, General Education Classrooms

B Classroom and Lab Building - Business & Computer Technology, Health Sciences, Dental Programs, Criminal Justice and Cosmetology

C Classroom and Lab Building - Industrial, Aerospace, and Trade Programs

D Maintenance and Facilities

E Administrative Services, Bookstore and Human Resources

F Classroom and Lab Building - Truck Driving and Barbering

G Athletics and Campus Life - Student Pavilion, Multipurpose Facility, Wellness Center, Campus Food Services

H Economic Development

J Glynn Greenway Building - Science Labs

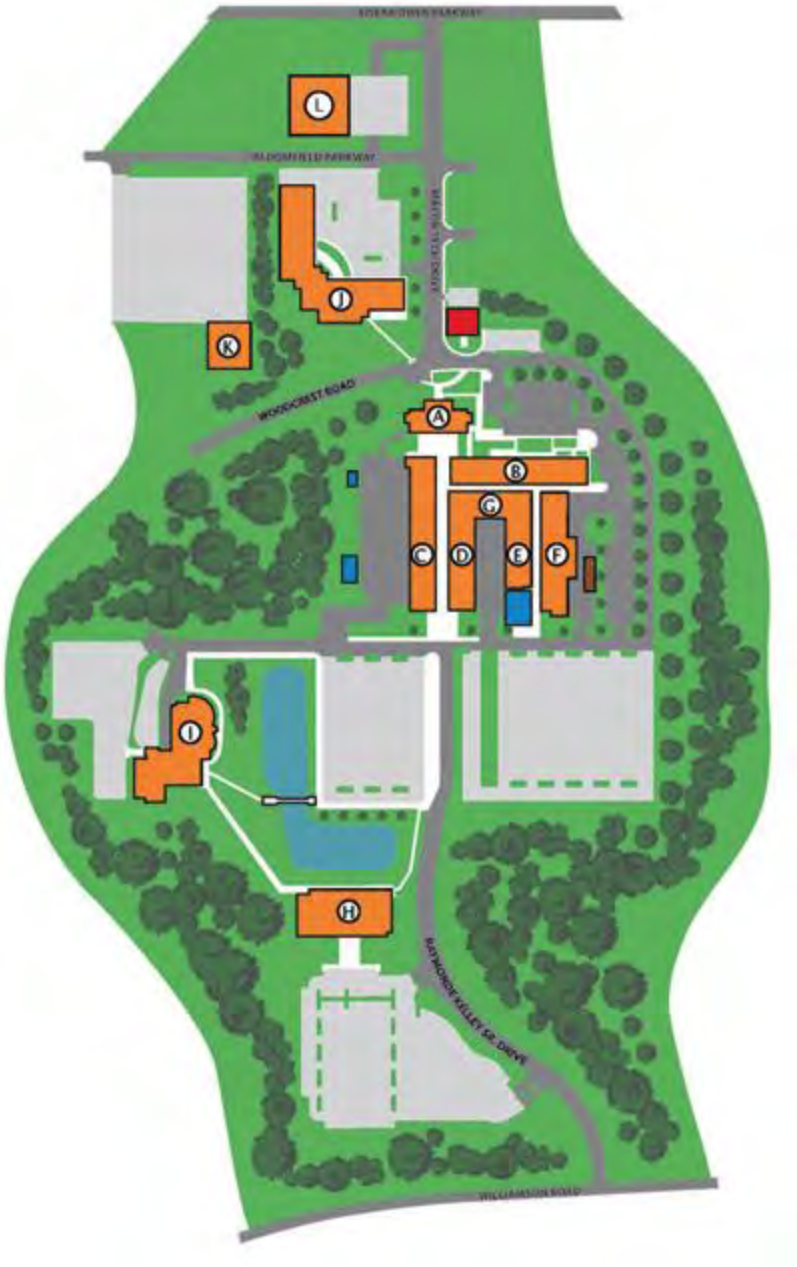
K Child Development Center and Early Childhood Care and Education Program

W Warehouse - Shipping and Receiving

Designated Smoking Areas

Public Parking

Map of the Macon Campus



Legend

- **A** Administrative Building: President's Office, Human Resources
- **B** Classroom and Lab Building, Snack Bar
- **C** Classroom and Lab Building
- **D** Classroom and Lab Building, Academic Success Center

E Classroom and Lab Building

F Classroom and Lab Building

G Classroom and Lab Building

H Health Technology Classroom and Lab Building, Auditorium

I Arts and Sciences Classroom and Lab Building, Economic Development and Community Relations, Food Court, Bookstore, Library

J J. Melton Palmer, Jr. Classroom and Lab Building, Business Office, Student Affairs, Professional Testing Center

K Adult Learning Center

L CGTC Bookstore

Estheticians Lab Modular Building

Campus Security and Safety Building

Public Parking (except where indicated)

Restricted Parking

Plant Operations

Directions to the Milledgeville Campus

Located at 54 Highway 22 West in Milledgeville at the intersection of GA Highway 22 (Gray-Milledgeville Road) and U.S. Highway 441 By-Pass (Culver Kidd Hwy).

Campuses and Facilities

- Library
- Food
- Lost and Found
- Telephones
- Housekeeping

Campuses and Facilities

Library

The library provides a variety of resources and services in support of the curricular, professional, and individual development needs of the students, faculty, staff, and community affiliates of CGTC. The academic and personal success of CGTC's educational community is important to the library, and every effort is made to meet their informational needs.

Library Phone Numbers

Warner Robins Campus - (478) 988-6863
Macon Campus - (478) 757-3549
Milledgeville Campus - (478) 445-2333

Library Hours

Warner Robins Campus Library	
Monday – Thursday	7:30 AM – 9:00 PM
Friday	7:30 AM – 3:30 PM
Saturday/Sunday	Closed

Macon Campus Library	
Monday – Thursday	8:00 AM – 10:00 PM
Friday	8:00 AM – 3:00 PM
Saturday	9:00 AM – 1:00 PM
Sunday	Closed

Milledgeville Campus Library	
Monday – Thursday	8:00 AM – 10:00 PM
Friday	8:00 AM – 3:00 PM
Saturday/Sunday	Closed

NOTE: Hours of operation apply only when classes are in session. Variations from this schedule occur between semesters and on holidays. Variations are always posted in advance.

Library Borrowing Guidelines

Circulation Policy
Borrowing privileges are extended to all current CGTC students, faculty and staff. Privileges may be extended to specific user groups. Applications for a CGTC library card are available in the library. If your library card is lost or stolen, report it immediately to the library.

Loan Periods
Books may be checked out for a two week loan period. To check out materials, present your library card and the materials you want to borrow at the circulation desk. There is a check out limit of 4 books per patron.

Return
Library materials must be returned to the attendant at the circulation desk. Overdue fines are ten cents ($.10) per day per item for all library materials. There is a replacement charge for lost or damaged items. Failure to return library materials may result in a hold placed on a student's academic record that may affect financial aid, issuance of grades and transcripts, and graduation status.

Library Resources

* Computer Workstations/Internet Resources
* Reference, General, and Children's Book Collections
* eBook (Electronic Books Online) Collection
* Current Periodical Subscriptions
* Instructional Videos/Viewing Stations
* GALILEO (Georgia Library Learning Online) Databases
* Online Library Services Web Site/Catalog
* Instruction in Library Use
* Reference Services
* Word Processing
* Study and Reading Areas
* Fee Based Photocopy Machine

Food

The Titans Cafe is located in Building I of the Macon Campus. Snack bars and vending machines are located on all campuses in several locations.

Lost and Found

All lost and found items should be reported/turned in to Campus Police/Security personnel. Items found will be held in the Public Safety Office until picked up or disposed with in accordance with applicable procedures.

Telephones

Public telephones are available for student use on all campuses. Office telephones are for CGTC business and not for student use. Students are not permitted to receive calls during class hours except in cases of emergency. Students should discourage personal calls at school. No messages will be taken for students except in cases of emergency. No cellular phones or other electronic devices are permitted unless they are turned off or soundless.

Students having cell phones or other electronic devices must not cause disruption of class by any sounds coming from these devices. Student must not receive or make calls while in class. Instructors may dismiss the student from class if disruption occurs.

NOTE: A TDD is located in the Special Populations Coordinator's Office on the Macon Campus, and in the Student Affairs Division on Milledgeville Campus for use by hearing impaired.

Housekeeping

Every class is expected to clean the training area at the conclusion of the period or day as an integral part of the instructional program. Every department will have a routine for this activity, and students are expected to carry out their share of this duty with a cooperative attitude. No one is exempt from this duty.

Each student should practice good housekeeping throughout the building and grounds. At all times, students, faculty and staff should make use of the disposal containers on campus.

Public Safety

- Medical Emergency Procedures
- Safety
- Traffic Regulations
- Jeanne Clery Disclosure Act
- Emergency Procedures

Public Safety

Medical Emergency Procedures

First aid kits, safety equipment, and staff trained in first aid are available on campus. In the event of injury or other medical emergency, the nearest instructor or first aid monitor should be notified. Professional emergency care, if needed, will be secured by an administrator. In case of serious accident or illness, the College will refer the student to the nearest hospital, or hospital of student's choice, for emergency care and will notify the person specified by the student as an emergency contact. It is to be understood that the student or his/her family will be responsible for the cost of the emergency care, including ambulance services.

To ensure the safety of CGTC employees and students, CGTC has implemented an Exposure Control Plan which addresses occupational exposure to blood and airborne pathogens. The plan includes prevention, protection, training, documentation, and follow-up of critical incidents as applied to occupational areas of study. Students must comply with all prescribed procedures and safety measures as outlined within individual program requirements.

Safety

The health and safety of each student and employee of the College is a prime consideration at CGTC. Safety instruction and practices are an integral part of each program. Students are expected to follow departmental safety regulations at all times. Students are not to use any equipment except under the supervision of the instructor. Students are not permitted in classrooms or labs if supervision is not available. Proper conduct is expected at all times.

The Emergency Guide is posted throughout the College and must be followed. All accidents must be reported. No matter how minor an accident appears, the instructor must be notified of the accident/injury so that proper procedures may be implemented.

All students shall assist in maintaining safe working conditions by notifying the instructor of any dangerous condition, faulty equipment or tools, or any unsafe practices being conducted. Violation of safety regulations will result in immediate disciplinary action. In cooperation with the court system of Georgia and section 42 U.S.C. §14071(j) of the Official Code of Georgia Annotated, CGTC students may obtain information concerning registered sex offenders by contacting the local police department or by searching the Georgia Bureau of Investigation's website at http://gbi.georgia.gov/georgia-sex-offender-registry.

Traffic Regulations

PARKING FOR ALL STUDENTS IS CLEARLY DESIGNATED AS STUDENT PARKING IN THE CAMPUS PARKING AREAS.

Each student enrolled in CGTC is required to display a parking permit on his/her car's rear view mirror. One permit is presented without charge from the Business Office and must be displayed on each vehicle parked on campus. Additional permits are $5.00 each. Cars must be parked uniformly facing each other to allow security personnel to readily view parking permits. Students are to park in designated Student Parking zones at all times. The speed limit on campus is posted.

Security personnel are authorized to ticket vehicles and/or to have them removed at the owner's expense. Any time a student receives a ticket for a traffic violation, a fine will be imposed. Fines must be paid within three days of violation.

Students who do not pay fines within three days or who receive three traffic violations during any one academic year may be subject to disciplinary action. The College will not certify attendance, enrollment, or grades until the fine is paid. Live work projects being performed on vehicles parked in areas other than student parking must have a work order form displayed in the front windshield of the vehicle or the vehicle will be ticketed.

NOTE: Handicapped parking areas are designated with a wheelchair emblem. Parking in these areas is authorized by approved handicapped license plates or permits.

Jeanne Clery Disclosure Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private institutions of postsecondary education participating in federal student aid programs are subject to it.

This information can be freely accessed through the Central Georgia Technical College website and accessing the Public Safety link. The daily crime bulletin with the latest crimes reported to the CGTC Police can be accessed as well as the last report submitted to the U. S. Department of Education. This information will also be provided, free of charge, to anyone requesting a copy of the reports through the Department of Public Safety.

Emergency Procedures

Fire

The fire alarm and strobe lights will be activated in case of fire or fire drill. Students and all College personnel should evacuate the building according to evacuation procedures posted in each area. Students should wait at the designated place until given the signal to return to the building. Both the need to evacuate the building and the fact that it is safe to return will also be transmitted over the School Messenger alert system.

Bomb Threat

If a bomb threat is received, members of the administrative staff will notify each classroom of the need to evacuate the building using the posted evacuation procedure. When the building has been declared safe, three short rings of the bell will let students and personnel know that they may return to the building. The fact that it is safe to return to the building will also be transmitted over the School Messenger alert system.

Tornado

Tornado evacuation routes to shelters are posted in each area. In case of a tornado or tornado drill, the instructors wil be notified of the need to evacuate the classes and the need to report to the shelter areas. The need to evacuate tot he shelter areas will also be transmitted over the School Messenger alert system. When the danger has passed, three short rings of the bell will signal the return to class, or an announcement of alternate plans will be made. In case of power failure, a member of the administrative staff will notify the instructor of proper procedures.

Emergency School Closing

If it is necessary for the College to be closed due to inclement weather or other emergencies, local radio and television stations will be notified. Notification will also be sent to all students and faculty through the School Messenger alert system. If a closure is required during the class day, it will be announced through the instructors and the School Messenger alert system. Any student who finds it necessary to leave school before the official dismissal must follow regular sign-out procedures.

Academic Affairs Policies and Procedures

- College Calendar

Programs and Services

- Associate Degree Programs
- Diploma Programs
- Technical Certificate Programs
- Georgia Virtual Technical Connection
- Online Courses
- Adult Education
- General Education Core
- Learning Support Program
- Academic Success Center and Tutorial Services

- Elective Courses

Academic Evaluation

- Grading System
- Work Ethics Grades
- Academic Status
- Grade Point Average Computation
- Cumulative Grade Point Average
- Graduation Grade Point Average
- Honors Lists

Graduation Information

- Honor Graduate

Academic Policies

- Academic Advisement
- Academic Misconduct

- Academic Reinstatement
- Advanced Placement
- Attendance
- Auditing a Course
- Class Cancellation
- Course Expiration
- Course Load
- Course Progression
- Course Schedule
- Curriculum Changes
- Declaration of a Major
- Dual Majors
- Faculty Office Hours
- Grade Appeals
- Grade Change
- Live Work Projects

- Practicum, Internship, Co-op and Clinical Courses
- Program Change
- Repeating a Course
- Withdrawal and Dropping Courses

College Calendar

The College operates on a fiscal year beginning July 1 and ending June 30 of the following year. The instructional calendar is based on the semester system and contains three semesters in an academic year. Academic Year 2015-16 dates follow the general dates below:

Fall Semester	August 16, 2015 to December 15, 2015
Spring Semester	January 5, 2016 to May 4, 2016
Summer Semester	May 17, 2016 to July 30, 2016

Admissions and Financial Aid Deadline calendars can be found on the College's website in the Student Affairs section.

The current year calendar can be found in the General Information section.

Calendar, holidays and closure dates are posted on the College website. Students are admitted each semester based upon space availability or as announced.

Instruction is balanced between classroom activities and laboratory experiences and is relevant to the specific occupation in which the student is training. State standards for curricula and program structure are implemented in all credit programs.

Credit programs are offered in five primary areas:

Aerospace, Trade & Industry

Business & Computer Technologies

Health Sciences

Public Safety & Professional Services

General Studies

Academic Programs and Services

Associate Degree Programs

An Associate of Applied Science (AAS) Degree may be earned at CGTC in specified credit programs, as approved by the Technical College System of Georgia. The AAS degree includes a sequence of courses in the fundamental and specific occupational requirements which prepare the student for an advanced degree in his/her program choice. The AAS degree programs offer the academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The associate degree programs emphasize theory and practical application. Electives pertaining to the student's chosen field of interest are also available. The Associate of Applied Science program must be at least 60 semester credit hours in length.

Diploma Programs

CGTC offers diploma programs on a credit-hour basis on both day and evening schedules. These programs vary in length from 37 to 59 credit hours. These programs provide the theory, functions, and practical application of skills needed for entry-

level employment and/or re-training to update marketable skills. Diplomas are awarded to those who successfully complete the program requirements.

Technical Certificate Programs

CGTC offers Technical Certificates of Credit (TCC). A technical certificate is a coherent grouping of courses taken from any state approved postsecondary standard curriculum. The technical certificate program must be at least 9 semester credit hours in length and may not exceed 39 semester credit hours.

Georgia Virtual Technical Connection

The Georgia Virtual Technical Connection (GVTC) is made up of contributing postsecondary technical colleges. The GVTC members work together to create courses and programs using the Internet as a delivery medium. With approval from CGTC, students can enroll and complete online courses at other TCSG colleges as a transient student. Additional information is available on the GVTC website located at www.gvtc.org.

Central Georgia Technical College Online Courses

Central Georgia Technical College offers a wide range of online courses. These courses use the Internet to deliver online learning that is independent of time and location. For more information on distance education, visit our web site at www.centralgatech.edu/disted. This section includes online student resources, FAQs, online orientation information, contacts, and a link to the CGTC help desk.

Adult Education

This program enables adult learners to acquire the necessary basic skills to compete successfully in today's workplace, strengthen family foundations, and exercise full citizenship. English literacy (ESL) classes are also available for those citizens who are not proficient in speaking and/or writing English. Adult Education provides services to individuals at least 16 years old and not currently enrolled in public school. Instruction is individualized and based on an initial assessment. There is no cost for adult education classes, and books are provided in the classroom at no cost. In addition, one-on-one tutoring is available through our volunteer program. Adult education programs are organized in separate locations throughout CGTC's service area. Applicants may come by the Adult Education Office at the Warner Robins or Macon campuses to apply or call the Office of Adult Education at (478) 929-6789 for admissions information and class locations.

General Education Core

The purpose of general education coursework is to ensure that students have attained general essential skills necessary for educational and career success. Each degree and diploma program at CGTC contains a body of Essential General Core (general education) courses. The Essential General Core within each degree and diploma program is designed to produce graduates who, at the competency level appropriate to the credential earned, can communicate appropriately; utilize information technology in accessing, organizing, and communicating information; apply appropriate mathematical principles and methods; and use critical thinking skills to solve problems. Each degree and diploma program additionally requires the assessment of computer competency.

To ensure these competencies, each associate degree program of study contains a minimum of 15 semester credit hours in general education courses comprised of coursework from four categories: language arts/communications; social/behavioral sciences; and natural sciences/mathematics; humanities/fine arts. These courses are listed below.

Associate Degree General Education Core Courses

Area I - Language Arts/Communications

ENGL 1101	Composition and Rhetoric	3
ENGL 1102	Literature and Composition	3
ENGL 1105	Technical Communications	3
SPAN 1101	Introduction to Spanish Language and Culture I	3
SPCH 1101	Public Speaking	3

Area II - Social/Behavioral Sciences

ECON 1101	Principles of Economics	3
HIST 1111	World History I	3
HIST 1112	World History II	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
PSYC 1101	Introduction to Psychology	3
PSYC 1150	Industrial/Organizational Psychology	3
PSYC 2250	Abnormal Psychology	3
SOCI 1101	Introduction to Sociology	3

Area III - Natural Sciences/Mathematics

BIOL 1111	Biology I	3
BIOL 1111L	Biology Lab I	1
BIOL 1112	Biology II	3
BIOL 1112L	Biology Lab II	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
CHEM 1212	Chemistry II	3
CHEM 1212L	Chemistry Lab II	1
MATH 1100	Quantitative Skills and Reasoning	3
MATH 1101	Mathematical Modeling	3
MATH 1111	College Algebra	3
MATH 1112	College Trigonometry	3
MATH 1113	Pre-Calculus	3
MATH 1127	Introduction to Statistics	3
MATH 1131	Calculus I	4
MATH 1132	Calculus II	4
PHYS 1110	Conceptual Physics	3
PHYS 1110L	Conceptual Physics Lab	1
PHYS 1111	Introductory Physics	3
PHYS 1111L	Introductory Physics Lab	1

**May be required by specific program, but not considered general education electives*

Area IV - Humanities/Fine Arts

ARTS 1101	Arts Appreciation	3
ENGL 2130	American Literature	3
HUMN 1101	Introduction to Humanities	3
MUSC 1101	Music Appreciation	3

Diploma General Education Core Courses

Each diploma program also includes a set of General Education Core courses providing background in mathematics, communications, and interpersonal skills.

Mathematics

MATH 1011	Business Math	3
MATH 1012	General Mathematics	3
MATH 1013	Algebraic Concepts	3
MATH 1015	Geometry and Trigonometry	3

Communications

ENGL 1010	Fundamentals of English I	3
ENGL 1012	Fundamentals of English II	3

Interpersonal Skills

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

Learning Support Program

The Learning Support program provides remedial support in reading, language, and math that will aid the student in mastering the skills needed for the chosen program of study. Assignment to Learning Support courses is based on the results of standardized placement tests and the competencies needed for the prospective program of study. Each program of study has established a description of entry-level reading, language, and math competencies. If test scores indicate that the student is not academically prepared to enter a regular program of study, the student may be placed in one or more learning support courses and the study skills seminar (COLL 1500) course. Learning Support Courses are listed below.

Learning Support Courses

ENGL 0090	Learning Support English	3
ENGL 0098	English III	3
MATH 0090	Learning Support Math	3
MATH 0098	Elementary Algebra	3
MATH 0099	Intermediate Algebra	3
READ 0090	Learning Support Reading	3
READ 0098	Reading III	3

Academic Success Center and Tutorial Services

Tutoring and other academic support services are provided for students at no charge in the Academic Success Center (ASC) on the Macon, Milledgeville, and Warner Robins campuses. Both faculty tutors and peer tutors are available for Math, English, Reading, Health Core, Computer, and various other courses. In addition to individual tutoring, study groups may be available.

The ASC also offers study skills workshops on such topics as Test Taking Skills, Reading Comprehension, and Note Taking. The tutoring staff also helps students with other academic difficulties such as test anxiety and time management.

Online course tutoring is available. In addition to face-to-face individual and group tutoring, an online tutoring service, Smarthinking® is also available for students.

ASC contact information:
Macon Campus (478) 757-3674
Milledgeville Campus (478) 445-2343
Warner Robins Campus (478) 218-3372

Or visit the ASC website: www.centralgatech.edu/success.

Elective Courses

Elective courses are available to provide the student with extended opportunities to learn skills and competencies beyond the specific occupational curriculum. Additional electives may be specified in the occupational curriculum as required electives. These courses serve as support to the established curriculum and allow students to enhance the learning experiences relevant to their occupational/technical programs. Students should consult their academic advisor for a list of elective classes appropriate to their program of study.

Academic Evaluation

Grading System

Final course grades are entered by instructional faculty into BANNER, the Student Management Information System. The Registrar's Office processes the grades and academic standing. All courses in degree, diploma, and certificate programs of study require a grade of "C" or higher in order to satisfy program requirements. Students are responsible for viewing their grades, academic history, and academic standing online through BannerWeb using their user ID and personal identification number (PIN). The following grading system is used:

Grade Points Earned

GRADE	GRADE POINTS
A (90-100) Excellent	4.00
B (80-89) Good	3.00
C (70-79) Satisfactory	2.00
D (60-69) Poor	1.00
F (Below 60) Failing	0.00
I Incomplete	Not computed
S Satisfactory	Not computed

U Unsatisfactory	Not computed
AC Articulated Credit	Not computed
AU Audit/Warranty Claim	Not computed
EX Credit by Exam	Not computed
IP In Progress	Not computed
TR Transfer Credit	Not computed
W Withdrawal (no grade)	Not computed
WP Withdrawal Passing	Not computed
WF Withdrawal Failing	0.00 (computed)

AC (Articulated Credit) - Advanced placement may be awarded for high school coursework completed under formal articulation agreements when established competencies have been achieved and verified by examination. A grade of AC will be given for the course(s). Grades for AC courses over five (5) years of age will not be accepted for credit.

AU (Audit) - Students who request and are approved to audit a course will receive no credit or financial aid. Students returning to CGTC to repeat a course(s) under the Warranty Claim will receive a grade of AU for the Warranty Claim course work.

EX (Exemption Exam) - Exemption credit is awarded based on course competency testing. Academic credit is awarded but not calculated in the GPA. (See Credit by Course Competency Exam under Advanced Placement.)

F (Failing) - This grade signifies that a student has completed the term; however, the student did not academically meet full course requirements. This grade is calculated as a failing grade ("F") in the student's GPA and may affect academic status and financial aid. (Updated Spring 2015)

I (Incomplete) - This grade may be given to a student that has satisfactorily completed a substantial portion of the coursework, but has not been able to complete all of the requirements of the course. The student must have instructor approval for an "I" grade to be issued. No credit is given and no grade points are calculated. An Incomplete must be removed within the first ten school days of the next semester, or a grade of "F" will be issued. Extraordinary circumstances may merit an appeal for an extension of time. Extensions of time must be requested by the instructor and approved by the designated Academic Affairs administrator. If an "I" is received in a prerequisite course, as student may not register for advanced courses without permission of the instructor and designated Academic Affairs administrator.

IP (In Progress) - In individualized credit-level courses, this grade indicates that a student is taking a course which requires coursework beyond the present semester. When students are issued an IP, no credit is given, and no grade points are calculated. The IP remains on the students' record for the term for which it was issued. There is a limit of two attempts to complete an IP course (i.e. If a student earns an IP in a course, he/she will need to reregister for the course and will have one additional semester to finish the incomplete assignments so that a course grade can be issued for the subsequent term.)

S (Satisfactory) - A grade of "S" indicates that the student has successfully mastered all of the course competencies and is reserved for learning support /remedial classes only. A grade of "S" carries no quality points, but institutional credit hours for that course will be awarded to the student.

TR (Transfer Credit) - Indicates that the specific course was taken at an accredited postsecondary institution. For TR credit to be awarded, an official transcript from that institution must be provided to CGTC's Registrar Office for review. Academic credit is awarded but not calculated into the GPA. Transfer credit grades may be used for the purpose of calculating selection GPAs for select competitive programs.

U (Unsatisfactory) - A grade of "U" indicates that the student did not master all of the course competencies and is reserved for learning support/remedial classes only. A grade of "U" carries no quality points, but does factor into course completion rate but institutional credit hours for that course will be awarded to the student.
W (Withdrawal) - This grade signifies that a student withdrew up to the published deadline. There is no academic GPA penalty for "W" grades, but attempted credit hours count toward the student's course completion rate and may affect academic status and financial aid.

WP (Withdrawal Passing) - This grade signifies that a student withdrew or was administratively withdrawn from the class with a passing course average. A student may also be granted a WP grade through appeal due to extenuating circumstances. There is no GPA penalty assigned for "WP" grades, but attempted credit hours count toward the student's course completion rate and may affect academic status and financial aid.

WF (Withdrawal Failing) - This grade signifies that a student withdrew or was administratively withdrawn with a failing grade. A WF is given to students under the following conditions: Student withdraws after the published deadline with a failing average at the time of withdrawal; Student is administratively withdrawn for excessive absences with a failing average at the time of withdrawal; or Student is administratively withdrawn for code of conduct violation. This grade is calculated as a failing grade ("F") in the student's GPA and may affect academic status and financial aid.

Work Ethics Grades

This grade is designated to evaluate student behavior, attendance, and related non-academic factors that constitute good work habits. The Technical College System of Georgia instructs and evaluates students on work ethics in all occupational programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational Skills, productivity, teamwork and respect. All students in credit classes (except general education and learning support) receive a work ethics grade, in addition to their regular grade. Work ethics are assigned as a grade from 0-3:

0=Unacceptable 1=Needs Improvement
2=Meets Expectations 3=Exceeds Expectation

The work ethics grade is not calculated in the academic grade point average (GPA). Work Ethic grade(s) will be printed on Student Transcripts.

Academic Status

A student's cumulative Grade Point Average (GPA) will be calculated at the end of each semester based on the letter grades A, B, C, D, or F, and the credit hours carried. Grade point averages will be rounded to the nearest hundredth in determining the semester and the cumulative GPA. The following will establish status:

Good Standing

Academic good standing means that a student is eligible to enroll or re-enroll. To be in academic good standing, a student must have a cumulative grade point average of 2.0 or higher, must successfully completed at least 67% of all coursework attempted and must complete his/her program of study within 150% of the published length of the program measured in credit hours attempted.

Academic Warning

A student who earns a cumulative grade point average below a 2.00 or fails to successfully complete at least 67% of the course work attempted will be placed on academic warning the next semester of enrollment and must appeal to the Office of Student Affairs to regain financial aid eligibility.

Academic Probation

A student who earns a semester-based grade point average below a 2.00 or fails to successfully complete at least 67% of the course work attempted while enrolled on academic warning will be placed on academic probation for the next semester of enrollment and must appeal to the Office of Student Affairs to regain financial aid eligibility.

Academic Suspension

A student who earns a semester-based grade point average below a 2.00 or fails to successfully complete at least 67% of the course work attempted while enrolled on academic probation will be suspended for one semester and is no longer eligible to receive financial aid. Upon readmission, a student will be placed on academic probation for the next semester enrolled. Students placed on academic suspension who have demonstrated Satisfactory Academic Progress (SAP) in their most recent enrolled term have the right to appeal the suspension to the Vice President for Academic Affairs and to request reinstatement of eligibility.

Satisfactory Academic Progress (SAP)

Students are considered to be making satisfactory academic progress if they are in good standing or on academic warning. **Any student who is receiving financial aid must maintain satisfactory progress to retain eligibility**. Students on academic probation are allowed to register for classes, but must appeal for financial aid reinstatement. For more information on satisfactory academic progress and financial aid eligibility, please refer to the financial aid section of the catalog.

Grade Point Average Computation

The grade point average (GPA) is a way of mathematically computing a student's academic performance. Grade point average (GPA) is computed by dividing the total number of grade points earned by the total number of credit hours attempted. To determine the total grade point for a specific course, multiply the grade value by the number of credit hours for the course. For example, if you take a three credit hour course and receive a grade of "A", your total grade points would be 12 (3 credit hours x 4 grade points = 12).

To figure your GPA for specific courses total the number of grade points for each course and then divide by the total number of credit hours.

GRADE POINTS

A = 4 grade points
B = 3 grade points
C = 2 grade points
D = 1 grade points
F = 0 grade points

EXAMPLE:

Course	Grade	Grade Points		Credit Hours		Total Grade Points
ENGL 1010	B	3	x	3	x	9
MATH 1012	C	2	x	3	x	6
COMP 1000	A	4	x	3	x	12
Total Credits				9		
Total Grade Points Earned						27

To find the Grade Point Average: 27 (total grade points earned) is divided by 9 (total number of credit hours) = 3.00 GPA.

The symbols "I" (incomplete); "IP" (in progress); "W" (withdrawal); "WP" (withdrawal passing); "AC" (articulated credit); "AU" (audit); and "EX" (credit by exam); do not have numerical equivalents and are not calculated in the cumulative grade-point

average. "TR" (transfer credit) is also not calculated in a student's institutional grade point average but may be used for the purpose of calculating selection GPAs for select competitive programs.

Cumulative Grade Point Average

The cumulative grade point average reflects the student's total credit instructional activity and is recorded on the student's permanent record. The cumulative grade point average is calculated after each semester to include the current semester grade(s), and is used to determine academic standing and financial aid eligibility. The CGPA is not affected by program of study, changes in the program of study, or student classification.

Graduation Grade Point Average

The Graduation Grade Point Average is calculated only on those courses required for graduation. When a course is taken more than once, the final grade will be used in calculating the grade point average for graduation. A minimum 2.00 grade point average is required for graduation.

Honors Lists

President's Honor Roll

The President's Honor Roll is compiled each semester. To qualify, students must be in Academic Good Standing, earn a semester-based grade point average of 4.0 with an earned course load of at least 12 credit hours for the semester, with a work ethics grade of "2" or higher for each course completed.

Academic Honor Roll

The Academic Honor Roll is compiled each term. Students who attain a semester grade point average of 3.5 or higher, a work ethics grade of "2" or higher for each course completed in which a work ethics grade is assigned and are in Academic Good Standing are placed on the Academic Honor Roll. It is not necessary for a student to be enrolled full-time in order to be placed on the Academic Honor Roll.

Graduation Information

To be eligible to graduate with a degree, diploma, and/or specified technical certificates of credit from Central Georgia Technical College, a student must satisfactorily complete the program of study in which he/she is enrolled with a grade point average of 2.0; must satisfy the college's residency requirement that students complete at least 25% of the coursework in their program of study at CGTC; and must have completed a high school diploma or GED. In the final semester of the program of study, graduates must take the appropriate diploma or associate degree assessment exam. (This exam is used for program assessment purposes only; the score does not affect graduation from the college).

Applicants for graduation should complete the Application for Graduation when registering for the final semester of classes. Degrees, diplomas, and certificates are not issued automatically. It is the student's responsibility to submit an application for a degree, diploma, or technical certificate using the online Graduation Request Form located in the Student Secure Area of the college's web site. A graduation fee is required at the time of submission of the graduation petition. This fee is non-refundable. The ACT Work Keys (Georgia Work Ready) test must be completed prior to receiving the degree or diploma.

A student's academic record will be evaluated by their faculty advisor and the Registrar for any and all credentials earned to determine if graduation requirements have been met. If a student's enrollment has not been continuous since initial matriculation and more than one academic term has passed since their last enrollment and matriculation to the college,

his/her record will be evaluated for graduation based on the catalog in effect at the time of readmission. A graduation request decision may be appealed in writing to the Vice President for Academic Affairs if extenuating circumstances exist.

It is the student's responsibility to submit an application for a degree, diploma, or technical certificate using the online Graduation Request Form upon completion of his/her instructional program. Degrees, diplomas, and certificates are not issued automatically. The Graduation Request Form may be found by logging into the Student Secure Area of the college's web site.

A graduation fee is required at the time of submission of the graduation petition. This fee is non-refundable.

Graduation Ceremony

Central Georgia Technical College will hold a graduation ceremony for all diploma and degree graduates at least once each academic year. Prospective graduates must meet all requirements of their program. An online gradation application indicating they wish to participate must be submitted at least one month prior to the ceremony. In addition, Regalia will only be ordered for graduates indicating they wish to participate. Graduates are required to wear appropriate academic regalia. This includes a cap, gown and tassel. All graduates will receive a proxy diploma/degree at the graduation ceremony. Official diplomas/degrees will be mailed to the address indicated on the graduation application within eight to ten weeks after the end of each semester. Diplomas will be issued only after all academic and financial obligations have been met. There is a $35 non-refundable fee that is assessed to all graduates regardless of ceremony participation. Questions regarding graduation may be posed to the Registrar's Office.

Honor Graduate

Any student who has a graduate grade point average of 3.5 or above will be named an Honor Graduate and shall be recognized as such during the graduation ceremony.

Academic Policies

Academic Advisement

Central Georgia Technical College supports a comprehensive advisement system and considers it to be an integral part of the educational process. It is a continuing interaction between advisee and advisor in exploring life goals, career/educational goals, selecting educational programs and scheduling classes. Upon entering CGTC, each student is assigned a faculty advisor to assist him/her in selecting appropriate courses of study and to supervise his/her academic progress while enrolled in a degree, diploma, or technical certificate program. Additionally, Student Affairs advisors provide needed advisement each semester to students. It is the student's responsibility, however, to be aware of courses required for graduation/completion of the chosen major, to meet all graduation/completion requirements, and to complete the registration process each semester.

Academic Misconduct

Central Georgia Technical College considers academic integrity an integral part of the learning environment and expects all members of the college community to conduct themselves professionally and with honesty and integrity. Any infraction of this policy is detrimental to the students' education and the integrity of the college. Cases of academic misconduct that are strictly forbidden include:

- Plagiarizing any assignment or part of an assignment. Plagiarizing means to use someone else's ideas or words as one's own, without giving appropriate credit using quotation marks, if necessary, and citing the source(s).
- Using unauthorized notes or equipment (programmable calculator, PDA, cell phone, etc.) during an examination.
- Stealing an examination or using a stolen examination for any purpose.
- Allowing another student to have access to your work, thereby enabling that student to represent the work as his/her own.
- Having someone else take a quiz or exam in one's place, taking an exam for someone else, assisting someone in any way during a quiz or exam, or using any unauthorized electronic device or other unauthorized method of support during a quiz or exam.
- Falsifying or fabricating information such as data for a lab report.
- Falsifying a patient's medical record, a student's clinical record, or any other student record, including a record of attendance.
- Using or copying another person's electronic file or copying any electronic information or computer program.
- Other forms of cheating or misconduct are forbidden, even if not listed here specifically.

Unless otherwise stated in the course syllabus and/or program handbook, students caught in actions of academic misconduct will, on the first offense, be given a grade of zero (0) on the exam or assignment. On the second offense students will be dismissed from class and assigned a grade of "WF" (Withdrawal Failing) for the course. Repeated offenses should be referred to the appropriate administrator for further disciplinary action, which may include suspension from the college. Suspension is hereby defined to mean the denial to a student of the right to attend Central Georgia Technical College for a minimum of one semester.

Academic Reinstatement

To be reinstated following the dismissal or suspension period, a student must submit a readmission application at the beginning of any term. Following an academic suspension, reinstated students will be referred for academic and career counseling and will be subject to the specific academic requirements of their program. Students reapplying for admission after their program curriculum has changed will normally be required to meet the requirements of the new curriculum.

NOTE: Students enrolled in Health Science programs should refer to the specific academic requirements for the Health Science programs in the Health Science section of the CGTC Catalog.

Advanced Placement

Advanced placement allows a student to receive course credit based on previous training and education or experience determined equivalent to courses offered at Central Georgia Technical College. Advanced placement includes:

Transfer Credit

See Transfer Students and Transfer Student Admission requirements.

Credit by Course Competency Exam

Upon request and approval, a competency exam may be administered to a student to determine if the student has already gained mastery of the course competencies. Courses may be exempted through competency testing or nationally normed exams such as College Level Examination Program (CLEP), Proficiency Examination Program (PEP) and Advanced Placement Examination of the College Entrance Examination Board. Institutional exemption exams for demonstrating written and/or performance mastery are available within the instructional programs for certain courses. The cost for the exemption examination is 25% of tuition and must be paid prior to attempting the exam. Some exemption examinations will also require the student to buy specific testing materials. Students should contact the Business Office to make payment for the exam.

The student must:

1. Present evidence to indicate that past education, training and/or work experience has been acquired and was similar to that in the course being challenged,
2. Submit a request to the course instructor to attempt competency exam no later than the end of the drop/add period of the semester in which the course to be exempted has been scheduled,
3. Pay the exemption fee for the course which he/she is attempting to exempt at the cashier's window.
4. Earn a score of 70 or higher on the exam to receive course credit. If the student scores below 70, he/she should register for the course.

If a student has previously attempted, audited, failed, or withdrawn from a course after the drop/add period at CGTC, the student cannot receive credit for that course by exemption examination. The student will be allowed only one exemption attempt per course. If a given course has a prerequisite course requirement, the prerequisite must be satisfied by either exemption or successful completion of the course before exemption may be attempted.

If a student exempts a course, credit is given but no grade points are calculated for that course. Exemption credit earned is considered toward total hours earned but does not count toward hours carried for the semester. Course exemption may affect the full-time status of a student. A student may exempt no more than 75 percent of the program course work in order to be eligible for a CGTC degree, diploma, or technical certificate.

Students are responsible for the cost of the exempted classes and financial aid is not available for exempted courses.

***Students enrolled in Health Science programs should refer to the specific academic requirements and transfer policies for the Health Science programs in the Health Science section of the CGTC Catalog.**

Attendance

CGTC educates students for direct entry into the labor market. Therefore, CGTC stresses regular school attendance and evaluates attendance and punctuality as part of the Work Ethics grade for each occupational credit course.

Attendance Requirements

The educational programs at Central Georgia Technical College reflect those requirements and standards that are necessary for future successful employment in business and industry. Employers expect their employees to be present and to be on time for work each and every day. Likewise, CGTC expects each student to be present and to be on time each and every day for all classes. Documented absences for military duty, jury duty, and/or observed religious holidays are excused. Students absent from class for any reason are still responsible for all work missed. Students should enroll only in those classes that they can reasonably expect to attend on a regular basis.

Instructors have both the right and the responsibility to develop reasonable attendance policies appropriate to the type, level, delivery method, and frequency of class meetings for their course; to communicate the policies to students clearly and to apply the policies fairly and consistently to all enrolled students. Specific attendance requirements are established by each program area and are outlined in the course syllabus.

NOTE: To remain on the class roster, all enrolled day students are required to attend at least one of the first two days of class to maintain assurance of enrollment for any assigned class. All evening students are required to attend the first evening or night of class to maintain assurance of enrollment for any initial assigned class. All online students must submit their first assignment within the first week of the course. Students not meeting attendance verification requirements may be dropped from the class.

Attendance for Online Delivery

In the online classroom environment, attendance is demonstrated through active participation. Online students must complete an academically related activity each week to be considered actively participating. **Simply logging into an online class is not considered being active and does not count toward attendance.**

Attendance Records

The official record of attendance for all students in a class is maintained by the course instructor. It is the official record in all matters pertaining to entrance, attendance, and completion.

Attendance Dismissal

At any time during the semester, faculty may identify students who have stopped attending. Any student who fails to attend a course for fourteen (14) consecutive calendar days may be administratively withdrawn from a course. Any student who violates the respective course attendance policy may be administratively withdrawn from a course. Students submitted as "stopped attending" will be dismissed from the class for which they exceeded the attendance policy and will receive a grade of "WP" (withdrawal passing) or "WF" (withdrawal failing), based on the student's course average at the last date of attendance. This policy applies to all students regardless of delivery method. Re-entry into the College will vary according to the nature of the instructional program. The cause of the excessive absenteeism should be resolved prior to re-entry.

Auditing a Course

A student who wishes to register for a credit course for no credit may register to audit the course and will be accepted on a space availability basis. Some courses may require documentation from the potential student's employer or evidence of previous postsecondary training before approval for audit may be granted. Courses taken on an audit basis are non-credit and will not be used for certification for financial aid, WIOA, Social Security, or Veterans Administration educational benefits. A student who audits a course cannot take an advanced standing or credit examination and receive credit for the audited course. An audit grade may not be changed later to a credit grade. Students auditing a course(s) must pay the regular enrollment fees. Anyone auditing must attend class observing all academic policies and procedures. Approval to audit a course must be obtained from the Director of Admissions and the respective Academic Affairs Dean or designated administrator.

Class Cancellation

Courses are offered when enrollment and instructor availability make it feasible. Courses are subject to cancellation without prior notice. Every course is not offered every semester at any and/or all locations.

Course Expiration

Central Georgia Technical College has an expiration date on certain courses to ensure that our graduates are current in their chosen field of study. Courses transferred into CGTC from another accredited postsecondary institution must meet Registrar guidelines outlined in the Student Affairs (transfer students) section of the CGTC Catalog. For courses taken at the College, unless otherwise stated, the following time limits apply: Computer Information Systems (all CIST and COMP 1000 courses) - 5 years; all other occupational program courses - 10 years. General education courses do not have an expiration date. Exceptions include time limits as published for competitive health program selection. Expired courses must be retaken or exempted through Credit by Examination. Not all courses can be exempted. See Credit by Examination (Exemption Exam) in the CGTC catalog for more information. In addition, at the discretion of the program chair, students may be required to repeat coursework based on changes in the course content and/or industry standards. Students may appeal course expiration decisions to the Office of Academic Affairs for review by the appropriate Dean, in consultation with the Registrar.

Course Load

Twelve or more credit hours per semester constitutes full-time student status. Students who take less than 12 credit hours per semester are considered to be part-time. Most programs will require registering for a minimum of fifteen (15) credit hours per term for timely completion of a program of study. A student attempting over 18 credit hours a semester must receive prior approval from their faculty advisor before registering for those courses. Overload approval will be granted only to students with a 3.0 GPA or higher, who have demonstrated satisfactory academic status in their previously attended term, and who have completed all learning support requirements.

Course Progression

The Technical College System of Georgia has mandated the sequence of some courses in each program. These courses are identified in the course descriptions as prerequisite or co-requisite. A course identified as prerequisite must be successfully completed with a grade of C or better prior to taking certain courses. A course identified as co-requisite may be taken in conjunction with other courses. The Course Description Section in the catalog identifies the prerequisite and co-requisite courses for all courses offered. In addition, other requirements for taking each course are identified. These requirements include program admission and provisional admission. Requests to waive prerequisite and co-requisite course requirements must be submitted in writing to the Academic Affairs Dean in the student's program major area.

Course Schedule

Students can access each term's schedule of diploma, degree, and technical certificate classes on the CGTC website. Select the Current Students tab and then select Academic Affairs from the drop down menu. The link to the Schedule of Classes is on the right side of the page.

Curriculum Changes

Central Georgia Technical College is continuously updating and modifying instructional programs to stay abreast of the rapidly changing technologies in business and industry. Therefore, a curriculum may be changed while a student is enrolled in a program. If this should occur, the presently enrolled student will not be penalized, nor will the length of the program be extended for the student because of a curriculum change. However, the student will be converted to the new curriculum standards at the beginning of a new phase of training, course or semester, whichever is appropriate for the particular program.

Students who do not maintain continuous semester enrollment will re-enter the College under the most recent curriculum for their program of study.

Declaration of a Major

A declaration of major is required on the Admission Application to ensure that the student's occupational goals and objectives can be met by the institution. Students may make a program change prior to enrollment without it counting as a program change. The student's admission status is determined by the major selected and the admission requirements for that major.

Dual Majors

The opportunity to pursue a double major is available to students enrolled in programs in which there is a common core curriculum. All requirements for each selected programs, as listed in the catalog, must be satisfied in order for a student to receive both awards.

Faculty Office Hours

All faculty (full-time and part-time adjunct) teaching technical certificate, diploma, and degree courses have advertised hours for providing assistance to students, academic advisement, counseling, and other appropriate services. Students seeking access to faculty should consult their course syllabi for available office hours or check the hours posted on office and/or classroom doors.

Grade Appeals

After informally attempting to have concerns resolved, a student may appeal a final grade or other academic decision in accordance with the policy outlined below. The procedures below relate to Academic appeals only. Procedures for submitting appeals for financial aid reinstatement can be found in the financial aid section of this catalog. Issues related to unfair or poor treatment of students should be addressed to the Executive Director of Conduct, Appeals, and Compliance following the Student Grievance Procedures outlined in this catalog.

Absent extraordinary circumstances, the appeal must be filed, in writing, within one semester from the date the disputed grade was issued or other action complained of occurred. ***The college reserves the right to refuse consideration of appeals initiated more than one calendar year following the time that the dispute arose or the disputed grade was issued.**

Appeals concerning the construction or administration of laws, policies, standards or procedures related to the operation of this institution shall follow the procedures outlined below. Any Central Georgia Technical College employee engaged in counseling or advising students concerning the appeals process will comply with the provisions contained in this policy.

Procedures for Grade and Other Academic Appeals

If the student is appealing a final course grade, it is recommended that a student initially discuss their final course grade with the instructor who assigned the grade. If no solution to the concern is reached, a student has the right to file a written request for review in accordance with the policy outlined below.

1. Appeals should be addressed in writing, using the *Request for Appeal Form*, available online or through any campus Academic Affairs Office. The appeal will be forwarded to the appropriate Academic Affairs Dean or other administrator who has the authority to resolve the matter. The appropriate administrator will resolve the complaint within twenty (20) business days, notify the student of the decision in writing, and provide a copy of the record to the appropriate Academic Affairs Office.

2. If the student is not satisfied with the resolution, the student may appeal the adjudication to the Assistant Vice President for Academic Affairs. The appeal must be in writing and be filed within ten (10) business days from the time the student has been notified of the earlier appeal decision. The written statement should clearly outline the student's concerns with the appeal decision and make a supported case for the requested resolution. The Assistant Vice President for Academic Affairs will resolve the complaint in a timely manner, in writing, making a record of the complaint, the resolution, and the process to adjudicate the matter.

3. The final level of appeal is through the Vice President for Academic Affairs following the same procedure outlined in #2 above. The decision of the Vice President for Academic Affairs shall be final.

NOTE: Communication of the results of the appeal will be provided to the student through their CGTC assigned and provided email address. Date requirements as outlined in this policy will be based on the date the written appeal is submitted by the student and the emailed decision is sent to the student by the appeal reviewing administrator.

Students in programs or courses directed by prerequisite courses may continue the next course in the sequence at their own risk. If a failing grade is not changed, the student must retake the class, if needed for completion of their program of study and must withdraw from the course requiring the pre-requisite. Tuition and/or fee refunds will be given only within the guidelines governing refunds.

Grade Change

The official grade change period is the first ten school days of the next semester following when the course grade in question was awarded. If a student has a course grade in question, they should see the appropriate course instructor or refer to the Grade Appeal procedures in the catalog. If a grade change is warranted, the course instructor or designated Academic Affairs administrator will submit the official Grade Change Form to the Registrar's Office.

Live Work Projects

Live work projects are approved for providing realistic training for students according to the guidelines of the Academic Affairs Projects Policy. Under this policy, college personnel and students may have personal property repaired in those programs and departments conducting live work. All live work must be approved by the instructor in the program or department where the live work is to be done. Appropriate paperwork must be completed.
All live work services will be charged according to the service rendered. Seeking or performing live work must not interfere with the instructional program. All live work is done by students for the purpose of learning. No guarantee, either actual or implied, is furnished on live work. CGTC is not responsible for loss or damage to property.

Practicum, Internship, Co-Op and Clinical Courses

Practicum, Internships, Co-op and Clinical courses provide valuable experiential learning opportunities for students to satisfy the credit requirements of a given program. In order to receive academic credit, the experience must be in an approved site and in the career field for which the student has trained. Students are required to meet all hour requirements for the duration of the approved work experience; to dress according to the standards set by the affiliating agency; and to abide by the regulations of the affiliating agency. Failure to meet any of these guidelines may result in a failing grade or withdrawal from the work experience.

Practicum, Internship, Co-Op and Clinical Courses Travel

Students enrolled in off-campus practicum, internship, externship, co-op or clinical courses will be required to travel to businesses, industries, and hospitals. All travel arrangements and costs must be provided by the student.

Practicum, Internship, Co-op and Clinical Courses Pay

The employer is under no obligation to pay the student wages or to offer the student a permanent position after the work experience has been completed.

Program Change

Students wishing to change their major must submit a Request for Program Change form which is available in the Admissions/Student Affairs Office. Students should consult with a program advisor and financial aid prior to changing their major in order to ensure they are making the best possible choice of programs. Courses previously satisfactorily completed, which are applicable to the new major, will be utilized. A change of major may impact the length of time required to meet program requirements. Students must meet the academic criteria for the new program requested and/or meet any Learning Support requirement(s) for the new program of study. Financial Aid recipients' eligibility and award may be affected by a program/major change. When students have completed or graduated from a program, and they wish to enroll in another major, they are required to complete a readmission application. Program changes must be submitted prior to registration, and are allowed until the fifth day of the semester.

Program Regulations

Specific programs of study may have written rules and regulations affecting its activities. Each student will be issued a copy of these regulations during the program orientation. Students should be thoroughly familiar with the program regulations and the school catalog. Regulations contained in both documents are set forth to guide students in their daily activities while at CGTC.

Repeating a Course

To meet academic requirements, a student may be required to repeat a course. With faculty advisor approval, students may repeat a course to improve their background in a subject area, raise their GPA for graduation, better position themselves for competitive program selection, or ensure transferability of courses completed. A student who unsuccessfully attempts a course two times may not be allowed to repeat the course without prior approval from the designated Academic Affairs Dean. A student has two opportunities to pass any one level of Learning Support. If the student does not satisfactorily complete the course in two semesters, the student is referred to the Academic Success Center. A student who unsuccessfully attempts a course online may not re-register for the same online course without prior approval from the faculty advisor or other program administrator.

Withdrawal and Dropping Courses

To withdraw from one or more courses, the student must complete an online Withdrawal Form to the Registrar's Office. Following this procedure protects the student's privileges of readmission and transferring credits to another institution. Any student who withdraws from CGTC without submitting an official withdrawal form does so at the risk of having future Registration privileges withdrawn and receiving failing grades. Students who officially withdraw from the College may be entitled to a refund based upon the refund policy. Excessive withdrawals may penalize a student's academic standing at the College and may also affect a student's financial aid status. Students who have voluntarily withdrawn and those who were dropped or terminated by the College must reapply if they wish to return. Readmission to a program will be granted under current curriculum requirements. Withdrawal from any course in a Health Science program at any level may affect progression in the chosen program.

Withdrawal Deadlines

Any student who registers for a course must either complete the course requirements or officially withdraw. **A student should not assume that non-attendance constitutes official withdrawal.**

A withdrawal or course drop made during the designated drop/add period as indicated on the official College calendar will incur no academic penalty or tuition/fee charges. For withdrawals after the official drop/add period shown on the College calendar, full tuition and fees will be assessed. A student who officially withdraws from a course by the official withdrawal date is assigned a grade of W. A student who withdraws after the published deadline or discontinues attending a course will be assigned a grade of either WP or WF, based on the student's average in the course at the time of withdrawal. Refer to the "Grading System" section regarding GPA and course attempt details.

Admissions and Registration

- CGTC Admissions Policy
- Admission Requirements
- Program and Course Transfer Agreements
- Admissions Procedures
- Transient Student Approval
- Senior Citizens
- Health Technology Program Admission
- College Assessment Requirement
- Student Orientation
- Registration Requirements and Procedures
- Recruitment and Retention
- Early Intervention Services
- Advisement Services

- Email Communication

Admission and Registration

Central Georgia Technical College Application for Admissions is online at: www.centralgatech.edu. Program information, admission requirements and semester start dates and deadlines are posted on the college website. Additionally, a paper application, admission and program information are available at any of the College's locations.

CGTC Warner Robins Campus
80 Cohen Walker Drive
Warner Robins, GA 31088
(478) 988-6800
Toll Free 1-866-430-0135
(outside local calling area)
e-mail: admissionsoffice@centralgatech.edu

CGTC-Milledgeville Campus
54 Highway 22 West
Milledgeville, GA 31061
(478) 445-2303

CGTC Jones County Center
161 West Clinton Street
Gray, GA 31032
(478) 986-4370

CGTC Putnam County Center
580 James Marshall Bypass
Eatonton, GA 31024
(706) 923-5000

CGTC Macon Campus
3300 Macon Tech Drive
Macon, GA 31206
(478) 757-3403

CGTC Crawford County Center
640 GA Highway 128
Roberta, GA 31078
(478) 836-6001

CGTC Monroe County Center
25-A Brooklyn Avenue
Forsyth, GA 31029
(478) 992-2717

CGTC Sam Way, Sr. Hawkinsville Workforce Development Center
243 Warner Robins Highway
Hawkinsville, GA 31036
(478) 783-3017

Central Georgia Technical College Admissions Policy

The admissions policy and procedures related to the Technical College System of Georgia assure the citizens of Georgia equal access to the opportunity to develop the knowledge, skills, and attitudes necessary for them to secure personally satisfying and socially productive employment. By design and implementation, the policy and procedures governing admission to Central Georgia Technical College will:

1. Be nondiscriminatory to any eligible applicant regardless of sex, race, color, national origin, age, or disability,
2. Increase prospective students' opportunities,
3. Guide the implementation of all activities related to admissions to the colleges and their programs; to students' financial aid; and to the recruitment, placement, and retention of students,
4. Complement the instructional programs of Central Georgia Technical College.

Admissions Requirements

A. **Eligible Applicants**

All students must be at least 16 years of age at the time of application to Central Georgia Technical College (exceptions may be granted by the President of CGTC). Dental Assisting, Dental Hygiene, Medical Assisting,

Practical Nursing, Surgical Technology and Technical Studies applicants must be at least 17 at the time of application; applicants for the Radiologic Technology program must be 18.

B. **Education**

1. A High School Equivalency (HSE) test approved by the state in which it was awarded (including a General Educational Development (GED®) diploma) or high school diploma (verified by an official transcript including graduation date and diploma type) will be required for admission to Central Georgia Technical College unless otherwise specified by the program's standards. In order to be accepted by a Technical College, the applicant must have been awarded a high school diploma from a secondary school that is on the TCSG approved accreditation agency list. Graduates of unaccredited high schools must obtain a HSE diploma.
2. Applicants who have successfully completed (C or better) a minimum of 30 semester or 45 quarter hours at the degree level may submit official transcripts from all previously attended colleges accredited by an accepted accrediting agency in lieu of a HSE diploma or high school diploma.
3. Home school students may follow an alternative path for admission, described below. High school diplomas from unaccredited institutions, Certificates of Attendance or special education diplomas are not recognized for admission purposes. Students with diplomas from secondary schools located outside the United States must have their transcripts evaluated for equivalency by an approved outside evaluation organization.
4. Applicants of home schools located in Georgia who did not attend a recognized accredited program must adhere to the following alternative path for admission:

    a. Submit a Certificate of Attendance form from the local superintendent's office or Georgia Department of Education verifying that (1) the parent or legal guardian notified the superintendent of intent to home school and (2) that the parent or legal guardian submitted the required attendance reports as required by O.C.G.A. § 20-2-690.
    b. Submit annual progress reports or a final transcript for the equivalent of the home-schooled student's junior and senior years. The final progress report should include the graduation date.
5. Applicants of home schools located outside the state of Georgia who did not attend a recognized accredited program must adhere to the following alternative path for admission:
    a. Submit annual progress reports or a final transcript for the equivalent of the home-schooled student's junior and senior years. The final progress report should include the graduation date.
    b. Submit SAT or ACT scores that meet the TCSG system minimum requirements.
6. The High School/HSE diploma requirement is waived for students dually enrolled or jointly enrolled high school or adult education programs with Central Georgia Technical College.

C. **Assessment**

1. The ability of a student to succeed in a program at Central Georgia Technical College is greatly determined by the math and language skills possessed by that student. Central Georgia Technical College is committed to assisting each student to achieve at their maximum potential. All students applying for diploma, degree, and certificate programs must be assessed prior to acceptance to a program of study at Central Georgia Technical College. Students will then be admitted in accordance with the academic standards applicable to that program.
2. Students applying for degree and diploma programs and most certificate programs are required to submit scores earned on the ASSET or COMPASS admissions test, SAT, ACT or CPE scores obtained within the past five years. The placement test is administered regularly at Central Georgia Technical College.
3. Official transcripts from a regionally or nationally accredited post-secondary institution recognized by the United States Department of Education documenting equivalent program-level English and math coursework successfully completed (C or better) may be used in lieu of completing the corresponding portion of the TCSG-approved assessment instrument.

D. **Categories of Admissions**

Minimum admissions requirements are established for each program.

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

1. **Regular Status**

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

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

   All certificate, diploma, and associate degree program students initially admitted on a provisional basis must have satisfactorily completed the necessary prerequisite and learning support course work in order to progress the curriculum. Students in this category may be required to complete a college success course.
3. **Special Admit Status (Non-credential seeking)**

   Applicants who wish to take credit coursework, but are not seeking a certificate, diploma, or associate degree are granted Special Admit status.

E. **Student Types**

1. **Returning Students**

   a. Students desiring to re-enter Central Georgia Technical College after a term of non-enrollment must reapply for admission through the Admission Office. Students applying to return must complete a Student Re-Entry Form indicating the program of study, term of re-entry, and any applicable changes to their personal data such as name, address and/or phone number. To receive credit for any coursework completed at another institution while not enrolled at Central Georgia Technical College, students must provide official transcripts documenting courses completed. Students should verify their financial aid eligibility through the Financial Aid Office.
   b. Students dismissed or suspended from Central Georgia Technical College may apply to re-enter at the beginning of any term following the dismissal or suspension period. Reapplication does not mandate acceptance. Students reapplying for admission after their program curriculum has changed will normally be required to meet the requirements of the new curriculum.

2. **Transient Students**

   A student in good academic standing at another accredited institution may be permitted to enroll as a transient student at Central Georgia Technical College in order to complete work that will be transferred to the home institution.

   a. Students must submit an application for transient admissions through either Central Georgia Technical College or the Georgia Virtual Technical Connection.
   b. Students must submit a Transient Agreement Letter from their home institution. The Transient Agreement Letter should verify that the student is in good standing and should list the courses the student is eligible to take.
   c. Transient Students must pay all Central Georgia Technical College fees. However, students whose Transient Agreement is from another college within the Technical College System of Georgia and the form indicates they are also currently enrolled at their home college during the same term, that student is not required to pay the Technology Fee at Central Georgia Technical College.
   d. Transient students must submit a Request for Transcripts form at the end of the term to have their grade sent back to their home institution.
   e. A current Transient Agreement Letter is required for each term of enrollment.

3. **Transfer Students**

Applicants to Central Georgia Technical College who have previously been enrolled at another accredited post-secondary institution will be considered for admission. Applicants must meet all admissions requirements of the program for which they are applying

a. Transfer students may receive advanced placement based on coursework successfully completed (grade of "C" or higher) at the previous institution(s) that is essentially the same in content as those required for the program of study at Central Georgia Technical College. Official transcripts must be provided for any courses and any institution for which transfer credit is requested.
b. Transfer students will be admitted as program ready or provisional based on the coursework completed at the previous institution. Transfer students will be admitted in good academic standing upon their initial semester if their standing at the previous institution was good standing. In all other cases, they will be admitted on academic probation. To obtain good academic standing, transfer students must satisfy the conditions of Central Georgia Technical College's academic progress policy.
c. All courses, other than general education core courses, must have been within the past five years from the date of admission and be approved by the Registrar. Based on certain program criteria, other course time limits may apply.
d. A maximum of seventy-five percent (75%) of program course work may be transferred from other institutions.
e. The Registrar's Office will award transfer credit for applicable courses and may consult with appropriate faculty in the final decision of transfer credit. Students wishing to transfer credit must complete a Request for Transfer Credit Evaluation form with the Registrar's Office.
f. CGTC may award course credit for non-collegiate sponsored instruction (e.g., military training, corporate training, and standard industry certification/training/licensing). Students must provide official transcripts, test scores, certificates, and/or licenses as appropriate. Any credit awards will be granted in compliance with generally accepted guidelines such as those established by the American Council on Education (ACE) and in consultation with appropriate program faculty. As a 170 FAR part 147 Aviation Maintenance Technician Program, CGTC may award transfer credit for certain Aviation Maintenance courses based on presentation of official Federal Aviation Administration (FAA) license. Credit may only be awarded based on training experience that meets required competencies of courses offered at CGTC. Testing (written and/or performance) may be required. Students with questions regarding awarding of credit should contact the Registrar's office.

4. **International Students**

Applicants to Central Georgia Technical College from foreign countries who need issuance of a student VISA I-20 M-N to obtain or change their immigrant status to student must:

a. Submit a completed application for admission, along with the $20 non-refundable application fee.
b. Submit an official English translation and evaluation of secondary and any post-secondary (if applicable) transcripts. See the Admissions Office for a list of acceptable agencies for foreign transcript evaluation.
c. Submit scores earned on the ASSET or COMPASS admissions test, SAT, ACT or CPE scores obtained within the past five years. The placement test is administered regularly at Central Georgia Technical College.
d. Submit copy of I-94, VISA, and passport.

NOTE:

- International students must provide an affidavit of support documenting sufficient funds to finance their education, living expenses and other associated costs of their education.
- International students must pay four times the tuition of the in- state rate.
- International students do not qualify for any type of financial aid.
- International students are not eligible to be employed outside of the College while on a student VISA, unless it is a campus job.

- International students are required to enroll full-time (12 semester hours) each semester of attendance.
- Enrolled international students must contact the International Admissions Coordinator each semester to confirm their attendance.
- Enrolled international students must contact the International Students Office before withdrawing from classes, the College or leaving the country.

International students must begin the application process 30-60 days prior to the semester for which they plan to enroll. International students must assume the responsibility to communicate any difficulties in their studies at CGTC to the Director of Admissions or his/her designee. All inquiries should be directed to the International Students Office. Foreign Students are charged tuition that is four times the rate of in-state Georgia residents.

5. **Special Admit Students (Non-credential seeking)**

. Applicants who wish to take credit coursework, but are not seeking a certificate, diploma, or associate degree are granted Special Admit status. The following specifics define the parameters of this status:

a. May enroll in classes only on a space-available basis.
b. Should adhere to the specific institutional prerequisite requirements when selecting courses.
c. Will not be eligible for any financial aid.
d. International students may not be admitted under Special Admit status.
e. Students on academic suspension may not be admitted under Special Admit status.
f. May apply up to a maximum of 25 quarter or 17 semester credit hours into a specific program for credential seeking purposes after achieving regular admit status. Should a Special Admit student decide to pursue a program, he/she will be classified as a transfer student and must meet the requirements set forth in the catalog. The number of hours taken as a Special Admit student in no way waives the requirements of the regular admission process.

6. **Pre-Release Training Students**

CGTC offers a limited number of technical certificates of credit programs through an interagency agreement between the College and the Georgia Department of Corrections (GDC). The programs are intended to reduce inmate recidivism and enhance post-release employability. Admission requirements are established for these programs in order to maintain and promote a quality educational experience for each student. Pre-release students who participate in technical certificate of credit programs should hold a high school diploma or high school equivalency and have assessment scores at or above federal Ability-to-Benefit (ATB) levels on a validated assessment instrument administered by a qualified proctor. These technical certificate of credit programs are not designed for transfer. Additionally, pre-release students do not participate in Title IV federal financial aid programs or the HOPE Grant program.

7. **High School Students**

High school students have the opportunity to earn college credit now through a variety of options:

. **Dual Technical Credit (HOPE GRANT)**

The Dual Technical Credit offers high school student the opportunity to earn both college credit and high school credit toward graduation. Student may take technical courses within a technical certificate of credit (TCC) or diploma program. Core academic courses may not be taken under the Dual Technical Credit program. To cover the cost of the Dual Technical – HOPE option, students may qualify for the HOPE Grant which pays 90% of tuition.

a. **Dual Academic Credit (Accel)**

The Dual Academic Credit (Accel) program provides high school students with the opportunity to earn both college associate degree-level credit and high school credit for academic courses.

Dual Academic Credit (Accel) Course Directory has been updated and is now available on GACollege411.org. This directory contains the high school courses and the college equivalents for the Dual Academic Credit program. When a course has been successfully completed, students can earn both college degree level credit and high school units toward graduation. Eligible students are awarded the Accel Award.

b. **Joint Enrollment**

High school students can take courses at Central Georgia Technical College through Joint Enrollment. Students receive college credit only for Joint Enrollment. Students may qualify for the HOPE Grand which pays 90% of tuition.

c. **Move On When Ready**

Move On When ready (MOWR) provides opportunities for high school junior and seniors to enroll full-time in post-secondary institutions to earn both high school and college credit simultaneously. Funding for MOWR is provided through the high school full-time equivalent (FTE) program count. Students are eligible to participate in MOWR if they are entering 11th or 12th grade, as determined by the local school system, and spent the prior year in attendance at a public high school in Georgia. Participating students must have been enrolled for funding purposes during the preceding October and March FTE program counts. Students who meet these qualifications can apply to Central Georgia Technical College for admission. Students seeking to enroll under MOWR must meet the admissions requirements as set by the College. Once admitted, the participating student will take all coursework at or through Central Georgia Technical College or online courses approved by the Georgia Department of Education.

d. **Private High School Students**

Students attending an accredited private school are eligible for Joint Enrollment under the regular college admissions requirements. The private school's accreditation must be approved by the Technical College System of Georgia. A private school student could enroll as a Dual Technical Credit student, if the private school agrees to offer high school credit for the CGTC course that the student completes. Private school students could be eligible for Articulated Course Credit if a signed articulation course agreement with CGTC is in place for the high school course and the student meets all of the requirements for articulated course credit.

e. **Home School Students**

Home school students are eligible for Joint Enrollment or Dual Enrollment if they met the College's admissions requirements. For students not in a home study program that is accredited by an agency specified in the approved list, the parent must furnish proof of compliance with B.C. 20-2-690. Students who are enrolled in an accredited home study program may be eligible for HOPE Grant (Dual Technical Credit) or Accel (Dual Academic Credit) funds. Recognizing the uniqueness of each individual student, we encourage home school students and parents to contact the Office of Student Affairs for more information.

Program and Course Transfer Agreements

Central Georgia Technical College participates in cooperative programs with multiple colleges and universities. Articulation Agreements apply to Associate Degree graduates from CGTC and allow those students to receive transfer credit toward specific degrees at receiving institutions. The aim of these agreements is to allow our students to transfer the knowledge they have gained at CGTC into programs at other institutions of higher learning. Course Transfer is an agreement between Central Georgia Technical College and other Colleges and Universities to accept specific courses that students have taken at CGTC as substitutes for courses required at those institutions. For more information about these agreements, contact the Registrar at 478-218-3292.

The Mini-Core agreement is an agreement between the Technical College System of Georgia and the University System of Georgia. It guarantees the transfer of the courses from the BOR Transfer Chart (with a grade of C or better) from any TCSG college to University System of Georgia colleges and universities.

Readmission Guidelines

Admission to Central Georgia Technical College is a multi-step process which consists of evaluation of prior academic experience and assessment for post-secondary readiness of eligible applicants. All students applying for diploma, degree, and certificate programs must be assessed prior to acceptance to a program of study at Central Georgia Technical College. Students will then be admitted in accordance with the academic standards applicable to that program. Admissions steps include:

1. Submit a completed application. Applications may be completed through the college web site at www.centralgatech.edu or paper applications may be obtained from the Admissions Office. A $20 non-refundable application fee must be submitted along with the completed application. Applications from persons who do not actually enroll in Central Georgia Technical College will be maintained for one year from the date of application.
2. Submit an official copy of high school transcript or HSE transcript in either a sealed envelope from the awarding authority or through an approved electronic verification system. A high school diploma/HSE is required for entrance into all associate degree, diploma, and most technical certificate of credit programs. NOTE: Applicants who have successfully completed (C or better) a minimum of 30 semester or 45 quarter hours at the degree level may submit official transcripts from all previously attended colleges accredited by an accepted accrediting agency in lieu of a HSE diploma or high school diploma.
3. Submit an official copy of all post-secondary transcripts in either a sealed envelope from awarding authority or through an approved electronic verification system. Official post-secondary transcripts are required in order to receive transfer credit and for financial aid purposes.
4. Students applying for degree and diploma programs and most certificate programs are required to submit scores earned on the ASSET or COMPASS admissions test, SAT, ACT or CPE scores obtained within the past five years. The placement test is administered regularly at Central Georgia Technical College.
5. For a list of the technical certificate programs that do not require a high school diploma or HSE to enter, contact the Admissions Office. Be advised that a high school diploma or HSE must be earned prior to graduation from an approved technical certificate program. Prior to graduation from CGTC, all students must have documented graduation from high school or the equivalent.
6. Upon admission to Central Georgia Technical College, all new students should attend a college orientation.

Admissions Procedures

1. Students who have not attended CGTC for over one academic year must submit an Application for Re-Admission as a returning student.
2. Students re-entering after meeting conditions of suspension will re-enter on Academic Probation.
3. Students are not eligible for readmission until the conditions of their suspension have been met. The suspension period is based on the academic grade point average and satisfactory academic progress.
4. Students who are readmitted to the college with a cumulative grade point average less than 2.00 or who have a satisfactory completion rate of less than 67% of course work attempted will reenter on Academic Probation.
5. Students returning after more than one semester must complete all entrance and curriculum requirements posted in the most current catalog.
6. Based on certain program criteria, some courses exceeding the five year range may be given consideration by the Registrar Office.
7. Students must provide official transcripts documenting courses completed to receive credit for any coursework completed at another institution while not enrolled at CGTC.

Transient Student Approval

Transient student status is available for current Central Georgia Technical College students wishing to attend another accredited institution to complete courses for transfer back to CGTC. Students desiring to be approved for transient study must have at least a 2.00 cumulative grade point average and in good standing. There are some program specific courses

that are not eligible for transient status. It is the students' responsibility to apply to the institution they wish to attend as a transient student and have a transcript sent to CGTC at the end of the semester in order for the grade to be issued as a transfer grade. Only grades of "C" or better are accepted as a transfer grade. Students wishing to be authorized for transient study should complete a Transient Status Request Form that can be obtained from the Registrar's Office.
Transient status must be approved by the Registrar's Office. If transient status is not approved, courses will not be eligible to transfer in to a CGTC program of study.

Senior Citizens

Georgia residents 62 years of age or older may request a waiver of tuition charges for regular and institutional credit courses. Mandatory fees, however, are not eligible for this waiver. This policy applies to regular and institutional courses only. It does not apply to continuing education courses, noncredit courses, or seminars. If tuition is waived under this policy, admission will be granted on a space available basis. Senior citizens must meet all other admission requirements as required in the college catalog and pay all fees other than tuition.

Non-Credit and Continuing Education

(See Economic Development and Continuing Education Section)

Health Science Program Admission

Central Georgia Technical College's Health Science programs are competitive in their acceptance. In addition to placement test scores, allied health applicants must submit an official copy of their high school transcript or GED, official copies of college transcripts (if appropriate), and proof of age. All of Central Georgia Technical College's Health Science programs have specific admission requirements in addition to the College's admission requirements. Program admission packets are available on the College website, from program advisors, or the Admissions Office. The program admission packets contain detailed information that relates to the requirements for admission to the program of study. Students applying to any of the College's Health Science programs should request an admissions packet specific to their chosen program of study.

Refer to the specific selection process listed on the Registrar's Section of the CGTC website, Health Science Programs Competitive Selection Process Information link. Also, check the Registrar's Section for updates on the Health Programs of Study with Criteria for Progression for information on starting terms, required courses, etc.

Students are subject to a background check based on the respective clinical/medical facility's requirements. If the clinical/medical facility finds the student's background check to be unsatisfactory, the student will be prohibited from participating in clinical activities and will be unable to complete their program of study.

College Assessment Requirement

Central Georgia Technical College requires all new applicants to submit appropriate test scores or transfer college credits to determine program readiness.
To serve this purpose, the initial COMPASS test is a proctored exam and is offered free-of-charge once the application fee is paid. COMPASS testing may be by appointment or during posted assessment hours at many of the college's campuses. The COMPASS scores indicate areas of strength and areas requiring remediation. If scores are not high enough for placement directly into the program of study, Learning Support coursework is required.

In lieu of COMPASS scores, applicants may submit official SAT, ACT or ASSET scores, provided these scores are no more than 5 years old. Students with appropriate transfer credits in English and math from a regionally accredited college may use those credits in lieu of taking the COMPASS. If an applicant's scores or transfer credits do not meet the College's minimum program requirements for entry, he or she must take the COMPASS test.

Compass Test: Evaluates incoming students' skill levels in Reading, Writing Skills and Math.

Retesting Policy: In an effort to improve COMPASS scores, students may retest one time per section. Retests must be taken more than seven calendar days after the initial test.

Required Scores:

Associate of Applied Science Degree
COMPASS: Reading 79 | Writing 62 | Algebra 37
SAT: Critical Reading 450 | Math 440
ACT: Reading 17 | English 16 | Math 19

Diplomas
COMPASS: Reading 70 | Writing 32 | Pre Algebra 26 | Algebra 28
SAT: Critical Reading 430 | Math 400
ACT: Reading 13 | English 12 | Math 17

Student Orientation

All applicants will be informed concerning their admissions to CGTC and are advised of orientation and registration procedures.

CGTC provides an orientation program to inform new and returning students on all areas of the College. This brief session introduces students to the facilities, rules and policies, work ethics, programs of study, and student activities. All students are responsible for information presented at orientation sessions. Guidance and counseling sessions are provided to students upon request. This service is designed to help students make appropriate adjustments to the College, instructional programs, and student services.

Registration Requirements and Procedures

Semester Registration for the upcoming semester opens at designated times on the College calendar of the current semester. Students are encouraged to meet with an advisor and register promptly; in order, to secure the classes needed, and to avoid the classes being closed/filled.
Basic Registration Steps:

- Meet with an advisor to discuss: classes offered for the semester, courses required for the program of study, and consider your schedule of time.
- Receive your Registration PIN.
- Register for advised classes on BannerWeb.
- Pay tuition and fees by the semester payment deadline.

Current Student Registration

Currently enrolled students are offered the first opportunity to meet with their advisor and register early for the upcoming semester. Tuition and Fee payment or financial aid approval is due by the payment deadline.

Drop/Add

Students may drop courses through the third day of the semester through the BannerWeb Student System. Courses dropped by the third day of the semester are not included on a student's academic history and no tuition and fee charges are incurred. Courses may be added through the fifth day of the semester.

After the third day of semester a student may withdraw from a course or the college by completing and submitting the online Withdrawal From to the Registrar's Office. Tuition and fees are charged for withdrawn courses and are included on the

student's academic history and noted with a "W" as Withdrawn. No refund of tuition and fees are available for withdrawn courses. Please review the *Academic Policies and Procedures* section for additional information on how dropping or adding a course or withdrawing from classes can affect your academic progression and your financial aid.

Students who are called to active military service may be dropped from a course without penalty (100% refund) by providing a copy of their military orders to the Registrar's Office along with their withdrawal form.

Recruitment and Retention

CGTC has a recruiting and retention plan which identifies activities to attract and retain students. Recruitment activities include visits to area high schools, businesses, and community resources to discuss CGTC and assist interested persons with admission. Recruitment activities of the College are supported by the Admissions, Early Intervention Services, and Career Services Offices. Twenty-four hour access to admission materials is available on the CGTC website. Retention activities include working with students who have absentee problems, furnishing tutorial assistance, and making referrals for intervention.

Early Intervention Services

Early Intervention Services provides students a pathway to communicate needs and/or concerns that may be prohibitive as they pursue completion of a program at the College. This office also provides for students who need assistance with academic problems related to the College. The program helps students clarify educational and career objectives and develop effective study skills and habits.

Advisement Services

The Office of Student Affairs offers Academic Advisement and Registration assistance for new students, including assistance with program selection and available support services. Referral services are also offered to students facing special challenges or personal difficulties.

Email Communication

Email is the official medium for communication with students at Central Georgia Technical College. Each registered student is assigned an official email address by the college. Students are expected to maintain their accounts and check their email regularly so that new mail will be properly received and read. Certain communications may be time-critical. While students may redirect email from their official college email address to another address (e.g., @hotmail.com, @aol.com), the college is not responsible for the delivery of email by other service providers. Use of student email accounts should be in accordance with appropriate conduct as described in the Student Handbook and the Acceptable Computer and Internet Use policy. Any student who does not own a personal computer or who does not have an Internet service provider may access his or her email account from the library or from other designated computers at any of Central Georgia Technical College's locations.

Financial Information

- Tuition and Fees
- Textbook and Materials
- Student Accident Insurance
- Student Liability Insurance
- Check Policy
- Refunds
- Student Disbursement Checks
- Transcripts
- Diplomas
- Financial Aid Information
- How to Apply for Financial Aid
- Federal and State Grants
- Academic Progress and Financial Aid Policy

- Financial Aid Refund Policy

Financial Information

Tuition and Fees

All students are responsible for paying their tuition and fees with cash, check or credit/debit card, financial aid, third party (employer, public agency or support program) or by any combination listed. Online credit card, debit card, and check payments may be made via the CGTC website. However, all charges remain the responsibility of the student. Students must have tuition and fees paid by the seventh business day of each semester. Students that have not paid their tuition and fees will be purged (removed) from classes.

No transcripts, grades, applications, or attendance reports will be released for any student who has an outstanding obligation to the College including tuition, fees, fines, institutional charges, returned checks, or academic obligations.

Credit Hour Tuition

1	$89.00
2	$178.00
3	$267.00
4	$356.00
5	$445.00
6	$534.00
7	$623.00
8	$712.00
9	$801.00
10	$890.00
11	$979.00
12	$1,068.00
13	$1,157.00
14	$1,246.00
15	$1,335.00

*Commercial Truck Driving tuition is $132/credit hour.

Required Student Fees per Semester

Athletic Fee	$30.00
Instructional Technology Support Fee	$105.00
Institutional Fee	$50.00
Registration Fee	$40.00
Student Activities	$40.00
Student Accident Insurance	$4.00

Note: HOPE does not pay for any fees.

Other Fees

Application for Admission **(one-time nonrefundable)**	$20.00
Late Registration Fee	$45.00
Returned Check Fee	$30.00
Parking Ticket	$5.00

Replacement of Student ID	$5.00
Replacement of Parking Tag	$5.00
Exemption Examination	25% of tuition
**Medical Liability Insurance (where required) one-time charge	$11.00
Graduation Application Fee	$35.00
Diploma Replacement Fee	$25.00
Retest Fee (for other colleges)	$20.00

EMT and Paramedic **Technical Certificates of Credit have a medical liability insurance charge of $46.00.

Tuition/fees are subject to change at the beginning of any semester.

Non-resident student tuition is twice the amount charged to Georgia residents. International student tuition is four times the amount charged to Georgia residents.

Application Fee

A non-refundable application fee of $20.00 is charged with the Application of Admission. The Application fee is a one-time fee.

Late Registration Fee

A late registration period is provided at the beginning of each semester. A late registration fee of $45.00 may be charged to students who register after official registration is completed.

Textbooks and Materials

It is recommended that students purchase required books, tools, uniforms and other equipment/supplies appropriate to their program of study as outlined in departmental regulations. The bookstore is open for extended hours during the Registration Period. Refer to the website for specific hours. The bookstore has locations on the Warner Robins, Macon and Milledgeville campuses and offers online purchasing.

Student Accident Insurance

All students enrolled in credit hour programs are provided school-time only accident insurance. Premiums are paid from the student accident insurance fee. A copy of the insurance plan is on file in the business office. Students are given a copy of the plan whenever a claim form is requested. Claim forms are available from your instructor. A claim form must be filed by the student directly with the insurance company's claims office. Students should read the policy to understand any expenses which will be out-of-pocket expenses for the student. Students are responsible for any personal medical costs incurred while enrolled at Central Georgia Technical College.

Student Liability Insurance

Students enrolled in selected programs must also purchase personal liability insurance. These programs include Cosmetology, Barbering, Early Childhood Care and Education, and all medical/health programs. The cost for this insurance is a one-time fee of $11.00 for all programs except EMT and Paramedic Technology. The premium for EMT and Paramedic students is $46.00. The liability insurance fee must be paid at the time of registration by the student. Failure to pay the liability insurance fee will result in the student not being able to participate in the program. The fee is non-refundable. Please see your advisor for further details concerning this requirement.

Check Policy

CGTC accepts personal checks for tuition and fees for the exact amount due. Separate checks are required for bookstore purchases. No personal checks are cashed by the College. If a check is returned to the College for insufficient funds, a student is allowed five days to resolve the debt or be dropped from the class. A $30.00 fee is charged for returned checks.

Refunds

A student enrolled in a credit hour program, either day or evening, may receive a full refund of tuition and fees if the student withdraws or drops through the third day of the semester. No refund will be given for withdrawals after the third day of the semester.

Refunds, when due, will be made by check or debit card to the address shown as the student's official home of record on the student record, within 30 days of the last day of a student's attendance if written notification has been provided by the student, or from the date the institution terminates or determines withdrawal by the student in lieu of written notification. Students must complete a Withdrawal Form with the Registrar's Office to formally withdraw from a course or from the College. The College Bookstore allows a full refund on textbooks, with a receipt, fifteen calendar days from the start of classes or within two days of purchase thereafter. The last day for book refunds is posted in the bookstore each term. Contact the College Bookstore for details regarding the return policies.

**Financial aid recipients, please see the Financial Aid Refund Policy.*

Student Disbursements

Disbursements of financial aid funds are made to eligible students' accounts each semester. Adjustments may be made to a student's initial disbursement due to any type of eligibility change for a student during the semester. Refunds due to the student after tuition, fees and books charges are paid will be refunded to the student by debit card or direct deposit. It is important that a student maintains correct contact information (mailing address, phone number or email address in the official student database system, BannerWeb.)

Transcripts

There is no charge for an unofficial copy of a transcript, which is available through BannerWeb. CGTC Official Transcript Request Form is available through BannerWeb or can be filled out in person in the Office of the Registrar. Requests will require three to five business days to process.

Diplomas

Original diplomas or certificates are issued at no cost to the student. Duplicate diplomas or certificates will be issued at a cost of $25.00. Requests for a duplicate diploma or certificate should be made to the Registrar's Office.

Financial Aid Information

CGTC offers a comprehensive financial aid program to assist students with the cost of their education. All students are encouraged to apply for financial aid. After a student submits a completed financial aid application and required documents, the student's eligibility is determined according to federal and state regulations and institutional policies. Students are notified of their financial aid status by mail through several types of letters. The actual financial aid that a student is eligible to receive is related to the student's financial aid status, chosen program of study, the total number of credit hours enrolled in each semester, and academic standing and history. Any change in a student's financial aid status or enrollment information can affect the financial aid awarded to the student. CGTC's Financial Aid Specialists and Director are available to the student

to assist with the application process and to discuss in detail his/her financial aid status. All Financial Aid records are processed and retained at the Macon Campus Financial Aid Office.

How to Apply for Financial Aid

Student must complete the financial aid application process in order for eligibility to be determined. The online application process is available on the CGTC Financial Aid Website Page at: http://www.centralgatech.edu/studserv/Finaid.html. The financial aid application must be renewed each year. The financial aid year begins with Fall Semester, includes Spring Semester and ends with Summer Semester.

1. Students must complete the Free Application for Federal Student Aid (FAFSA). To apply for all the financial aid funds the college offers, (Federal Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Federal Work Study, Georgia HOPE and any possible scholarships. Students who are not applying for Federal Assistance can apply for the Georgia HOPE Grant or Scholarship by completing the HOPE application process (GSFAPP). Students can apply for these programs on our Website listed above.
2. The financial aid application is year specific and normal processing time is two to three weeks. Once the FAFSA Packet is processed, a Student Aid Report (SAR) will be mailed from the U.S. Department of Education to the applicant. Review the SAR information carefully and verify the information. If corrections are needed,
3. If the U.S. Department of Education selects an applicant for verification or conflicting information exists on the application, the Financial Aid Office will mail a letter listing the additional documents required to complete processing. The applicant is responsible for submitting all required documentation; the student may make the necessary corrections online and resubmit the FAFSA or submit a corrected and signed SAR to the Financial Aid Office. Financial aid awards will not be disbursed until the verification process is complete.
4. Once an applicant has completed the financial aid application process, submitted all required information and documents and is accepted to enroll in the college by the Admissions Office, the Financial Aid Office will process the applicant's information and determine eligibility. The applicant will be mailed an Award Letter listing maximum awards available.

Note: Assistance with completing the application is available in the Financial Aid Office.

Federal and State Grants

CGTC offers a comprehensive financial aid program that includes grants and scholarships that are non-repayable. All financial aid is used to assist with educational costs. Financial aid awards are determined based on federal and state regulations and institutional policy. Financial Aid Students must maintain satisfactory academic progress in their chosen program of study.

The financial aid application process must be completed each year. The financial aid year begins with Fall Semester and ends with Summer Semester. For detailed information on any of these financial aid programs, contact the Financial Aid Office at (478) 757-3422 located in Student Affairs or http://www.centralgatech.edu/studserv/Finaid.html.

Federal Pell Grant

The Federal Pell Grant provides funds to qualified students enrolled in an associate degree or diploma program of study to assist them in obtaining the benefits of a post-secondary education. The Pell Grant is based on need, as determined by the U.S. Department of Education.

Georgia's HOPE Program

Georgia's HOPE Program provides assistance with a portion of tuition to Georgia residents attending Georgia institutions of higher learning. The HOPE program includes three different categories. 1) The HOPE Scholarship is available to eligible students enrolled in an associate degree program of study. 2) The HOPE Grant is available to eligible students enrolled and earning credit in a credit hour diploma or technical certificate program of study. 3) The HOPE GED Grant is available to eligible residents who have obtained their GED and enroll in a post-secondary institution. The HOPE GED Grant is a one-time award to those who qualify.

Eligibility and residency requirements for each HOPE program (Scholarship, Grant and GED) are determined by state regulations. Regulations are subject to change. Academic success, academic progress, high school history, prior college experience, current enrollment status, and number of HOPE hours previously attempted are eligibility factors and are monitored by the Financial Aid Office in accordance to state regulations. For further information contact the Financial Aid Office.

Federal Student Equal Opportunity Grant (SEOG)

The SEOG Program provides non-repayable financial aid to students who demonstrate exceptional financial need and meet federal regulations and institutional policy.

Federal Work Study (FWS)

The FWS program is a form of financial aid, which provides part-time employment opportunities to eligible students. According to federal and state regulations and institutional policy, students must meet the specific eligibility requirements to be eligible for the Federal Work Study program. Students who have an interest can apply through the Career Services Office.

Veterans' Benefits

Associate degree, diploma and technical certificate programs at CGTC are approved for Veterans' Educational Benefits. A staff member is available to provide services to students who qualify for these benefits. For additional information and applications, contact Central Georgia Technical College's Veterans' Office at (478) 757-6621/6622.

Workforce Innovation and Opportunity Act

The Workforce Innovation and Opportunity Act (WIOA) Program at CGTC provides financial assistance to economically disadvantaged, special needs populations, and dislocated workers who have lost employment due to technological changes, plant closures or foreign competition. WIOA provides assistance with tuition, textbooks, and required supplies. A daily stipend for the use of child care, travel expenses, and other expenses may be provided to eligible students. WIOA serves residents of Baldwin, Bibb, Crawford, Hancock, Houston, Jasper, Jones, Monroe, Peach, Putnam, Twiggs, and Wilkinson counties. Eligibility is determined by economic and employment status, as well as choice of program. Job placement assistance is offered to all WIOA participants upon completion of occupational training. For additional information and applications, contact the WIOA Office at (478) 757-6621/6622.

Other Financial Aid

Qualifying students attending CGTC may also be eligible to participate in other campus and non-campus based programs: unemployment compensation, TANF, Social Security benefits, Vocational Rehabilitation, Medicaid benefits, and Welfare Reform Act.

Additional information on the application process and types of aid listed above can be found in the Financial Aid section of the website or contact the Financial Aid Office at (478) 757-3422 or finaid@centralgatech.edu.

Academic Progress and Financial Aid Policy

In order to receive student financial aid under the programs authorized by Title IV of the Higher Education Act as amended, students must make satisfactory academic progress in the course of study they are pursuing. Students must select a program and make qualitative and quantitative progress toward completion of that program in accordance with the college's academic policies.

- Qualitative- a student must maintain a cumulative GPA of 2.0 or higher

- Quantitative- the maximum time frame in which a student is expected to complete a program of study for which the student is enrolled is 150% this means that a student must complete at least 67% of all attempted credit hour of which the student is enrolled per semester.

Financial Aid students who fail to make satisfactory progress may be declared ineligible for financial aid at CGTC until the deficiency has been removed. Financial Aid recipients are expected to maintain satisfactory progress in accordance with the college's academic standing policies described in the *Academic Information* section. A student failing to demonstrate satisfactory progress may be placed on academic warning or probation for the following semester. NOTE: Although the college may readmit students on academic probation, in many cases this type of readmission may not qualify students to receive financial aid.

A student may appeal a decision related to failure to make satisfactory progress on specified relevant grounds. The student shall appeal in writing to the Financial Aid Director within 10 days after notification of the decision with which he/she disagrees. Any dispute a student may have with regards to a semester financial aid award amount or institutional charge (tuition, fee, book) on his/her record may appeal in writing within 10 days of the last day of the specific semester the award or charge occurred. The student will receive a notification by mail of the decision results within 30 days of the date the appeal was submitted.

Financial Aid Refund Policy

Financial aid adjustments are made in accordance with the federal and state regulations and institutional policy. Financial aid awards are adjusted based on the guidelines of the particular fund. A specific pro-rata formula, mandated by the U.S. Department of Education, is used to determine the amount of federal student financial aid assistance that a student has received and/or earned when he/she withdraws during a period of enrollment (semester). The return of funds requirement is applied to students withdrawing on or before the 60 percent point of the period of enrollment. Any amount that the student must return is a grant overpayment and the student is held responsible for the repayment of assistance that he/she was determined not eligible to receive.

Additionally, in the case of an award being made to a student and for whatever reason it is determined he/she is not eligible for the assistance, the student is held responsible for any overpayment or charge incurred. If a student finds the need to withdraw from a class or withdraw completely for the semester, he/she is required to contact the Admissions Office and complete a Course Withdrawal Form or an Official Withdrawal Form. The Financial Aid Office will be notified and required adjustments will be made to the student's financial aid award(s).

Payment of Federal Aid Fund Credit Balances - Refunds

A Federal Student Aid (FSA) credit occurs whenever the college disburses FSA program funds to a student's account and the total amount of those FSA funds exceeds the student's allowable charges. The credit balance must be paid directly to the student no later than 14 days after either the date the balance occurred on the student's account or the first day of classes if the credit balance occurred on or before the first day of class of the term. CGTC may make payment by issuing a check, a prepaid debit card, or by initiating an Electronic Funds Transfer (EFT).

General Code of Behavior

- Student Rights
- Drug Free School and Campuses
- Statement of Equal Opportunity
- Student Disciplinary Policy and Procedure
- Student Conduct Rules and Regulations
- Student Grievance Procedure
- The Family Educational Rights and Privacy Act of 1974
- Student Records
- Student Right to Know Policy
- Release of Student Records
- CGTC Intellectual Property
- Acceptable Computer and Internet Use

- Identity Theft Protection

General Code of Behavior

Student Rights

Central Georgia Technical College promotes a climate of academic integrity, rational and critical inquiry, strong work ethic, intellectual freedom, and freedom of individual thought and expression consistent with the rights of others. The College protects the rights of its educational mission and objectives. Students have the right:

1. To be in an atmosphere that is conducive to learning and to attend CGTC educational programs, courses, offerings and activities on campus or any activity sponsored by CGTC off campus in accordance with CGTC policies and procedures.

2. To obtain the necessary knowledge, skills, and abilities in order to obtain initial employment, maintain advanced levels of competence or acquire new levels of competence by participating in programs, courses, offerings, and activities in accordance with CGTC policies and procedures.

3. To develop intellectual, personal and social values.

4. To follow due process procedures.

5. To participate in institutional decision making in accordance with CGTC policies and procedures.

6. To participate in approved student organizations in accordance with CGTC policies and procedures.

7. To privacy as outlined in the Family Education Rights and Privacy Act (FERPA).

Drug Free School and Campuses

CGTC makes every effort to ensure that effective drug and alcohol abuse prevention information is made available to students and employees. Assistance is provided to students through the Office of Student Affairs.

No student or employee may engage in the unlawful possession, use or distribution of illicit drugs and alcohol on the College's property or as part of any of its sponsored activities. Such unlawful activity by students may be considered sufficient grounds for serious punitive action, including expulsion. Violations by employees shall result in disciplinary action in keeping with the Technical College System of Georgia policy. Central Georgia Technical College reserves the right to have random drug checks. Central Georgia Technical College complies with the federal Drug Free School and Communities Act Amendment of 1989 (Public Law 102- 226). Any violation should be reported to the Vice President of Student Affairs.

Central Georgia Technical College Police Department will be responsible for the investigation of complaints of drug possession on campus. If they find that a student is in possession of drugs they will be immediately referred to the Vice President of Student Affairs or the Executive Director of Conduct, Appeals and Compliance for disciplinary measures. Criminal charges may also be brought at the time to anyone who is found in possession of illicit drugs. CGTC Police Department may use drug detection dogs to help with the enforcement of this policy and the laws of the State of Georgia.

Policy

The Federal Drug Free Schools and Communities Act Amendment of 1989 (public Law 102-226) contains Section 22, Drug-Free School and Campuses, which was enacted to ensure that any institution of higher education that receives funds under any federal program, had adopted and implemented a program to prevent the use of illicit drugs and abuse of alcohol by students.

No student may engage in the unlawful possession, use or distribution of illicit drugs and alcohol on the College's property or as part of any of its sponsored activities. Such unlawful activity may be considered sufficient grounds for serious punitive action, including expulsion and prosecution.

If a student is convicted (including a plea of nolo contendere) of committing certain felony offenses involving any criminal drug and/or alcohol statute of any jurisdiction, regardless of whether the alleged violations occurred at the College or elsewhere, the student will be suspended immediately and denied state and /or federal funds from the date of conviction.

The College shall notify the appropriate state/federal funding agency within ten (10) days after receiving notice of the conviction from the student or otherwise after receiving the actual notice of conviction.

Within thirty (30) days of notification of condition, the College shall, with respect to any student so convicted

a. Take additional appropriate action against such student up to and including expulsion as it deems necessary.

b. Provide such student with a description of any drug or alcohol counseling treatment, or rehabilitation or re-entry programs that are available for such purposes by federal, state or local health, law enforcement or other appropriate agency.

Responsibility

1. The College is responsible for ensuring the development and implementation of a drug free awareness program to inform students of the following:

a. The dangers of drug and alcohol abuse on the campus and elsewhere.

b. Any available drug and alcohol counseling, rehabilitation and assistance program.

c. Any penalties to be imposed upon students for drug and alcohol abuse violations occurring on the campus.

2. The College shall conduct a biennial review of its program to determine its effectiveness and implement changes to the program if they are needed and to ensure that the sanctions required by the program are consistently enforced.

3. The College shall maintain and make available to the U.S. Secretary of Education and to the public a copy of each item in the program as required by this policy and applicable law as well as results of the biennial review.

Drug Dogs on Campus

In an effort to maintain a drug-free learning environment, the Central Georgia Technical College Police Department will, in conjunction with local authorities, periodically utilize drug dogs in conducting sweeps for illicit drugs in all of the parking lots, common areas and buildings on all CGTC campuses. The Chief of CGTC Police will arrange supervision and coordinate all canine searches with the assistance of CGTC Police Officers as well as other local law enforcement agencies.

These sweeps will be performed by handlers and canines trained and certified in the detection of illegal drugs/narcotics. Canines will be allowed to make sweeps through all common areas, parking lots, and will be utilized inside of the buildings when it is deemed necessary. Searches will be conducted of vehicles, rooms, and other areas once the canine alerts which will provide probable cause to believe that drugs are present in that area. Upon discovery of suspected illegal drugs/narcotics, persons who are determined to be in violation of State or Federal law and/or College rules and regulations, will face College disciplinary actions and possible arrest.

Statement of Equal Opportunity

Central Georgia Technical College (CGTC) does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era,

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

Central Georgia 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.

The following person has been designated to handle inquiries regarding the nondiscrimination policies:
The Title IX, Section 504 and ADA Coordinator for CGTC nondiscrimination policies is Linda Hampton, Executive Director of Conduct, Appeals & Compliance; Room J-133, 3300 Macon Tech Drive, Macon, GA 31206; Phone: (478) 757-3408; Fax: (478) 471-5197; Email: lhampton@centralgatech.edu.

Policy

Central Georgia Technical College follows State Board Unlawful Harassment and Discrimination policies and procedures. A complete copy of the Technical College System of Georgia (TCSG) Unlawful Harassment and Discrimination of Students Procedure is posted on TCSG website.

Definitions

A. Unlawful Harassment (Other Than Sexual Harassment): unlawful verbal or physical conduct that disparages or shows hostility or aversion toward an individual because of that person's race, color, religion, gender, national origin, age, genetic information or disability and which:

1. Has the purpose or effect of creating an objectively and unreasonably intimidating, hostile or offensive educational environment, or

2. Has the purpose or effect of objectively and unreasonably interfering with an individual's educational performance.

Unlawful harassing conduct or behavior can include, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, genetic information, age or disability. This conduct can include jokes or pranks that are hostile or demeaning with regard to race, color, religion, gender, national origin, age or disability. Unlawful harassing conduct may also include written or graphic material that disparages or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability, and that is displayed on walls, bulletin boards, computers, or other locations, or otherwise circulated in the college community in any format.

Conduct which threatens, coerces, harasses or intimidates another person or identifiable group of persons, in a manner that is considered unlawful under state and federal laws pertaining to stalking or dating/domestic violence while on college premises or at college sponsored activities may also be considered unlawful harassment under this procedure.

B. Sexual Harassment (a form of unlawful harassment): unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal, written, electronic or physical conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education;

2. Submission to, or rejection of, such conduct by an individual is used as the basis for education decisions affecting such individual; or,

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment.

Sexually harassing conduct or behavior (regardless of the gender of the persons involved) includes but is not limited to: Physical touching, sexual comments of a provocative or suggestive nature, suggestive looks or gestures, sexually explicit jokes, electronic media/communication, printed material or innuendos intended for and directed to another, requests for sexual favors, making acceptance of any unwelcome sexual conduct or advances a condition for grades, continued enrollment or receipt of any educational benefit or determination.

C. Sexual Violence (a form of unlawful harassment): physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent, including but not limited to sexual assault, rape, sexual battery, and sexual coercion. All acts of sexual violence are considered unlawful sexual harassment, regardless of gender, for purposes of this procedure.

D. Unlawful Discrimination: the denial of benefits or admission to the college or to any of its programs or activities, either academic or nonacademic, curricular or extracurricular, because of race, color, religion, age, gender, national origin, genetic information or disability.

E. Unlawful Retaliation: Unfavorable action taken, unfavorable condition created, or other action taken by a student or employee for the purpose of intimidation that is directed toward a student because the student initiated an allegation of unlawful harassment/retaliation or participated in an investigation of an allegation.

F. Clinical Site: any off-campus location to which students or faculty are assigned for completion of program requirements including labs, internships, or practicums.

G. Local Investigator: the individual(s) at the technical college who is responsible for the investigation of an unlawful harassment, discrimination and/or, retaliation complaint.

H. TCSG Compliance Officer: the individual designated by the Commissioner to coordinate TCSG compliance with Title IX of the Educational Amendments of 1972 and other state and federal laws governing unlawful discrimination and harassment.

I. Title IX: Title IX provides that 'No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.' Title IX specifically prohibits discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions. The Title IX regulation also prohibits a school from applying any rule related to a student's parental, family, or marital status that treats students differently based on their sex.

J. Title IX Coordinator: an individual designated by College President to ensure CGTC compliance with Title IX of the Educational Amendments of 1972, 20 U.S.C. Â§Â§ 1681 et seq., and related federal regulations. The Title IX Coordinator for CGTC nondiscrimination policies is Linda Hampton, Executive Director of Conduct, Appeals & Compliance; Room J-133, 3300 Macon Tech Drive, Macon, GA 31206; Phone: (478) 757-3408; Fax: (478) 471-5197; Email: lhampton@centralgatech.edu.

K. Section 504 Coordinator: an individual designated by the president of the college to ensure compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 as Amended, and any other state and federal regulations governing disabilities. The Section 504 Coordinator for CGTC nondiscrimination policies is Linda Hampton, Executive Director of Conduct, Appeals & Compliance; Room J-133, 3300 Macon Tech Drive, Macon, GA 31206; Phone: (478) 757-3408; Fax: (478) 471-5197; Email: lhampton@centralgatech.edu.

Procedure

A. Administration and Implementation

1. Each college president shall designate one or more officials to serve as the Title IX Coordinator and the Section 504 Coordinator and ensure the designated officials have received appropriate training.

2. Contact information for the Title IX and Section 504 Coordinators and the Statement of Equal Opportunity should be permanently displayed on official bulletin boards and included in electronic or written college publications and academic materials as described in the TCSG Usage Statement for Equal Opportunity.

3. Instructors/administrators must take ongoing proactive steps to ensure educational opportunities (to include classrooms, clinics, labs, programs, etc.) and student activities (clubs, sports, etc.) are accessible and free from any type of unlawful discrimination or harassment.

4. The Compliance Officer will conduct training programs and monitor the colleges to ensure the correct administration and implementation of this procedure, and will ensure that proactive or corrective measures have been taken to prevent unlawful discrimination, harassment, or retaliation.

B. Reporting and Management Action

1. All students are encouraged to report events of unlawful harassment, discrimination, sexual violence, and/or retaliation (prohibited conduct) against themselves or others, regardless of where the incident occurred.

2. Students have the right to file (or not to file) a criminal complaint for sexual violence with the local law enforcement authorities before, during, or after filing a complaint with the college. CGTC shall not unreasonably delay investigation under this procedure to await the outcome of any criminal investigation.

3. If a student filing a complaint requests anonymity or asks that the complaint not be pursued, the college must inform the student that its ability to respond may be limited, that retaliation for filing a complaint is prohibited and steps to prevent harassment and retaliation will be taken. The college should take all reasonable steps to investigate and respond to the complaint consistent with the request and pursue other steps to limit the effects of the alleged harassment and prevent recurrence.

4. Colleges may weigh a request to not pursue a compliant considering the following factors: the seriousness of the alleged conduct, the complainant's age, whether there have been other harassment complaints about the same individual, and the alleged harasser's rights to receive information about the allegations if the information is maintained as an 'education record' under FERPA. The College must inform the student if the request cannot be ensured.

5. Reports concerning all prohibited conducted referenced in this procedure will be processed confidentially to the extent permitted by law; communications regarding complaints will be disseminated to others on a need-to-know basis to ensure that necessary steps are taken to protect the community as a whole and that appropriate disciplinary measures or corrective actions are considered and taken.

6. Allegations or suspicions of unlawful discrimination, harassment, sexual harassment, sexual violence, or unlawful retaliation may be reported to the technical college's Title IX and Section 504 Coordinator, the College President, the Commissioner, or the Human Resources Director (should the complaint involve employees). Complaints may also be emailed to unlawfulharassment@tcsg.edu.

7. Complaints under this procedure can initially be expressed in writing, by telephone, or in person; individuals are encouraged to express complaints in writing on a CGTC Student Formal Form to ensure that all of their concerns are addressed.

8. If an allegation of unlawful harassment, discrimination, sexual harassment, sexual violence or retaliation is made to an employee not designated to receive such reports, the employee receiving the complaint must forward the allegation as provided in section 6 above.

9. Allegations of sexual conduct involving individuals under the age of 18 must also be reported as an allegation of child abuse as outlined in O.C.G.A. Â§ 19-7-5.

10. The Commissioner or president may suspend, transfer or reassign employees or students in order to prevent possible further harassment, discrimination, sexual violence or retaliation; to facilitate the investigation, or to implement preventive or corrective action under this procedure.

11. Any allegation of unlawful harassment, discrimination, sexual harassment, sexual violence or retaliation against employees must be reported to the Human Resources Director who may elect to conduct the investigation in conjunction with other local investigators.

C. Investigations

1. All complaints of prohibited conduct under this procedure shall be investigated by local investigators thoroughly and should be completed within 45 business days of the receipt of the complaint. The parties will be notified if extraordinary circumstances exist requiring additional time.

2. A complaining party will be notified within 5 business days of receipt of the complaint if the complaint does not specify facts sufficient to allege unlawful discrimination, harassment, sexual violence or retaliation and that a formal investigation will not be conducted pursuant to this procedure. The complaining party may appeal the decision in writing to the president within 5 business days of receiving the notice. The President's decision will be final.

3. Individuals designated to investigate, review or recommend corrective actions in response to allegations will be trained to conduct investigations in a manner that protects the safety of victims and promotes accountability. Individuals assigned as the investigator for a particular incident shall disclose to the president any relationship with the parties that could call into question their ability to be objective prior to taking any action with respect to the investigation. The president will reassign alternate individuals if necessary.

4. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses. Both the complaining party and the respondent (the parties) will be given equal opportunity to identify witnesses and offer evidence in person or in writing. Best efforts will be made to interview all witnesses identified by the parties. Both the complaining party and the respondent may be accompanied by an advisor of his or her choice. However, the advisor may not speak on behalf of the party.

5. The colleges will evaluate the information collected during the investigation and determine whether a preponderance of the evidence substantiates that unlawful discrimination, unlawful harassment, sexual violence and/or unlawful retaliation has occurred.

6. Investigations and summary findings will be documented appropriately.

7. No later than 10 business days after completion of an investigation, both of the parties will be simultaneously provided a summary of the results of the investigation in writing.

8. Any information prohibited from disclosure by law or policy will be redacted from any documents prior to distribution.

D. Corrective Actions

1. Colleges will take all reasonable steps to prevent unlawful retaliation against complainants and any other individuals participating in investigations under this procedure.

2. If prohibited conduct is determined to have occurred following the investigation, the college, through the appropriate officials, shall implement steps to prevent a recurrence and to correct the discriminatory effects on the complaining party and others as appropriate. Steps may include, but are not limited to, mandating training or evaluation, disciplinary sanctions, policy implementation or reassignment of students or employees.

3. Should recommended disciplinary sanctions involve academic suspension, expulsion or dismissal from employment, the matter must be referred to either the Vice President for Student Affairs (for students) or the Human Resources Director (for employees). Allegations regarding students shall be considered and sanctions assigned as provided by the College's Student

Code of Conduct and Disciplinary Procedure. Sanctions for employees shall be considered as provided by the Positive Discipline Procedure.

4. Individuals who are responsible for conducting or reviewing investigations or proposing sanctions under this procedure should not also serve as reviewing officials or hearing officers in the appeal of sanctions arising from an investigation.

5. Even in the absence of sufficient evidence to substantiate a finding that unlawful discrimination, unlawful harassment, sexual violence or retaliation has occurred, colleges are expected to address any inappropriate conduct and take all reasonable steps to prevent any future unlawful discrimination, harassment, sexual violence or retaliation.

E. Reviews and Dispositions

1. Any of the parties to a compliant under this procedure may request a review of the investigative findings within 5 business days of receiving notice of the investigative results by submitting a written request to the president.

2. The president shall review all investigations conducted under this procedure and ensure that the appropriate corrective actions have been implemented.

3. Within 10 business days of receiving a request for a review of the investigative findings, the president of the College will notify the parties in writing of his/her final determination, including any change in the result of the findings. The notice will inform the parties they have a right to appeal the determination to the Technical College System of Georgia's Legal Services Office by submitting a written request within 3 business days by regular mail or email to one of the following:

Technical College System of Georgia
Office of Legal Services
1800 Century Place, N.E.
Suite 400
Atlanta, Georgia 30345
OR
unlawfulharassment@tcsg.edu

4. The Office of Legal Services will convene a panel of at least 3 individuals not employed by the requestor's college to review the investigative findings. The panel's decision is final and will conclude the processing of the complaint. Both parties will be notified in writing simultaneously of the results of the review and any changes in the results of the investigative findings under appeal.

TCSG Reference: Unlawful Harassment and Discrimination of Students Procedure

Student Disciplinary Policy and Procedures

The administration of Central Georgia Technical College (CGTC) reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of technical college officials, a student's conduct disrupts or threatens to disrupt the College community, appropriate disciplinary action will be taken to restore and protect the atmosphere of collegiality and mutual respect on campus. This procedure is intended to provide an orderly protocol for handling student disciplinary cases in accordance with the principles of due process and justice.

A. Filing a Complaint

1. Any person may **file a complaint** with the Executive Director of Conduct, Appeals & Compliance (Executive Director of CAC) against any student for an alleged violation of the Student Code of Conduct. The individual(s) initiating the action should complete a Student Code of Conduct Complaint Form. Violations should be reported to the Executive Director of CAC.

2. **Academic Misconduct** is defined in the Student Code of Conduct and the complaint procedure is listed in the Academic

Policies and Procedures section of the College catalogue. Unless otherwise stated in the course syllabus and/or program handbook, students caught in actions of academic misconduct will, on the first offense, be given a grade of zero (0) on the exam or assignment. On the second offense students will be dismissed from class and assigned a grade of "WF" (Withdrawal Failing) for the course. Repeated offenses should be referred to the appropriate administrator for further disciplinary action, which may include suspension from the college.

3. **Investigation and Decision**

a. Within five business days after receipt of the Student Code of Conduct Complaint Form, the Executive Director of CAC shall complete a preliminary investigation of the incident, and schedule a meeting with the student against whom the complaint was filed in order to discuss the incident and the allegations. In the event that additional time is necessary, the Student will be notified. After discussing the complaint with the student, the Executive Director of CAC shall determine whether the student committed the alleged conduct, and whether the alleged conduct constitutes a violation of the Student Code of Conduct.

b. The student shall have 5 business days from the date contacted by the Executive Director of CAC to schedule the meeting. This initial meeting may only be rescheduled one time. If the student fails to respond within 5 business days to schedule the meeting, reschedules the meeting more than once, or fails to appear at the meeting, the Executive Director of CAC will consider the available evidence without student input and make a determination.

c. In the event that a Complaint alleges violations of the Student Code of Conduct by more than one student, each student's disciplinary proceeding, as well as any appeals relating to that proceeding, shall be conducted individually.

d. If the Executive Director of CAC determines that the student has violated the Student Code of Conduct, she shall impose one or more disciplinary sanctions consistent with those described below. If it is determined that the conduct was not a violation of the Student Code of Conduct, he shall not impose any disciplinary sanctions on the student and the investigation shall be closed.

B. Disciplinary Sanctions

Based on the severity of the incident, the Executive Director of CAC may take one of two actions:

1. After a determination that a student has violated the Student Code of Conduct, the Executive Director of CAC may impose, without referral to the Hearing Body, one or more of the following sanctions. Notification shall be sent to the student and the person(s) who initially filed the complaint.

a. **Restitution** - A student who has committed an offense against property may be required to reimburse CGTC or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to the actual cost of repair or replacement.
b. **Reprimand** - A written reprimand may be given to any student. Such a reprimand does not restrict the student in any way, but it signifies to the student that he/she is in effect being given another chance to conduct himself/herself as a proper member of the College community, and that any further violation may result in more serious sanctions.
c. **Restriction** - A restriction upon a student's privileges for a period of time may be imposed. This restriction may include but is not limited to denial of the right to represent the College in any way, denial of use of facilities, alteration or revocation of parking privileges, or restrictions from participating in extracurricular activities.
d. **Disciplinary Probation** - Continued enrollment of a student on probation may be conditioned upon adherence to specified terms. Any student placed on probation will be notified of the terms and length of probation in writing. Any conduct determined after due process to be in violation of these terms while on probation may result in the imposition of more serious disciplinary sanctions, as specified by the terms of probation.
e. **Failing or lowered grade** - In cases of Academic Misconduct, the Executive Director of CAC will make a recommendation to the Vice President for Academic Affairs or his/her designee who may authorize the instructor to award a failing or lowered grade in the course, or a loss of credit on the assignment or examination.

2. After a determination that a student has violated the Student Code of Conduct, the Executive Director of CAC may recommend the imposition of one of the following sanctions if appropriate. The Executive Director of CAC's recommendation will be forwarded to the Hearing Body, which may impose one or more of the following sanctions, as well

as those described in the section above. A copy of the written recommendation shall be provided to the student and the person filing the complaint.

a. **Disciplinary Suspension** - If a student is suspended, he/she is separated from the College for a stated period of time. Conditions of reinstatement, if any, must be stated in the notice of suspension.
b. **Disciplinary Expulsion** - Removal and exclusion from CGTC controlled facilities, programs, events, and activities. A record of the reason for the student's dismissal is maintained by the Executive Director of CAC or the College President's designee. Students who have been dismissed from the College for any reason may apply in writing to the Executive Director of CAC or his designee for reinstatement twelve (12) months following the expulsion. If approval for reinstatement is granted, the student will be placed on disciplinary probation for a specified term. The probationary status may be removed at the end of the specified term at the discretion of the Executive Director of CAC, the Vice President of Academic Affairs or the College President's designee.
c. **System-Wide Expulsion** - Where a student has been expelled or suspended three times from the same or a different colleges in the Technical College System of Georgia in the past seven years, the student will not be permitted to register at any college in the Technical College System of Georgia for a period of ten years after the most recent expulsion/suspension.

3. **Violation of Federal, State, or Local Law**

a. If a student is convicted or pleads nolo contendere to an off-campus violation of federal, state, or local law, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed for misconduct that is detrimental to the College's vital interests and stated mission and purpose.

b. Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.

c. When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his/her status as a student. The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

4. **Interim Disciplinary Suspension**

As a general rule, the status of a student accused of violations of the Student Code of Conduct should not be altered until a final determination is made regarding the allegations against him/her. However, interim suspension may be imposed upon a finding by the Executive Director of CAC or the College President's designee that the continued presence of the accused student on campus constitutes a potential or immediate threat to the safety and well-being of the accused student or any other member of the College community or its guests, or that the continued presence of the student on campus creates a risk of substantial disruption of classroom or other College-related activities. If an interim disciplinary suspension is imposed, the matter must be referred as soon as possible to the Hearing Body. The student need not request an appeal.

5. **Conditions of Disciplinary Suspension and Expulsion**

a. A student who has been suspended or expelled from the College shall be denied all privileges afforded a student and shall be required to vacate CGTC premises at a time determined by the Executive Director of CAC or the College President's designee.

b. In addition, after vacating CGTC premises, a suspended or expelled Student may not enter upon CGTC premises at any time, for any purpose, in the absence of written permission from the Executive Director of CAC or the College President's designee. A suspended or expelled student must contact the Executive Director of CAC or the College President's designee for permission to enter CGTC premises for a limited, specified purpose.

c. If the student seeks to submit a signed CGTC Disciplinary Sanction Appeal Form, the Executive Director of CAC or the College President's designee must accept the form by mail or fax if he/she refuses the Student's request to enter CGTC premises for that specified purpose.

d. A scheduled appeal hearing before the Hearing Body shall be understood as expressed permission from the Executive Director of CAC or the College President's designee for a student to enter the CGTC premises for the duration of that hearing.

C. Mediation

Central Georgia Technical College may adopt a mediation procedure to be utilized prior to the appeals set forth herein. Mediation may never be used in cases of alleged sexual misconduct.

D. Disciplinary Appeals

1. A student who wishes to appeal a disciplinary decision by the Executive Director of CAC or the College President's designee regarding an assigned sanction of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade must file a written notice of appeal through the College President's office for review by the Hearing Body within five business days of notification of the decision. The person filing the initial complaint against the student must be notified of the hearing date.

2. If the Executive Director of CA&C or the College President's designee recommends a sanction of disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the matter will be referred to the Hearing Body. The student need not file a written notice of his or her desire to appear before the Hearing Body. The person filing the initial complaint shall also be given notification of the hearing.

3. The student will then have the right to appear in a hearing before a Hearing Body assigned by the President or his/her designee within 10 business days to present evidence and/or testimony. If the student has been placed on an interim disciplinary suspension, the hearing must be held as soon as possible, preferably within five days. The student has the right to be assisted by any single advisor he/she chooses, at his/her own expense. The student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Hearing Body. The Hearing Body may consist of a single person or a group of people drawn from the technical college community. There shall be a single official record, such as a tape recording, of all hearings before the Hearing Body. The official record shall be the property of the technical college. The standard of proof in all hearings shall be a preponderance of the evidence. The chairperson of the Hearing Body shall notify the College President and the Executive Director of CAC in writing of the Hearing Body's decision. The College President or his/her designee will notify the student in writing of the Hearing Body's decision.

4. If the student appeared before the Hearing Body to appeal the Executive Director of CAC or the College President's designee sanction of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade, the Hearing Body's decision regarding the appeal is final. A copy of the Hearing Body's written decision will be provided to both the student and the person who filed the original complaint.

5. If the student appeared before the Hearing Body after the Executive Director of Conduct, Appeal & Compliance or the technical college president's designee recommends disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the student shall have the opportunity to appeal directly to the College President.

6. If entitled to an appeal to the technical college president, the student shall have 5 business days after receiving written notification of the Hearing Body's decision to request in writing an appeal. The student shall ensure that all relevant information is included with this request. The person who filed the original complaint shall be notified of the student's appeal.

7. The College President or his/her designee's review shall be in writing and shall only consider evidence currently in the record, new facts not brought up in earlier stages of the appeal shall not be considered. The College President or his/her designee shall deliver the decision to the student and the person who filed the original complaint within 10 business days. The decision of the technical college president or his/her designee shall be final and binding.

E. Academic Appeals

After informally attempting to have concerns resolved, a student may appeal a final grade or other academic decision in accordance with the Academic Grade Appeal procedure which is listed in the Academic Affairs section of the catalog.

F. Financial Aid Appeals

A student may appeal a Financial Aid decision with which he/she disagrees. Any dispute a student may have with regards to a semester financial aid award amount or institutional charge (tuition, fee, book) on his/her record may appeal in writing within 10 days of the last day of the specific semester the award or charge occurred. Procedures for submitting appeals for financial aid reinstatement can be found in the Financial Aid section of this catalog,

Student Conduct Rules and Regulations

Part of the mission of CGTC is to provide traditional and distance learning educational programs and services. It is the policy of the Technical College System of Georgia (TCSG) to provide technical and adult education programs for the people of Georgia. Central Georgia Technical College (CGTC) must provide opportunities for intellectual, emotional, social, and physical growth. Technical college students assume an obligation to act in a manner compatible with the fulfillment of the mission. The College community recognizes its responsibility to provide an atmosphere conducive to growth. With these principles in mind, CGTC establishes this Student Code of Conduct Procedure.

Definition

Executive Director of Conduct, Appeals and Compliance (Executive Director of CAC) is the College designated Compliance Officer who has jurisdiction over the enforcement procedures for Student Code of Conduct, Student Disciplinary procedures, and Appeals. The Executive Director of CAC also serves as the Title IX Coordinator and the 504/ADA Coordinator for CGTC nondiscrimination policies. The Executive Director of CAC Office is located in Building J, Room 133, on the Macon Campus.

Faculty Member: any person hired by CGTC to conduct teaching, service, or research activities.

Hearing Body: as defined in the Student Disciplinary Policy and Procedure.

Member of the technical college community: any person who is a student, faculty member, contractors, technical college official or any other person/s involved with the technical college, involved in the community or employed by the technical college.

Policy: the written regulations of the technical college as found in, but not limited to, the Student Code of Conduct, Student Handbook(s), Residence Hall Handbook(s), Technical College Catalog(s), the Technical College Policy Manual, and the Policy Manual approved by the State Board for the Technical College System of Georgia.

Student: all persons taking courses at the technical college, including full-time, part-time, dual enrollment, joint enrollment, non-credit, and credit classes. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the technical college are also considered "students."

Student Athlete: A student, as defined above, who also engages in an organized competitive sport sponsored by Central Georgia Technical College. In addition to the regular rules and regulations that apply to all CGTC students, student athletes are also bound by the policies and procedures prescribed in the CGTC Athletic Handbook.

Technical college official: any person employed by the technical college performing assigned responsibilities on a part-time, full-time or adjunct basis.

Premises: all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the technical college (including adjacent streets and sidewalks).

Jurisdiction: Generally, technical college jurisdiction and discipline shall be limited to conduct which occurs on technical college Premises, off-campus classes, activities or functions sponsored by the technical college.

Proscribed Conduct Procedure

Any student found to have committed any of the following types of misconduct is subject to the disciplinary sanctions outlined in the Student Disciplinary Policy and Procedure.

A. ACADEMIC MISCONDUCT

1. Aiding and Abetting Academic Misconduct
Knowingly helping, procuring, encouraging or otherwise assisting another person to engage in academic misconduct.

2. Cheating

a. Use and/or possession of unauthorized material or technology during an examination, or any other written or oral work submitted for evaluation and/or a grade, such as tape cassettes, notes, tests, calculators, computer programs, cell phones and/or smart phones, or other electronic devices.

b. Obtaining assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade from another person with or without that person's knowledge.

c. Furnishing assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade to another person.

d. Possessing, using, distributing or selling unauthorized copies of an examination, computer program, or any other written or oral work submitted for evaluation and/or a grade.

e. Representing as one's own an examination or any other written or oral work submitted for evaluation and/or a grade created by another person.

f. Taking an examination or any other written or oral work submitted for evaluation and/or a grade in place of another person.

g. Obtaining unauthorized access to the computer files of another person or agency and/or altering or destroying those files.

h. Obtaining teacher edition text books, test banks, or other instructional materials that are only intended to be accessed by technical college officials, college administrator or faculty member.

3. Fabrication
The falsification of any information or citation in an examination or any other written or oral work submitted for evaluation and/or a grade.

4. Plagiarism

a. Submitting another's published or unpublished work in whole, in part or in paraphrase, as one's own without fully and properly crediting the author with footnotes, quotation marks, citations, or bibliographical reference.

b. Submitting as one's own original work, material obtained from an individual or agency without reference to the person or agency as the source of the material.

c. Submitting as one's own original work material that has been produced through unacknowledged collaboration with others without release in writing from collaborators.

B. NON-ACADEMIC MISCONDUCT

Non-Academic Misconduct includes, but is not limited to the following:

1. Behavior

a. **Indecent Conduct**: lewd or indecent conduct or distribution of obscene or libelous written or electronic material.

b. **Violence**: physical abuse of any person (including dating violence, domestic violence or sexual violence) on technical college Premises or at technical college-sponsored or technical college-supervised functions, including physical actions which threaten or endanger the health or safety of any such persons. This includes fighting and/or other disruptive behavior, which includes any action or threat of violence which endangers the peace, safety, or orderly function of the technical college, its facilities, or persons engaged in the business of the technical college.

c. **Harassment**: The technical college prohibits unlawful conduct based on race, color, creed, national or ethnic origin, gender, religion, disability, age, genetic information, political affirmation or belief, disabled veteran, veteran of the Vietnam Era or citizenship status addressed directly to an individual or group that has the purpose or effect of unreasonably or objectively interfering with that individual or group's: (1) performance, (2) work or educational environment or (3) ability to participate in an educational program or activity. The technical college also prohibits stalking or other behavior which objectively and unreasonably interferes with another's legal rights or creates an objectively intimidating, hostile, or offensive environment. (This also includes the display of or navigation to pornography and other inappropriate websites and materials and inappropriate behavior on social media and/or networking applications.) Impermissible harassment may include verbal, non-verbal and/or physical conduct.

d. **Disruption**: prohibits activities not otherwise protected by law including the First Amendment to the Constitution of the United States of America, which intentionally obstructs or interrupts teaching, research, administration, disciplinary proceedings, or other technical college activities, including public service functions, and other duly authorized activities on technical college Premises or at technical college-sponsored activity sites.

e. Failure to Comply: Failure to comply with lawful directions of technical college officials and/or failure to identify oneself to these persons when requested to do so.

2. Professionalism

a. **Personal Appearance**: Central Georgia Technical College conducts educational programs to prepare students for employment. Therefore, all students are expected to dress appropriately according to the occupations for which they are being trained. Students who are deemed inappropriately dressed (who are dressed in a manner which could present a safety hazard or which might be offensive to others or cause disruption to the College) will not be allowed to attend class. Shirts, caps or any other article of clothing that implies obscenities or gang affiliation or that can be construed as offensive or discriminatory are prohibited, as this could symbolize disruptive behavior. Special Note: All pants must be worn at the waist. Students found in violation are subject to being removed from any further college participation and may be referred to Campus Safety for disciplinary action. Students should observe, at all times, generally accepted hygiene practices, neatness of appearance, good grooming, and safety. Many programs have a more restrictive dress policy that governs students attending class, clinical, and co-ops.

3. **Use of Technical College Property**

a. **Theft and Damage**: prohibits theft of, misuse of, or harm to technical college property, or theft of or damage to property of a member of the technical college community or a campus visitor on technical college Premises or at a technical college function.

b. **Occupation or Seizure**: illegal occupation or seizure in any manner of technical college property, a technical college Premises, or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.

c. **Presence on Technical College Premises**: prohibits unauthorized entry upon technical college Premises; unauthorized entry into technical college Premises or a portion thereof which has been restricted in use; unauthorized presence in technical college Premises after closing hours; or furnishing false information to gain entry upon technical college Premises.

d. **Assembly**: prohibits participation in or conducting an unauthorized gathering that objectively threatens or causes injury to person or property or that interferes with free access to technical college facilities or that is unprotected by the First Amendment to the Constitution of the United States of America and is objectively harmful, obstructive, or disruptive to the educational process or functions of the technical college.

e. **Fire Alarms**: prohibits setting off a fire alarm or using or tampering with any fire safety equipment on technical college Premises or at technical college-sponsored activity sites, except with reasonable belief in the need for such alarm or

equipment. In the event of a fire alarm sounding, students must evacuate the building unless otherwise directed by a technical college official.

f. **Obstruction**: prohibits obstruction of the free flow of pedestrian or vehicular traffic on technical college Premises or at technical college sponsored or supervised functions.

4. **Drugs, Alcohol and Other Substances**
Substances referred to under this policy include all illegal drugs, alcoholic beverages, and misused legal drugs (both prescription and over-the-counter).

a. **Alcohol**: Students must comply with all state and federal laws regulating alcohol as well as TCSG Policy II.C.6, Alcohol on Campus. Alcoholic beverages may not be served or sold at any student sponsored function. Students being in a state of intoxication on technical college Premises or at technical college-sponsored or supervised functions (including off-campus functions), internships, externships, practicum, clinical sites, co-operative or academic sponsored programs or activities or in a technical college-owned vehicle is prohibited.

b. **Controlled substances, illegal drugs and drug paraphernalia**: The technical college prohibits possession, use, sale, or distribution of any controlled substance, illegal drugs, or drug paraphernalia except as expressly permitted by law. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the conduct or consequences of his/her actions.

c. **Food**: The technical college prohibits eating and/or drinking in classrooms, shops, and labs or other unauthorized areas on technical college Premises, unless otherwise permitted by technical college officials.

d. **Smoking/Tobacco**: The technical college prohibits smoking, or using other forms of electronic, alternative smoking devices or other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas on technical college Premises. Tobacco use causes enormous financial, social and public health harm to the citizens of Georgia.

5. **Use of Technology**

*** Damage and Destruction**: Destruction of or harm to equipment, software, or data belonging to the technical college or to others is considered unacceptable usage. This may include altering, downloading, or installing software on technical college computers, tampering with computer hardware or software configuration, improper access to the technical college's network, and disconnection of technical college computers or devices.

*** Electronic Devices**: Unless otherwise permitted by technical college officials, the technical college prohibits use of electronic devices in classrooms, labs, and other instructional, event, or affiliated facilities on technical college Premises. Such devices include, but are not limited to cell phones, beepers, walkie talkies, cameras, gaming devices, and other electronic devices, which may cause unnecessary disruption to the teaching/learning process on campus. The technical college also prohibits attaching personal electronic devices to college computers under any circumstances.

*** Harassment**: The technical college prohibits the use of computer technology to objectively interfere with another's legal right to be free from harassment based on that individual's race, color, creed, genetic information, national or ethnic origin, gender religion, disability, age, political affirmation or belief, disabled veteran, veteran of the Vietnam era or citizenship status.

*** Unacceptable Use**: Use of computing facilities to interfere with the work of another student, faculty member or technical college official. This includes the unauthorized use of another individual's identification and password. Central Georgia Technical College prohibits any additional violation to the Department's
Acceptable Computer and Internet Use Policy.

6. **Weapons**
The Technical College System of Georgia is committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting. The possession, carrying, or transportation of a firearm, weapon, or explosive compound/material in or on college building or property shall be governed by Georgia state law. All individuals are expected to comply with related laws. Failure to follow laws pertaining to weapons is considered a violation of the Student Code of Conduct. Relevant Georgia laws to be aware of and compliant with include but may not be limited to:

O.C.G.A.§16-8-12(a)(6)(A)(iii)
O.C.G.A.§16-7-80
O.C.G.A.§16-7-81
O.C.G.A.§16-7-85
O.C.G.A.§16-11-121
O.C.G.A.§16-11-125.1
O.C.G.A.§16-11-126
O.C.G.A.§16-11-127
O.C.G.A.§16-11-127.1
O.C.G.A.§16-11-129
O.C.G.A.§16-11-130
O.C.G.A.§16-11-133
O.C.G.A.§16-11-135
O.C.G.A.§16-11-137
O.C.G.A.§43-38-10

7. **Gambling**
CGTC prohibits the violation of federal, state or local gambling laws on College premises or at College sponsored or supervised activities.

8. **Parking**
Parking permits are required on all students' cars. Permits will be issued to each student and registered in the Business Office. There are specific areas for student parking, and all students are required to park their vehicles in these areas. Parking along the thoroughfares or in the rear of buildings is prohibited. Students are not to park in reserved or visitor spaces. Students must have a "handicap decal" to park in handicapped spaces. Regular and handicapped parking spaces are available at all buildings. Failure to observe these parking rules will result in a fine being levied or the vehicle being towed away at the owner's expense.

9. **Financial Irresponsibility**
The technical college prohibits the theft or misappropriation of any technical college, student organization or other assets. CGTC prohibits failure to meet any and all financial obligations to the College. All tuition and fees should be paid prior to the first day of class.

10. **Violation of Technical College Policy**
Violation of System or Technical College Policies, rules or regulations including, but not limited to, rules imposed upon students who enroll in a particular class or program, internships, externships, practicum, clinical sites, co-operative, or any academic sponsored programs or activities, student organizations or students who reside in on-campus housing.

11. **Aiding and Abetting**
Aiding, abetting, or procuring another person to do an activity which otherwise violates this Code of Conduct is prohibited.

12. **Falsification of Documentation**
Disciplinary proceedings may be instituted against a student who falsifies any documentation related to the technical college either to the technical college or to others in the community, including, but not limited to falsification of: technical college transcripts; transcripts or other documentation from other institutions to obtain credit from or admission to the technical college; technical college report cards or other grade reports; documentation related to a student's citizenship status; tests, homework, attendance records; signature of any technical college employee in his or her official capacity; signatures of any employee of a clinical or internship site where the student is participating in an educational program associated with the technical college or records related to any clinical, internship or other academic activity associated with the technical college.

13. **Violation of Law**

a. If a Student is convicted or pleads Nolo Contendere to an on-campus or off-campus violation of federal, state, or local law, but has not been charged with any other violation of the Student Code of Conduct, disciplinary action may nevertheless be taken and sanctions imposed if the violation of federal, state or local law is detrimental to the technical college's vital interests and stated mission and purpose.

b. Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the

Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.

c. When a student is charged by federal, state, or local authorities with a violation of law, the technical college will not request or agree to special consideration for that individual because of his/her status as a student. The technical college will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate
.

14. **Abuse of the Student Judicial Process, including but not limited to**:

a. Failure to obey the notification of the Executive Director of CAC, the Vice President for Student Affairs or the technical college president's designee, Hearing Body, Appellate Board or Technical College Official.

b. Falsification, distortion, or misrepresentation of information in a judicial proceeding.

c. Disruption or interference with the orderly conduct of a disciplinary proceeding.

d. Initiating a disciplinary proceeding knowingly without cause.

e. Attempting to discourage an individual's proper participation in, or use of, the disciplinary process.

f. Attempting to influence the impartiality of a member of a Hearing Body, or Appellate Board prior to, and/or during the course of, the disciplinary proceeding.

g. Harassment (verbal or physical) and/or intimidation of a member of a Hearing Body, or Appellate Board prior to, during, and/or after a disciplinary proceeding.

h. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.

15. **Jurisdiction of CGTC**: Generally, technical college jurisdiction and discipline shall be limited to conduct which occurs on technical college Premises, off-campus classes, activities or functions sponsored by the technical college, an examination or any other written or oral work submitted for evaluation and/or a grade, or which otherwise adversely affects members of the technical college community and/or the pursuit of the technical college's objectives.

16. **Visitors**
Loitering will not be tolerated. Anyone who is not a current student and who has not checked in with appropriate personnel will be asked to leave the campus. Repeated violations can lead to the person being banned from campus as well as possible arrest and prosecution.

17. **Children**: Students are expected to make child care provisions for their children. Children are not allowed on campus other than in the child care center. Students are not to bring children to class or leave children on campus while the student is in class. Children will not be left unattended in automobiles, hallways, vending areas, or outside buildings. Children are not allowed to use the Cosmetology Department.

18. **Student Email**: Students are assigned CGTC student email accounts. CGTC student email is the official form of communication between the College and the student.

19. **Photo Identification**: All students are required to have their Student ID with them at all times while on campus or while attending a CGTC sponsored event. Students must provide the ID when requested by appropriate school personnel. Any faculty member, administrative personnel and public safety personnel are considered appropriate personnel. Replacement IDs are available from the Admissions Office for $5.00.

Student Grievance Procedure

It is the policy of the Technical College System of Georgia (TCSG) and Central Georgia Technical College (CGTC) to maintain a grievance process available to all students that provides an open and meaningful forum for their grievances, the resolution of these grievances, and is subject to clear guidelines.

This procedure does not address grievances related to the unlawful harassment, discrimination and/or retaliation for reporting harassment/discrimination against employees. Those complaints are handled by the Unlawful Harassment and Discrimination of Staff Procedure.

Definitions

A. Grievable issues: Issues arising from the application of a policy/procedure to the student's specific case is always grievable. Specifically grievable are issues related to student advisement, improper disclosure of grades, intellectual property claims, unfair testing procedures and poor treatment of students; this is a representative list and is not meant to be exhaustive.

B. Non-grievable issues: Issues which have a separate process for resolution (i.e. disciplinary sanctions, FERPA, financial aid, academic grades, discrimination, harassment etc.) are not grievable and a student must take advantage of the process in place.

C. Business days: Weekdays that the college administrative offices are open.

D. Vice President for Student Affairs (VPSA): The staff member in charge of the student services division at the college.

E. Retaliation: Unfavorable action taken, condition created, or other action taken by a student/employee for the purpose of intimidation directed toward a student because the student initiated a grievance or participated in an investigation of a grievance.

F. Grievant: the student who is making the complaint.

PROCEDURE

A. For all timelines established herein, if a student will need additional time, an extension may be granted at the Vice President for Student Affairs' discretion.

B. Informal Grievance Procedure: Students with grievable issues should resolve those issues, if possible, on an informal basis without the filing of a formal grievance.

1. A student has 10 business days from the date of the incident being grieved to resolve the matter informally by approaching their instructor, department chair or any other staff or faculty member directly involved in the grieved incident.

2. Where this process does not result in a resolution of the grievable issue, the student may proceed to the formal grievance procedure below.

C. Formal Grievance Procedure: where a student cannot resolve their grievance informally, he or she may use this formal grievance procedure.

1. Within 15 business days of the incident being grieved, the student must file a formal grievance by submitting a CGTC Student Formal Grievance Form to the office of the Executive Director of Conduct, Appeals & Compliance or the technical college president's designee.

2. If the grievance is against the VPSA, the student shall file the grievance with the technical college president.

3. The VPSA, or the technical college president's designee, will investigate the matter and supply a written response to the student within 15 business days.

4. If the grieved incident involves possible unlawful harassment, discrimination or retaliation for reporting unlawful harassment/discrimination, the investigation will be handled pursuant to the Procedure: Unlawful Harassment and Discrimination of Students.

5. If the grieved incident is closely related to an incident being processed through the harassment/discrimination or disciplinary procedures, the proceedings under the Unlawful Harassment and Discrimination of Student's procedure will take precedence, then the disciplinary procedure and then the student's grievance will be addressed. The grievance will not be processed until after the other procedures have run their course.

6. The VPSA, or the technical college president's designee, shall be granted an additional 15 business days to investigate the grievance upon notice to the grieving student.

Appeal

The student may appeal the decision from the VPSA or the technical college president's designee to the technical college president. Only the student has the right to appeal.

1. A student shall file a written appeal to the technical college president within 5 business days of receiving the response referenced in VI.B.3. above.

2. The appeal will be decided based entirely on documents provided by the student and the administration; therefore the student must ensure that he or she has provided all relevant documents with his or her appeal.

3. At the sole discretion of the technical college president, grievance appeals at their institution may be held in one of the following two ways:

a) The technical college president may review the information provided by the student and administration and make the final decision; or
b) The technical college president may appoint a cross-functional committee to make the final decision.
c) The decision of either the technical college president or the cross-functional committee shall be made within 10 business days of receipt of the appeal.

4. Whichever process is chosen by the technical college president, the decision of the grievance appeal is final.

Retaliation against a student for filing a grievance is strictly prohibited.

TCSG Reference: *V.D.I. Procedure: Student Grievances*

The Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act (FERPA) was designated to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide the guidelines for the correction of inaccurate or misleading data through informal and formal hearings. CGTC fully complies with this act. Students also have the right to file complaints with FERPA concerning alleged failure by the College to comply with the Act. Directory information will be treated as public information and will generally be available on all students and former students at the discretion of the College.

As defined by The Solomon Amendment, directory information includes the following:

The student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, height, weight, age, hometown, hobbies, dates of attendance, degrees, honors, awards applied for and/or received, and previous educational institutions attended by the student.

Student Records

Central Georgia Technical College maintains a student's permanent record and transcript based upon guidelines established by the American Association of Collegiate Registrars and Admission Officers (AACRAO) Academic Record of Transcript Guide. Policies and procedures for release of the official transcript for a student are in accordance with The Family Educational Rights and Privacy Act of 1974 (FERPA). The retention and disposal of student records is in accordance with AACRAO guidelines as stated in the Retention of Records - A Guide for Retention and Disposal of Student Records. A student's official record, maintained for five (5) years, consists of the application for admission, placement scores, appropriate transcripts (high school, technical college or college). The student records are kept in the Office of Admissions. Students wishing to examine their file should contact this office. If a student desires a hearing to challenge any information in his/her file, he/she should contact the Registrar's Office. Any student who changes his/her legal name or address should notify the Office of the Registrar promptly so that accurate records may be maintained. **The Registrar is the official custodian of all student records.**

Student Right to Know Policy

Central Georgia Technical College honors the Student Right to Know and Campus Security Act of 1990 (Public Law 101-542). The yearly crime report to the U. S. Department of Education can be accessed through the Public Safety link on the CGTC website. The latest reported crimes can also be accessed through the same site through the link for the daily crime reports.

If a hard copy of either report is desired, it can be obtained by submitting a request through the department of public safety at (478) 757-3453. It can also be printed directly from the website.

Release of Student Records

Information contained in the student's academic records or on the student's academic transcript is released based upon the Family Education Rights and Privacy Act (FERPA) regulations. Students have the right to restrict the release of directory information as outlined by FERPA. Issuance of information contained on the transcript or in the student's academic record is the responsibility of the Registrar's Office.

CGTC Intellectual Property

To further its goal of making education accessible to as many people as possible, the Technical College System of Georgia (TCSG) owns the intellectual property rights in any and all works produced by or for the College.

In order that TCSG may be able to utilize to the best and fullest extent all works produced for it, and all works provided for its use, anyone producing work for the College and anyone providing work for the College use, represents and warrants that such works:

- Do not violate any law;
- Do not violate or infringe any intellectual property right (including but not limited to copyright, trademark, patent, or right of publicity) of any person or firm; and
- Does not libel, defame, or invade the privacy of any person or firm.

The Commissioner may establish a committee to make recommendations concerning the development of intellectual property not exclusively owned by TCSG or the College.

***TCSG Reference*: II.E.1. Intellectual Property**

Acceptable Computer and Internet Use

Using a computer without permission is theft of services and is illegal under state and federal laws. Federal law prohibits misuse of computer resources. In addition, the following specific computer crimes are prohibited by state law in Georgia (O.C.G.A. § 16-9-90 et seq.):

Computer theft (including theft of computer services, intellectual property such as copyrighted material, and any other property);

Computer trespass (unauthorized use of computers to delete or alter data or interfere with others' usage);

Computer invasion of privacy (unauthorized access to financial or personal data or the like);

Computer forgery (forgery as defined by other laws, but committed on a computer rather than on paper);

Computer password disclosure (unauthorized disclosure of a password resulting in damages exceeding $500 - in practice, this includes any disclosure that requires a system security audit afterward); and

Misleading transmittal of names or trademarks (falsely identifying yourself or falsely claiming to speak for a person or organization by using their name, trademark, logo, or seal).

Maximum penalties for the first four crimes in the list are a $50,000 fine and 15 years of imprisonment, plus civil liability. The maximum penalties for computer password disclosure are a $5,000 fine and 1 year of imprisonment, plus civil liability.

The purpose of College-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the Central Georgia Technical College. Access is a privilege, not a right. Access entails responsibility.

Users should not expect files stored on College-based computers to be private. Electronic messages and files stored on College-based computers shall be treated like other College premises that are temporarily assigned for individual use. Administrators may review files and messages in an effort to maintain system integrity and in an effort to insure that users are acting responsibly. Moreover, College officials shall cooperate with law enforcement officials who are properly authorized to search College computers and computer systems.

All information created, stored or transmitted by College computers or networks is subject to monitoring for compliance with applicable laws and policies.

The following uses of College-provided computers, networks and Internet access are not permitted:

a. To create, access or transmit sexually explicit, obscene, or pornographic material;

b. To create, access or transmit material that could be considered discriminatory, offensive, threatening, harassing, intimidating, or attempts to libel or otherwise defame any person.

c. To violate any local, state or federal statute;

d. To vandalize, damage, or disable the property of another individual or organization;

e. To access another individual's password, materials, information, or files without permission;

f. To violate copyright or otherwise use the intellectual property of another individual or organization in violation of the law, including software piracy;

g. To conduct private or personal for-profit activities. This includes use for private purposes such as business transactions, private advertising of products or services, and any activity meant to foster personal gain;

h. To knowingly endanger the security of any College computer or network;

i. To willfully interfere with another's authorized computer usage;

j. To connect any computer to any of the College networks unless it meets technical and security standards set by the College;

k. To create, install, or knowingly distribute a computer virus, "Trojan horse," or other surreptitiously destructive program on any College computer or network facility, regardless of whether any demonstrable harm results; and

l. To modify or reconfigure the software or hardware of any College computer or Network without proper authorization.

m. To conduct unauthorized not-for-profit business activities;

n. To conduct any activity or solicitation for political or religious causes;

o. To perform any activity that could cause the loss, corruption of, prevention of rightful access to, or unauthorized distribution of College data and information; and

p. To create, access, or participate in online gambling. Occasional access to information or websites of the Georgia Lottery Corporation shall not constitute nor be considered inappropriate use.

Occasional personal use of Internet connectivity and e-mail that do not involve any inappropriate use as described above may occur, if permitted be the College. Any such use should be brief, infrequent, and shall not interfere with User's performance, duties and responsibilities.

Users of College computers and computer systems are subject to the Technical College System of Georgia's policy on the development of Intellectual Property. Any violation of this policy and rules may result in disciplinary action against the employee or student. When and where applicable, law enforcement agencies may be involved.

The College makes no warranties of any kind, express or implied, for the computers, computer systems and Internet access it provides. The College shall not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service. The College shall not be responsible for the accuracy, nature or quality of information gathered through College diskettes, hard drives or servers; nor for the accuracy, nature or quality of information gathered through College-provided Internet access. The College shall not be responsible for personal property used to access its computers or networks or for College-provided Internet access. The College shall not be responsible for unauthorized financial obligations resulting from College-provided access to the Internet.

TCSG Reference: **II. C. 4. Acceptable Computer and Internet Use**

Identity Theft Prevention

The Identity Theft Prevention Policy is adopted in compliance with the Federal Trade Commission's "Red Flags Rule," which implements Section 114 of the Fair and Accurate Credit Transactions Act of 2003. The purpose of this policy is to establish an Identity Theft Prevention Program to detect, prevent and mitigate Identity Theft in connection with the opening of a Covered Account or an existing Covered Account, and to provide for administration of the Identity Theft Prevention Program.

TCSG References: **Identity Theft Prevention Policy**

Penalties

Violations of these policies incur the same types of disciplinary measures as violations of other Central Georgia Technical College policies or state or federal laws, including criminal prosecution.

Student Affairs Services

- Career Services
- Special Services
- Student Activities and Recognition

Student Affairs Services

Career Services

The mission of Career Services is to provide students and alumni with assistance in learning about the world of work, exploring career options, developing job search skills, and locating employment opportunities. This office seeks to assist students with developing strategies and techniques on how to become successful in a competitive and dynamic job market.

Career Services staff offer individual coaching, as well as presentations and workshops on topics such as career exploration, resume development, cover letter writing, and interviewing skills. Career Services also conducts Career Fairs, hiring events, and employer visits to our campuses.

A variety of tools and services are available to students and graduates to help with their career selection and employment search. Virtual Job Shadow is an online career planning and career exploration resource that provides all the tools and resources for charting a career path. Students can visit this link Virtual Job Shadow's website then click on "New Account" to set up log-in information.

Central Georgia Technical College has partnered with Optimal Resume, a web-based career management program, where students will find a variety of tools to help create, present, manage, and share their professional credentials including resumes, cover letters, portfolios, and websites. Optimal Resume also provides up to date and relevant assistance with interviewing techniques and other job search skills.

The Georgia Career Information System is available online to students and alumni. It offers comprehensive career interest assessments to assist in matching individuals to compatible career paths, as well as information including the latest data on jobs such as working conditions, hiring requirements, employment outlook by geographic area, and ways to prepare for employment.

GAcollege411 contains information on colleges in Georgia and programs of study offered in a given area of interest. Students can visit GACollege411's website to learn more.

Career Services staff contact alumni of Central Georgia Technical College upon graduation to obtain feedback on employment outcomes. This feedback is collected to ensure that the college matches educational outcomes with the knowledge and skills required by employers so that our graduates thrive in a competitive job market.

For additional information, visit the Career Services website. Visit the Career Services office on the Warner Robins or Macon campus, or call (478) 218-3289 In Warner Robins, (478) 757-3431 in Macon, or (478) 445-2305 in Milledgeville.

Special Services

Central Georgia Technical College provides equal opportunities to qualified students with documented disabilities. Assistance is available for students with physical or psychological disabilities or with learning disorders, including but not limited to attention deficit disorder, acquired brain injury, and specific learning disabilities. To receive services, students must self-disclose, request accommodations, and provide documentation that meets the guidelines set forth by the College and by the Technical College System of Georgia. Evaluations submitted as documentation must clearly indicate that a physical, psychological, or learning disorder is present and substantially limits one or more of the major life activities. For all types of disabilities, reasonable accommodations are provided in order to offset as much as possible the effect the disability may have on learning, classroom performance, and testing. Based on the student's documentation and a personal interview, an accommodation plan is developed by a Special Populations Coordinator.

Students with disabilities who wish to request accommodations must contact the Special Populations Coordinator for the student's campus of admission and set an appointment by phone or e-mail to meet with a special populations staff member to begin the documentation approval and academic adjustment process. Services are available on all campuses and will be coordinated by the campus's Special Populations Coordinator.

The Special Populations Coordinator for Central Georgia Technical College's northern region (Bibb, Baldwin, Jones, Putnam, and Monroe Counties) is:
Sabrina Coneway
CGTC Macon Campus
sconeway@centralgatech.edu

The Special Populations Coordinator for Central Georgia Technical College's southern region (Houston, Pulaski, Peach, Dooly, Crawford, and Twiggs Counties) is:
Donna Dutcher
CGTC Warner Robins Campus
ddutcher@centralgatech.edu

Student Activities and Recognition

GOAL Program

The Georgia Occupational Award of Leadership (GOAL) is an annual honors program jointly sponsored and administered at the state level by the Technical College System of Georgia and the Georgia Chamber of Commerce. The program's purpose is to give proper emphasis to the dignity and importance of technical education in today's world. GOAL candidates represent the new image of Georgia's technical colleges. Students must recognize technical education's critical impact on Georgia's overall economic health, have a strong work ethic, a dedicated sense of loyalty, and a healthy enthusiasm for promoting technical education in Georgia.

Full-time students who have satisfactorily completed one semester are eligible to be nominated for the GOAL Award. Instructors nominate outstanding students for the local GOAL title. One winner is selected to be the CGTC GOAL representative at the consortium level competition. Consortium winners go on to compete at the state level. The winner of the state competition is chosen based on leadership qualities and serves as an ambassador for technical education.

Student Activities

Central Georgia Technical College encourages students to participate in organizational activities under the supervision of Student Affairs. The College ensures compliance with Title IX regarding all activities. Students must maintain a minimum 2.00 grade point average to be eligible to participate. The following student activities are available to the student body.

Titans Athletics

CGTC is proud to have an intercollegiate athletics program that features men's and women's basketball and men's and women's cross country. The Titans are members of the Division I National Junior College Athletic Association (NJCAA) and the Georgia Collegiate Athletic Association (GCAA).

The Wellness Center

CGTC Wellness Centers are located on the Warner Robins, Macon, and Milledgeville campuses. The facilities are used by CGTC athletes, students, faculty and staff. The facilities have a wide range of exercise equipment.

Student Organizations

Alliance of Cardiovascular Professionals (ACVP)

ACVP has a 40+ year history of service leading the way in representing professionals, supporting credentialing and providing continuing education for advancement. The goals of ACVP are

- To meet the needs of all cardiovascular and pulmonary providers

- To promulgate standards
- To promote recognition of the cardiovascular profession.
- Connecting over 3000 professionals involved in all levels of cardiovascular service (administration, management, nursing and technology) and involved in all specialties (invasive, noninvasive, echo, cardiopulmonary).

Lambda Nu

National honor society for the radiologic and imaging sciences.

National Association of Orthopedic Technologists

NAOT is dedicated to the pursuit of excellence through education of orthopedic technologists, and other related allied health care professionals, and the general public. NAOT believes that the profession of orthopedic technology can only reach full potential and universal acceptance through widespread educational opportunities. Certification of all orthopedic technologists underscores NAOT's commitment to these professional goals.

National Technical Honor Society

The National Technical Honor Society is an educational organization established to honor excellence in workforce education. Membership, by invitation only, is the highest scholastic honor awarded for exceptional performance in this area of education.

Phi Beta Lamda

Phi Beta Lambda (PBL) is the post-secondary equivalent of Future Business Leaders of America and is the largest student leadership organization in the nation. The PBL Club at CGTC is open to all students. There are two chapters â€“ the Warner Robins Chapter and the Macon Chapter to provide greater access to the majority of our students. The focus of the organization is on community service, leadership, and both personal and professional development. As a member, students participate in club fundraisers and community service projects, and serve as officers and committee members/chairs to develop their leadership skills. Additionally, members have the opportunity to compete in regional, state, and national competitions against their peers from other technical colleges as well as 4-year colleges and universities. As a result, students have the opportunity to travel across the state and nation and network with other students and professionals from the business world. Membership dues are required once per year.

Sigma Alpha Pi: The National Society of Leadership and Success

The National Society of Leadership and Success, or Sigma Alpha Pi, is an organization to help facilitate leadership and training to students. Once a month, The Society hosts a video conference with one of the nation's top authors and speakers. Additionally, student members are entered into a national organization which provides training and networking on the campus.

SkillsUsa

SkillsUsa is a national student organization serving more than 264,500 high school and college students and professional members enrolled in training programs in technical, skilled, and service occupations, including health occupations.

Student American Dental Hygienists' Association

The objectives of this organization shall be to cultivate, promote, and sustain the art and science of dental hygiene, to represent and safeguard the common interest of the members of the dental hygiene profession, and to contribute toward the improvement of the oral health of the public.

Student Leadership Council

The Student Leadership Council (SLC) is an elected body of students and is available to any student selected by the student body. SLC promotes the welfare of the College through democratic practices and procedures, plans student activities, promotes school functions, and provides input to the Vice President of Student Affairs.

Non-Traditional Student Association

The Non-Traditional Student Association (NTSA) will be defined as a student at CGTC who is over the age of thirty, and/or a single parent, and/or a displaced homemaker, and/or has limited English proficiency, and/or is considered economically disadvantaged, and/or is a student with disability, and/or is enrolled in a non-traditional program of study here at CGTC, and is seeking to successfully continue their education while managing the demands and responsibilities of adult life. The student may be full-time or part-time. The **New Traditions Support Group (NTSG)** meetings are designed to allow members to meet, discuss, various life/academic concerns, and provide support and networking opportunities with each other, as well as to inform every one of community resources related to particular needs.

Student Ambassador

An Ambassador is known as an official representative of an organization, and the Student Ambassadors represent Central Georgia Technical College. Duties of the Ambassadors include taking an active role in various college events such as Senior Day, various tours, graduation, student registration, career fairs and other events that help to promote the college. Ambassadors show leadership and are knowledgeable about CGTC, and they assist other organizations on campus as well. Any student enrolled in a certificate, diploma or degree program that is committed to representing Central Georgia Technical College are encouraged to apply. Interested students are required to have a minimum GPA of 2.5 and submit a recommendation letter from a CGTC instructor.

Adult Education

- About Adult Education
- Programs and Services
- Policies and Procedures

Adult Education

About Adult Education

The Adult Education Division helps adult learners acquire the basic skills - reading, writing, computation, speaking, and listening - necessary to compete successfully in today's workplace. This program delivers educational services responsive to the individual needs of students who are undereducated. It is designed to enable adult learners to acquire the necessary basic skills to compete successfully in today's workplace, strengthen family foundations, and exercise full citizenship. English literacy classes are also available for those citizens who are not proficient in speaking and/or writing English.

Mission Statement

The mission of Central Georgia Technical College's Adult Education Division is to help each student acquire the basic skills - writing, computation, speaking, and listening - necessary to compete successfully in today's workplace, to strengthen individual character and family foundations, and to exercise full citizenship.

Central Georgia Technical College's Adult Education Division provides educational support with basic skills, pre-GED, GED preparation, job-related skills construction, family literacy, and English literacy programs, at no cost to the student, at locations in Baldwin, Bibb, Crawford, Dooly, Houston, Jones, Macon, Monroe, Peach, Pulaski, Putnam, and Twiggs counties. The AED strives to enhance the quality of life for any adult, 16-years of age or older, by improving his/her ability to read, write, compute, speak, listen and to development English literacy skills.

Each participant is evaluated and assigned a self-paced individualized educational plan to promote optimum growth. Explicit instruction, technology and volunteerism are strong components of the program.
Funding is provided by federal, state and local sources as well as private grants and foundations. Local businesses and industries support the program through various contributions to include access to their facilities at no cost, designated staffing, GED test scholarships, and other services.

Programs and Services

Transition 360°

Transition 360° is a streamlined process of moving students from GED to College. The Transition Specialist and Accelerating Opportunities navigator guide the process of enrollment from start to finish by: (1) engaging and motivating students about the benefits of post-secondary education; (2) explaining eligibility criteria/expectation for admissions, financial aid, compass test and registration; (3) managing instructor referrals and providing follow-up for specific needs or resources; (4) providing a continuous support network; (5) dispelling educational myths with facts; and (6) individualized general advisement. Transition 360° mission is to ensure that all GED students are successful in completing their education and gain the necessary skills needed to succeed for the 21st Century workforce.

GED Preparation

Pre-GED and GED preparation classes are provided by Central Georgia Technical College's Adult Education Division at various locations, and are free to participants.

English Literacy/Civics Program

The English Literacy/Civics Program is designed for adults with limited or non- English speaking skills. These classes provide English instruction and additional skills necessary for students to live and work in Georgia. The Adult Education Division at Central Georgia Technical College offers various levels of instruction from basic literacy to advanced levels. Help is also offered in obtaining U.S. citizenship.

Adult Ed 101

This program has been designed to provide students with the opportunity to review and build critical skills needed to maximize the classroom experience. This program focuses on building the foundational skills needed to ensure success in an Adult Education classroom. The Adult Ed 101 program has helped many students that have struggled with reading and spelling challenges.

Accelerating Opportunity

Accelerating Opportunity seeks to improve the way Adult Basic Education (ABE) is delivered by connecting GED students to the technical college career pathways and enabling lower-skilled adults to enter and complete post-secondary education. By aligning and accelerating ABE, GED, and developmental programs and providing nontraditional students with the supports they need, Accelerating Opportunity career pathway programs enable more low-income adults to complete post-secondary credentials that are of value in the labor market. Accelerating Opportunity helps our nation's lowest-skilled adults earn higher-wage jobs faster by combining the Adult Basic Education and career and technical training they need into one integrated curriculum.

Policies and Procedures

Orientation Process

Each of the twelve counties offers orientation weekly. This is the first step to identify academic strengths and the development of a customized Student Education Plan (SEP) to serve each student's individual needs. The process consists of several phases.

- Step One – Contact the office nearest you to pre-register.
- Step Two – Register for an orientation session.
- Step Three – Complete all phases of orientation prior to starting classes.

Please bring the following when you pre-register:

- State issued identification; picture required
- Letters of referral (from referral agencies, or Central Georgia Technical College); if applicable
- Documentation of any accommodations as documented by a physician (Must be dated within the last 5 years)
- Underage youth (Ages 16 & 17) must pre-register by a parent. The student will need to bring a state issued identification and the Withdrawal Form from school. State issued identification is available at no charge at a county voter registration office.
- If you have taken parts of the GED Test, bring a copy of GED test record

According to Georgia state law, **all** applicants for Adult Education programs, ages 18 and over, must:

1. Be United States citizens or legal permanent residents, or
2. Be qualified aliens or non-immigrants under the Federal Immigration and Nationality Act, Title 8 U.S.C.
3. These individuals will be required to provide photocopy of a state issued identification card, Alien Registration Card, Employment Authorization document, Form I-94 or other documentation as provided by the Department of Homeland Security.

Code of Conduct

Each student is required to sign a code of conduct agreement during the orientation session. This code guides work ethics appropriate in the classroom /workplace. Students who fail to adhere to the code of conduct will be considered for

suspension and are subject to dismissal. The following reflects the conditions a student must respect in order to maintain enrollment:

Punctuality - Each class session has a specific schedule for when it starts and ends: signing in and out of class is mandatory.

Dress Code - Each student is expected to maintain a neat, clean and professional appearance. The following dress is not considered appropriate in the classroom workplace:
Muscle shirts, tank tops, tube tops, strapless or T. strap tops or dresses without a shirt or jacket, exposed midriffs, ripped or-torn clothing, cutoff jeans, micro mini shorts or skirts, tights or stretch pants (unless covered by a tunic top); caps, headbands, bandannas, durags; pants below the waist or unbuttoned shirts.

Courtesy - Students are to demonstrate respect for staff, volunteers, and classmates by demonstrating a positive energy in the classroom, hallways or on the grounds. Loud voices, profanity, and insulting behaviors are not tolerated. Personal discussions should not be disruptive. Interrupting instructors, classmates or speakers on a repeated basis will not be tolerated. Maintaining proper ethical behavior at all times is required.

Electronics - While in the classroom and hallway, cell phones, MP3 players, radios, CD players, pagers, or headsets/earphones are not to be used.

Drug Policy - No use of alcohol or drugs allowed on the school premises. No attendance to class while intoxicated or under the influence of illegal drugs is allowed.

Attendance - Students are expected to attend class in accordance with the hours of the class selected; should circumstances prevent attendance on a regular basis the student is expected to communicate with their instructor to develop a strategy for continued enrollment.

Weapons - No weapons are allowed on premises. These include, but are not limited to, guns, knives or sharp objects.

Property/Grounds - No food or beverages are allowed in the classroom. Smoking is prohibited except in designated area. Cigarette butts are considered trash and should be disposed of properly. Litter is to be placed in proper receptacles.

Loitering - Designated break areas are the only places students can gather. Students are not to remain on campus at times other than scheduled class periods.

Full-Time Student Status

In order to attain full-time student status, a student must maintain a minimum of 20 hours per week. Every effort will be made to accommodate requests, however, placement cannot be guaranteed. Students should inform staff of this need during the orientation program.

Verification of Attendance

Students who are referred to Adult Education are often required to provide the referring agency with a verification of attendance document. Prior to providing documentation, students must sign a waiver to release records. Three business days are needed to verify and produce the documentation requested through the Adult Education business office.

GED Testing Procedures

The GED test is a four-subject, computer-based high school equivalency test that measures skills required in high school. Successful completion of the GED test results in a GED diploma, the equivalent to a high school diploma. In Georgia, each subject area test is $40. To be eligible to take the GED test, an individual must be at least 16 years of age, must not be enrolled in high school, and must not have graduated from an accredited high school or received a high school equivalency certificate or diploma; state or government issued photo ID is required. All 16 and 17 year olds must enroll in a state-approved adult education program and receive State underage approval before taking the official GED test. GED testing is available Monday-Friday at Central Georgia Technical College.

Graduation

A graduation ceremony is held every spring for persons who attained their GED diploma during the academic year or any previous year. Individuals currently enrolled that qualify will receive a letter informing of the process to follow in order to participate in the ceremony. Other individuals may contact the office for information.

Special Accommodations Notice

It is the responsibility of any student who has a disability and desires any special accommodation for instruction or testing, to notify the program administrative office and provide professional documentation of his/her disability.

Economic Development

- Economic Development
- Business and Industry Services
- Continuing Education
- Computer Training Center
- Quick Start
- Act WorkKeys Services Center and Georgia Certified Work Ready

Economic Development

The Office of Economic Development provides customized business and industry training and continuing education services responsive to the needs of citizens, businesses, and industries within the eleven counties served by Central Georgia Technical College. Programs are offered on and off campus through a variety of delivery systems. Services include a comprehensive array of personal, technical, and professional development opportunities. The Computer Training Center, under the auspices of the continuing education program, offers classes in more than thirty software applications. The Office of Economic Development Programs ensures customer satisfaction by providing high quality programs, facilities, equipment, and resources employing cutting edge technology. The Office also functions as the principal management and training liaison for Quick Start projects and administration of Georgia's Retraining Tax Credits program.

Business and Industry Services

Central Georgia Technical College promotes economic development by providing customized programs to assist business and industry in specific training and retraining needs. Short term courses are available within the eleven-county service area during day or evening hours. Courses may be conducted at a business site, an industrial plant, a local school facility, or any location which is suitable for the type of instruction requested. Employers who provide retraining for employees may be eligible for the Retraining Tax Credits for Existing Industry.

Continuing Education

The Continuing Education Department provides lifelong learning opportunities through a broad spectrum of non-credit courses, workshops and seminars developed in response to input from individuals and the business community. In addition to the traditional instructor led course offerings hundreds of online classes can be accessed anytime. These classes require no application fee or testing and are offered throughout the CGTC service area. Interested participants may register in person, by mail, or electronically via the CGTC web site, www.centralgatech.edu/ce. Enrollment fees are charged for each course. Real estate and insurance courses are offered for those interested in pursuing or renewing real estate or insurance licenses. Students who satisfactorily complete career, professional and technical courses may receive Continuing Education Units (CEUs).

Computer Training Center

The Computer Training Center, under the auspices of the continuing education program, offers short-term classes in today's most popular software applications. Courses are designed to assist the business community with immediate computer training requirements. Web page design, operating systems, word processing, spreadsheets, database management, presentation graphics, and desktop publishing are among the many classes offered. Customized training is also available on campus or at the customer's location.

Quick Start

Since 1967, the Quick Start program has served the citizens of Georgia as an incentive for the expansion of existing businesses and for the location of new businesses in the state. Special funds, authorized by the Georgia Legislature, are available to provide training for the additional personnel required when industries expand. New or expanding industries should contact the Vice President of Economic Development at for complete details on the services available through the Quick Start program.

ACT WorkKeys Services Center

CGTC offers comprehensive systems for improving the workforce by using skill assessments, job profiling and training. Designed as a workforce development initiative to assess the skills of Georgia's workers and provide valuable skills training

opportunities, ACT WorkKeys allows employers to match skills with their specific job requirements. Job profiling offers a concrete way for organizations to analyze the skills needed for specific jobs.

As an ACT WorkKeys Service Center, Central Georgia Technical College plays a major role in the development of a more highly skilled workforce. Work Keys is a system developed by American College Testing (ACT) to evaluate the skills required for a specific job. Once a job has been evaluated, or profiled, a match can be found among existing employees or job applicants to fill the position. Training can then be developed to address the remaining skills the employee needs. The Work Keys system affords a company increased cost efficiency in managing its human resources and training allocations.

Aerospace, Trade & Industry Programs

- Air Conditioning Technology
- Aircraft Structural Technology
- Automotive Collision Repair
- Automotive Fundamentals
- Aviation Maintenance Technology
- Cabinetmaking
- Carpentry
- Construction Management
- Commercial Truck Driving
- Drafting
- Electrical Construction & Maintenance
- Electronics Fundamentals & Electronics Technology

- Geographic Information Systems
- Industrial Systems Technology
- Metrology
- Small Engine Repair
- Welding and Joining Technology

AIR CONDITIONING TECHNOLOGY (ACT2)

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

Diploma Program	
Program Length	51 Credit Hours
Education Requirements	High School graduate or GED required; Minimum age: 16
Entrance Dates	Every Semester
Offered	Macon, Milledgeville and Warner Robins Campuses

Air Conditioning Technology Diploma Curriculum

		Credit Hours
General Education Core Courses		**8**
EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
Occupational Courses		**43**
COMP 1000	Introduction to Microcomputers	3
AIRC 1005	Refrigeration Fundamentals	4
AIRC 1010	Refrigeration Principles and Practices	4
AIRC 1020	Refrigeration Systems Components	4
AIRC 1030	HVACR Electrical Fundamentals	4
AIRC 1040	HVACR Electrical Motors	4
AIRC 1050	HVACR Electrical Components and Controls	4
AIRC 1060	Air Conditioning 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
	Total Hours	**51**

AIR CONDITIONING ELECTRICAL TECHNICIAN (ACK1)
Technical Certificate of Credit

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

Technical Certificate of Credit	
Program Length	12 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 16
Entrance Dates	Every Semester
Offered	Macon, Milledgeville and Warner Robins Campuses

		Credit Hours
AIRC 1030	HVACR Electrical Fundamentals	4
AIRC 1040	HVACR Electrical Motors	4
AIRC 1050	HVACR Electrical Components and Controls	4
	Total Hours	**12**

RESIDENTIAL AIR CONDITIONING TECHNICIAN (RA21)
Technical Certificate of Credit

The Residential Air Conditioning Technician TCC is a series of courses designed to prepare students for entry level positions in the maintenance and repair of residential air conditioning systems.

Technical Certificate of Credit	
Program Length	16 Credit Hours
Education Requirements	High School diploma or GED **not** required; Minimum age: 16
Entrance Dates	Every Semester
Offered	Warner Robins, Macon, and Milledgeville Campuses

Minimum Test Scores			
Test:	Asset	Compass	Not Required
Reading		70	
English		32	
Mathematics		26	
Algebra			

		Credit Hours
AIRC 1005	Refrigeration Fundamentals	4
AIRC 1020	Refrigeration Systems Components	4
AIRC 1060	Air/Conditioning Systems Application and Installation	4
AIRC 1090	Troubleshooting Air Conditioning Systems	4
	Total Hours	**16**

AIR CONDITIONING TECHNICIAN ASSISTANT (AZ31)
Technical Certificate of Credit

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

Technical Certificate of Credit	
Program Length	12 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 16
Entrance Dates	Every Semester
Offered	Macon, Milledgeville and Warner Robins Campuses

		Credit Hours
AIRC 1005	Refrigeration Fundamentals	4
AIRC 1010	Refrigeration Principles and Practices	4
AIRC 1020	Refrigeration Systems Components	4
	Total Hours	**12**

AIRCRAFT STRUCTURAL TECHNOLOGY (AST2)

The Aircraft Structural Technology diploma is a sequence of courses that prepares students for careers in aircraft structures manufacture and repair. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of aircraft structural theory and practical application necessary for successful employment. Program graduates receive an Aircraft Structural Technology diploma and are qualified as aircraft structural specialists.

Diploma Program	
Program Length	52 Credit Hours
Education Requirements	High School graduate or GED required; Minimum age: 16
Entrance Dates	Every Semester
Offered	Warner Robins and Macon Campuses

Aircraft Structural Technology Curriculum

		Credit Hours
General Education Core Courses		**8**
EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
Occupational Courses		**44**
COMP 1000	Introduction to Microcomputers	3
ASTT 1010	Basic Blueprint Reading	4
ASTT 1020	Aircraft Blueprint Reading	3
ASTT 1030	Structural Fundamentals	6
ASTT 1040	Structural Layout and Fabrication	5
ASTT 1050	Aerospace Quality Management	3
ASTT 1070	Aerodynamics	2
ASTT 1090	Composites and Bonded Structures	4
ASTT 1100	Sealants	2
ASTT 1110	Corrosion Control	5
ASTT 1120	Aircraft Metallurgy	4
ASTT 1180	Aircraft Technical Publications	3
	Total Hours	**52**

AIRCRAFT ASSEMBLY TECHNICIAN (AA61)
Technical Certificate of Credit

The Aircraft Assembly Technician certificate program will provide technical training to existing industry and individuals interested in obtaining aircraft structural assembly skills. This program will provide a minimum of training for job market entry and/or upgrading for existing industry personnel and could lead to continued training for a diploma. This program results from industry requesting new personnel with the skills addressed in the aircraft structural courses included in this program.

Technical Certificate of Credit	
Program Length	13 Credit Hours
Education Requirements	High School Diploma or GED required, Minimum Age: 16
Entrance Dates	Every Semester
Offered	Warner Robins and Macon Campuses

		Credit Hours
ASTT 1010	Basic Blueprint Reading	4
ASTT 1020	Aircraft Blueprint Reading	3
ASTT 1030	Structural Fundamentals	6
	Total Hours	**13**

AUTOMOTIVE COLLISION REPAIR (ACR2)

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.

Diploma Program	
Program Length	49 Credit Hours
Education Requirements	High School diploma or GED required; Minimum age: 16
Entrance Dates	Every Semester
Offered	Macon Campus

Minimum Test Scores			
Test:	Asset	Compass	Not Required
Reading	70		
English	32		
Mathematics	26		
Algebra			

Automotive Collision Repair Diploma Curriculum

		Credit Hours
General Education Core Courses		**8**
EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
Occupational Courses		**41**
COMP 1000	Introduction to Computers	3
ACRP 1000	Introduction to Auto Collision Repair	4
ACRP 1005	Automobile Component Repair and Replacement	4
ACRP 1010	Foundations of Collision Repair	5
ACRP 1015	Fundamentals of Automotive Welding	4
ACRP 1017	Mechanical and Electrical Systems I	4
	OR	
ACRP 1018	Mechanical and Electrical Systems	(4)
ACRP 1019	Mechanical and Electrical Systems II	5

COMPLETE ONE OF THE FOLLOWING SPECIALIZATIONS

Refinishing Specialization (8RS2)		
ACRP 2000	Introduction to Refinishing	5
	OR	
ACRP 2001	Introduction to Auto Painting and Refinishing	(5)

ACRP 2002	Painting and Refinishing Techniques	5
ACRP 2009	Refinishing Internship	2

Major Collision Repair Specialization (8MC2)

ACRP 2010	Major Collision Repair	5
ACRP 2015	Major Collision Replacements	5
ACRP 2019	Major Collision Repair Internship	2

Minimum Total Hours **49**

AUTOMOTIVE COLLISION REPAIR ASSISTANT I (AB51)
Technical Certificate of Credit

The Automotive Collision Repair Assistant I certificate program prepares students for employment as assistants to lead and master technicians in an automotive collision repair shop. Topics covered include work safety, hand and power tools, basic component replacement, automotive welding techniques, and mechanical and electrical systems.

Technical Certificate of Credit	
Program Length	21 Credit Hours
Education Requirements	High School diploma or GED required; Minimum age: 16
Entrance Dates	Every Semester
Offered	Macon Campus

Minimum Test Scores			
Test:	Asset	Compass	Not Required
Reading		70	
English		32	
Mathematics		26	
Algebra			

		Credit Hours
ACRP 1000	Introduction to Auto Collision Repair	4
ACRP 1005	Automobile Component Repair and Replacement	4
ACRP 1015	Fundamentals of Automotive Welding	4
ACRP 1017	Mechanical and Electrical Systems I	4
ACRP 1019	Mechanical and Electrical Systems II	5

Total Hours **21**

AUTOMOTIVE FUNDAMENTALS (AF12)

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

Diploma Program	
Program Length	43 Credit Hours
Education Requirements	High School diploma or GED required; Minimum age: 16
Entrance Dates	Every Semester
Offered	Macon, Milledgeville and Warner Robins Campuses

Automotive Fundamentals Diploma Curriculum

		Credit Hours
General Education Core Courses		**8**
EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
Occupational Courses		**35**
COMP 1000	Introduction to Computers	3
AUTT 1010	Automotive Technology Introduction	2
Automotive Electrical Course Options		
AUTT 1020	Automotive Electrical Systems	7
	OR	
AUTT 1021	Automotive Electrical Systems I	(4)
	AND	
AUTT 1022	Automotive Electrical Systems II	(3)
AUTT 1030	Automotive Brake Systems	4
Automotive Engine Performance Course Options		
AUTT 1040	Automotive Engine Performance	7
	OR	
AUTT 1041	Automotive Engine Performance I	(3)
	AND	
AUTT 1042	Automotive Engine Performance II	(4)
AUTT 1050	Automotive Suspension and Steering Systems	4
AUTT 1060	Automotive Climate Control Systems	5
Choose one (1) of the following:		
AUTT 1070	Automotive Technology Internship	4
	OR	
AUTT 2100	Automotive Alternative Fuel Vehicles	(4)
	OR	
WELD 1000	Introduction to Welding Technology	(3)
	Total Hours	**43**

AUTOMOTIVE TECHNOLOGY (AT14)

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

Diploma Program	
Program Length	55 Credit Hours
Education Requirements	High School diploma or GED required, Minimum age: 16
Entrance Dates	Every Semester
Offered	Macon, Milledgeville and Warner Robins Campuses

Automotive Technology Diploma Curriculum

		Credit Hours
General Education Core Courses		**8**
EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
Occupational Courses		**47**
COMP 1000	Introduction to Computers	3
AUTT 1010	Automotive Technology Introduction	2
Automotive Electrical Course Options		
AUTT 1020	Automotive Electrical Systems	7
	OR	
AUTT 1021	Automotive Electrical Systems I	(4)
	AND	
AUTT 1022	Automotive Electrical Systems II	(3)
AUTT 1030	Automotive Brake Systems	4
Automotive Engine Performance Course Options		
AUTT 1040	Automotive Engine Performance	7
	OR	
AUTT 1041	Automotive Engine Performance I	(3)
	AND	
AUTT 1042	Automotive Engine Performance II	(4)
AUTT 1050	Automotive Suspension and Steering Systems	4
AUTT 1060	Automotive Climate Control Systems	5
Automotive Engine Repair Course Options		
AUTT 2010	Automotive Engine Repair	6
	OR	
AUTT 2011	Automotive Engine Repair I	(3)
	AND	
AUTT 2012	Automotive Engine Repair II	(3)
AUTT 2020	Automotive Manual Drive Train and Axles	4
AUTT 2030	Automotive Automatic Transmissions and Transaxles	5
	Total Hours	**55**

AUTOMOTIVE ENGINE PERFORMANCE TECHNICIAN (AE51)
Technical Certificate of Credit

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.

Technical Certificate of Credit	
Program Length	16 Credit Hours
Education Requirements	High School diploma or GED required, Minimum age: 16
Entrance Dates	Every Semester
Offered	Macon, Milledgeville and Warner Robins Campuses

		Credit Hours
AUTT 1010	Automotive Technology Introduction	2
Automotive Electrical Course Options		
AUTT 1020	Automotive Electrical Systems	7
	OR	
AUTT 1021	Automotive Electrical Systems I	(4)
	AND	
AUTT 1022	Automotive Electrical Systems II	(3)
Automotive Engine Performance Course Options		
AUTT 1040	Automotive Engine Performance	7
	OR	
AUTT 1041	Automotive Engine Performance I	(3)
	AND	
AUTT 1042	Automotive Engine Performance II	(4)
	Total Hours	**16**

AUTOMOTIVE ENGINE REPAIR TECHNICIAN (AE61)
Technical Certificate of Credit

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.

Technical Certificate of Credit	
Program Length	15 Credit Hours
Education Requirements	High School diploma or GED required, Minimum age: 16
Entrance Dates	Every Semester
Offered	Warner Robins, Macon, and Milledgeville Campuses

Minimum Test Scores				
Test:	Asset	Compass	Not Required	
Reading		70		
English		32		
Mathematics		26		
Algebra				

		Credit Hours
AUTT 1010	Automotive Technology Introduction	2
Automotive Electrical Course Options		
AUTT 1020	Automotive Electrical Systems	7
	OR	
AUTT 1021	Automotive Electrical Systems I	(4)
	AND	
AUTT 1022	Automotive Electrical Systems II	(3)
Automotive Engine Repair Course Options		
AUTT 2010	Automotive Engine Repair	6
	OR	
AUTT 2011	Automotive Engine Repair I	(3)
	AND	
AUTT 2012	Automotive Engine Repair II	(3)
	Total Hours	**15**

AUTOMOTIVE CLIMATE CONTROL TECHNICIAN (AH21)
Technical Certificate of Credit

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.

Technical Certificate of Credit	
Program Length	14 Credit Hours
Education Requirements	High School diploma or GED required, Minimum age: 16
Entrance Dates	Every Semester
Offered	Macon, Milledgeville and Warner Robins Campuses

		Credit Hours
AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems	7
AUTT 1060	Automotive Climate Control Systems	5
	Total Hours	**14**

AUTOMOTIVE CHASSIS TECHNICIAN SPECIALIST (ASG1)
Technical Certificate of Credit

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.

Technical Certificate of Credit	
Program Length	17 Credit Hours
Education Requirements	High School diploma or GED required, Minimum age: 16
Entrance Dates	Every Semester
Offered	Macon, Milledgeville and Warner Robins Campuses

		Credit Hours
AUTT 1010	Automotive Technology Introduction	2
	Automotive Electrical Course Options	
AUTT 1020	Automotive Electrical Systems	7
	OR	
AUTT 1021	Automotive Electrical Systems I	(4)
	AND	
AUTT 1022	Automotive Electrical Systems II	(3)
AUTT 1030	Automotive Brake Systems	4
AUTT 1050	Automotive Suspension and Steering Systems	4
	Total Hours	**17**

AUTOMOTIVE ELECTRICAL/ELECTRONIC SYSTEMS TECHNICIAN (AE41)
Technical Certificate of Credit

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.

Technical Certificate of Credit	
Program Length	9 Credit Hours
Education Requirements	High School diploma or GED required; Minimum age: 16
Entrance Dates	Every Semester
Offered	Warner Robins, Macon, and Milledgeville Campuses

Minimum Test Scores				
Test:	Asset	Compass	Not Required	
Reading		70		
English		32		
Mathematics		26		
Algebra				

		Credit Hours
AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems	7
	Total Hours	**9**

AUTOMOTIVE MAINTENANCE AND LIGHT REPAIR TECHNICIAN (ALR1)
Technical Certificate of Credit

The Auto Maintenance and Light Repair Technician TCC prepares students for entry-level maintenance and repair positions in auto service shops. Students will learn the basic repair and maintenance operations in all eight ASE areas of passenger vehicles and light trucks. Graduates of this TCC will be able to pursue master level auto knowledge in the Automotive Technology diploma program.

Technical Certificate of Credit	
Program Length	20 Credit Hours
Offered	**High School / Dual Enrollment Only**

Minimum Test Scores			
Test:	Asset	Compass	Not Required
Reading		70	
English		32	
Mathematics		26	
Algebra			

		Credit Hours
AUTT 1010	Automotive Technology Introduction	2
AUTT 1011	Basic Auto Maintenance and Light Repair I	6
AUTT 1012	Auto Maintenance and Light Repair II	6
AUTT 1013	Auto Maintenance and Light Repair III	6
	Total Hours	**20**

AUTOMOTIVE TRANSMISSIONS/TRANSAXLE TECH SPECIALIST (AA71)
Technical Certificate of Credit

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.

Technical Certificate of Credit	
Program Length	18 Credit Hours
Education Requirements	High School diploma or GED required; Minimum age: 16
Entrance Dates	Every Semester
Offered	Warner Robins, Macon, and Milledgeville Campuses

Minimum Test Scores			
Test:	Asset	Compass	Not Required
Reading		70	
English		32	
Mathematics		26	
Algebra			

		Credit Hours
AUTT 1010	Automotive Technology Introduction	2
Automotive Electrical Course Options		
AUTT 1020	Automotive Electrical Systems	7
	OR	
AUTT 1021	Automotive Electrical Systems I	(4)
	AND	
AUTT 1022	Automotive Electrical Systems II	(3)
AUTT 2020	Automotive Manual Drive Train and Axles	4
AUTT 2030	Automotive Automatic Transmissions and Transaxles	5
	Total Hours	**18**

AUTOMOTIVE MAINTENANCE AND LIGHT REPAIR TECHNICIAN (ALR1)
Technical Certificate of Credit

The Auto Maintenance and Light Repair Technician TCC prepares students for entry-level maintenance and repair positions in auto service shops. Students will learn the basic repair and maintenance operations in all eight ASE areas of passenger vehicles and light trucks. Graduates of this TCC will be able to pursue master level auto knowledge in the Automotive Technology diploma program.

Technical Certificate of Credit	
Program Length	20 Credit Hours
Offered	**High School / Dual Enrollment Only**

Minimum Test Scores				
Test:	Asset	Compass	Not Required	
Reading			70	
English			32	
Mathematics			26	
Algebra				

		Credit Hours
AUTT 1010	Automotive Technology Introduction	2
AUTT 1011	Basic Auto Maintenance and Light Repair I	6
AUTT 1012	Auto Maintenance and Light Repair II	6
AUTT 1013	Auto Maintenance and Light Repair III	6
	Total Hours	**20**

AVIATION MAINTENANCE TECHNOLOGY (AM43)

The Aviation Maintenance Technology degree program is intended to provide students with an introduction to the occupational area of aviation maintenance as currently understood and practiced by Federal Aviation Administration (FAA) mechanic certificate holders with airframe and/or power plant ratings. In addition, the combined power plant and airframe curriculum is designed to provide students with the technical knowledge and skills required to diagnose problems and repair aircraft power plants, both reciprocating and turbine, their systems and components; and airframes, both metal and wood, their systems and components. Satisfactory completion of all program courses entitles students to participate in FAA power plant and airframe examinations and certification processes. CGTC is a FAA Part 147 Certificated school.

Associate Degree	
Program Length	97 Credit Hours
Education Requirements	High School Diploma or GED required, Minimum Age: 16
Entrance Dates	Every semester
Offered	Warner Robins Campus

Minimum Test Scores			
Test:	Asset	Compass	Not Required
Reading		79	
English		62	
Mathematics			
Algebra		37	

Aviation Maintenance Technology Associate Degree Curriculum

		Credit Hours
General Education Core Courses		**15**
Area I - Language Arts/Communication		
ENGL 1101	Composition and Rhetoric	3
Area II - Social/Behavioral Sciences		
XXXX xxxx	Social/Behavioral Sciences Elective	3
Area III - Natural Sciences/Mathematics		
Choose one (1) Math course from the following three courses:		
MATH 1100	Quantitative Skills and Reasoning	3
MATH 1101	Mathematical Modeling	(3)
MATH 1111	College Algebra	(3)
Area IV - Humanities/Fine Arts		
XXXX xxxx	Humanities/Fine Arts Elective	3
XXXX xxxx	General Education Core Elective (Areas I - IV)	3
Occupational Courses		**82**
COMP 1000	Introduction to Computers	3
The following courses are FAA approved:		
General		
AVMT 1000	Aviation Mathematics	2
AVMT 1010	Aircraft Maintenance Regulations	2
AVMT 1020	Aircraft Applied Sciences I	5

AVMT 1025	Aircraft Applied Sciences II	4
AVMT 1030	Aircraft Electricity and Electronics	5
AVMT 1210	Aviation Physics	2
Airframe		
	Choose one (1) of the following two courses:	
AVMT 2010	Aircraft Airframe Structures	2
	OR	
AVMT 2011	Aircraft Wood Structures, Coverings and Finishes	1
AVMT 2020	Airframe Sheet Metal	2
AVMT 2025	Airframe Non-Metallic Structure	2
AVMT 2030	Airframe Welding	1
AVMT 2040	Airframe Assembly and Rigging	2
AVMT 2050	Airframe Inspection	4
AVMT 2060	Airframe Hydraulic and Pneumatic Systems	2
AVMT 2070	Aircraft Landing Gear Systems	3
AVMT 2080	Aircraft Environmental Control Systems	3
AVMT 2085	Aircraft Fuel and Instrument Systems	3
AVMT 2090	Aircraft Electrical Systems	4
AVMT 2095	Aircraft Communication and Navigation Systems	2
Powerplant		
AVMT 2210	Reciprocating Engine Powerplants I	3
AVMT 2220	Reciprocating Engine Powerplants II	4
AVMT 2230	Gas Turbine Powerplants I	3
AVMT 2240	Gas Turbine Powerplants II	3
AVMT 2260	Aircraft Engine Fuel and Fuel Metering Systems	4
AVMT 2270	Powerplant Instruments, Fire Protection and Electrical Systems	3
AVMT 2275	Powerplant Ignition and Starting Systems	4
AVMT 2280	Aircraft Powerplant Accessory Systems	3
AVMT 2285	Aircraft Propeller Systems	3
	Total Hours	**97**

AVIATION MAINTENANCE TECHNOLOGY (AM34)

The Aviation Maintenance Technology diploma program is intended to provide students with an introduction to the occupational area of aviation maintenance technology as currently understood and practiced by Federal Aviation Administration (FAA) mechanic certificate holders with airframe and/or power plant ratings. In addition, the combined power plant and airframe curriculum is designed to provide students with the technical knowledge and skills required to diagnose problems and repair aircraft power plants, both reciprocating and turbine, their systems and components; and airframes, both metal and wood, their systems and components. Satisfactory completion of all program courses entitles students to participate in FAA power plant and airframe examinations and certification processes. Central Georgia Technical College is a FAA Part 147 Certificated School.

Diploma Program	
Program Length	90 Credit Hours
Education Requirements	High School Diploma or GED required, Minimum Age: 16
Entrance Dates	Every semester
Offered	Warner Robins Campus

Minimum Test Scores			
Test:	Asset	Compass	Not Required
Reading	38	70	
English	37	32	
Mathematics	35	26	
Algebra	37	28	

Aviation Maintenance Technology Diploma Curriculum

		Credit Hours
General Education Core Courses		**8**
EMPL 1000	Interpersonal Relations and Professional Development	2
	Choose one (1) of the following two English courses:	
ENGL 1010	Fundamentals of English I	3
	OR	
ENGL 1101	Composition and Rhetoric	(3)
	Choose one (1) of the following two Math courses:	
MATH 1013	Algebraic Concepts	3
	OR	
MATH 1111	College Algebra	(3)
Occupational Courses		**82**
COMP 1000	Introduction to Computers	3
The following courses are FAA approved:		
General		
AVMT 1000	Aviation Mathematics	2
AVMT 1010	Aircraft Maintenance Regulations	2
AVMT 1020	Aircraft Applied Sciences I	5
AVMT 1025	Aircraft Applied Sciences II	4
AVMT 1030	Aircraft Electricity and Electronics	5
AVMT 1210	Aviation Physics	2

Airframe		
	Choose one (1) of the following two courses:	
AVMT 2010	Aircraft Airframe Structures	2
	OR	
AVMT 2011	Aircraft Wood Structures, Coverings and Finishes	1
AVMT 2020	Airframe Sheet Metal	2
AVMT 2025	Airframe Non-Metallic Structure	2
AVMT 2030	Airframe Welding	1
AVMT 2040	Airframe Assembly and Rigging	2
AVMT 2050	Airframe Inspection	4
AVMT 2060	Airframe Hydraulic and Pneumatic Systems	2
AVMT 2070	Aircraft Landing Gear Systems	3
AVMT 2080	Aircraft Environmental Control Systems	3
AVMT 2085	Aircraft Fuel and Instrument Systems	3
AVMT 2090	Aircraft Electrical Systems	4
AVMT 2095	Aircraft Communication and Navigation Systems	2
Powerplant		
AVMT 2210	Reciprocating Engine Powerplants I	3
AVMT 2220	Reciprocating Engine Powerplants II	4
AVMT 2230	Gas Turbine Powerplants I	3
AVMT 2240	Gas Turbine Powerplants II	3
AVMT 2260	Aircraft Engine Fuel and Fuel Metering Systems	4
AVMT 2270	Powerplant Instruments, Fire Protection and Electrical Systems	3
AVMT 2275	Powerplant Ignition and Starting Systems	4
AVMT 2280	Aircraft Powerplant Accessory Systems	3
AVMT 2285	Aircraft Propeller Systems	3
	Total Hours	**90**

AVIATION MAINTENANCE TECHNICIAN (AM24)
Technical Certificate of Credit

The Aviation Maintenance Technician technical certificate of credit program prepares students for employment in the field of aviation maintenance as currently regulated by the Federal Aviation Administration (FAA). The program emphasizes a combination of aircraft maintenance theory and aircraft maintenance application. Satisfactory completion of all AMT program courses entitles students to participate in FAA airframe and powerplant (A&P) examinations and certifications. Central Georgia Technical College is a FAA Part 147 Certificated School.

Technical Certificate of Credit	
Program Length	79 Credit Hours
Education Requirements	High School Diploma or GED required, Minimum Age: 16
Entrance Dates	Every Semester
Offered	Warner Robins Campus

Minimum Test Scores			
Test:	Asset	Compass	Not Required
Reading	38	70	
English	37	32	
Mathematics	35		
Algebra	37	28	

		Credit Hours
The following courses are FAA approved:		
General		
AVMT 1000	Aviation Mathematics	2
AVMT 1010	Aircraft Maintenance Regulations	2
AVMT 1020	Aircraft Applied Sciences I	5
AVMT 1025	Aircraft Applied Sciences II	4
AVMT 1030	Aircraft Electricity and Electronics	5
AVMT 1210	Aviation Physics	2
Airframe		
	Choose one (1) of the following two courses:	
AVMT 2010	Aircraft Airframe Structures	2
	OR	
AVMT 2011	Aircraft Wood Structures, Coverings and Finishes	1
AVMT 2020	Airframe Sheet Metal	2
AVMT 2025	Airframe Non-Metallic Structure	2
AVMT 2030	Airframe Welding	1
AVMT 2040	Airframe Assembly and Rigging	2
AVMT 2050	Airframe Inspection	4
AVMT 2060	Airframe Hydraulic and Pneumatic Systems	2
AVMT 2070	Aircraft Landing Gear Systems	3
AVMT 2080	Aircraft Environmental Control Systems	3
AVMT 2085	Aircraft Fuel and Instrument Systems	3
AVMT 2090	Aircraft Electrical Systems	4
AVMT 2095	Aircraft Communication and Navigation Systems	2

Powerplant		
AVMT 2210	Reciprocating Engine Powerplants I	3
AVMT 2220	Reciprocating Engine Powerplants II	4
AVMT 2230	Gas Turbine Powerplants I	3
AVMT 2240	Gas Turbine Powerplants II	3
AVMT 2260	Aircraft Engine Fuel and Fuel Metering Systems	4
AVMT 2270	Powerplant Instruments, Fire Protection and Electrical Systems	3
AVMT 2275	Powerplant Ignition and Starting Systems	4
AVMT 2280	Aircraft Powerplant Accessory Systems	3
AVMT 2285	Aircraft Propeller Systems	3
	Total Hours	**79**

AVIATION MAINTENANCE TECHNICIAN – AIRFRAME (AMT1)
Technical Certificate of Credit

The Aviation Maintenance Technician-Airframe program prepares students for employment in the field of aviation maintenance. The program emphasizes a combination of aircraft airframe maintenance theory and practical application. Satisfactory completion of all AMT program courses entitles students to participate in FAA airframe examinations and certifications. Central Georgia Technical College is a FAA Part 147 Certificated School.

Technical Certificate of Credit	
Program Length	49 Credit Hours
Education Requirements	High School Diploma or GED required, Minimum Age: 16
Entrance Dates	Every Semester
Offered	Warner Robins Campus

Minimum Test Scores			
Test:	Asset	Compass	Not Required
Reading	38	70	
English	37	32	
Mathematics	35		
Algebra	37	28	

		Credit Hours
The following courses are FAA approved:		
General		
AVMT 1000	Aviation Mathematics	2
AVMT 1010	Aircraft Maintenance Regulations	2
AVMT 1020	Aircraft Applied Sciences I	5
AVMT 1025	Aircraft Applied Sciences II	4
AVMT 1030	Aircraft Electricity and Electronics	5
AVMT 1210	Aviation Physics	2
Airframe		
	Choose one (1) of the following two courses:	
AVMT 2010	Aircraft Airframe Structures	2
	OR	
AVMT 2011	Aircraft Wood Structures, Coverings and Finishes	1
AVMT 2020	Airframe Sheet Metal	2
AVMT 2025	Airframe Non-Metallic Structure	2
AVMT 2030	Airframe Welding	1
AVMT 2040	Airframe Assembly and Rigging	2
AVMT 2050	Airframe Inspection	4
AVMT 2060	Airframe Hydraulic and Pneumatic Systems	2
AVMT 2070	Aircraft Landing Gear Systems	3
AVMT 2080	Aircraft Environmental Control Systems	3
AVMT 2085	Aircraft Fuel and Instrument Systems	3
AVMT 2090	Aircraft Electrical Systems	4
AVMT 2095	Aircraft Communication and Navigation Systems	2
	Total Hours	**49**

AVIATION MAINTENANCE TECHNICIAN – POWERPLANT (AM61)
Technical Certificate of Credit

The Aviation Maintenance Technician - Power Plant program prepares students for employment in the field of aviation maintenance. The program emphasizes a combination of aircraft power plant maintenance theory and practical application. Satisfactory completion of all AMT program courses entitles students to participate in the FAA power plant examinations and certifications. Central Georgia Technical College is a FAA Part 147 Certificated School.

Technical Certificate of Credit	
Program Length	50 Credit Hours
Education Requirements	High School Diploma or GED required, Minimum Age: 16
Entrance Dates	Every Semester
Offered	Warner Robins Campus

Minimum Test Scores			
Test:	Asset	Compass	Not Required
Reading	38	70	
English	37	32	
Mathematics	35		
Algebra	37	28	

		Credit Hours
The following courses are FAA approved:		
General		
AVMT 1000	Aviation Mathematics	2
AVMT 1010	Aircraft Maintenance Regulations	2
AVMT 1020	Aircraft Applied Sciences I	5
AVMT 1025	Aircraft Applied Sciences II	4
AVMT 1030	Aircraft Electricity and Electronics	5
AVMT 1210	Aviation Physics	2
Powerplant		
AVMT 2210	Reciprocating Engine Powerplants I	3
AVMT 2220	Reciprocating Engine Powerplants II	4
AVMT 2230	Gas Turbine Powerplants I	3
AVMT 2240	Gas Turbine Powerplants II	3
AVMT 2260	Aircraft Engine Fuel and Fuel Metering Systems	4
AVMT 2270	Powerplant Instruments, Fire Protection and Electrical Systems	3
AVMT 2275	Powerplant Ignition and Starting Systems	4
AVMT 2280	Aircraft Powerplant Accessory Systems	3
AVMT 2285	Aircraft Propeller Systems	3
	Total Hours	**50**

CABINETMAKING (CA13)

The Cabinetmaking Associate Degree program is a sequence of courses that prepares students for careers in Cabinetmaking and related fields. The program emphasizes a combination of theory and practical application necessary for successful employment.

Associate Degree	
Program Length	64 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 16
Entrance Dates	Every Semester
Offered	Macon Campus

Cabinetmaking Curriculum

		Credit Hours
General Education Core Courses		**18**
Area I - Language Arts/Communication		
ENGL 1101	Composition and Rhetoric	3
SPCH 1101	Public Speaking	3
Area II - Social/Behavioral Sciences		
Choose one course from the following three courses:		
ECON 1101	Principles of Economics	3
ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
Choose one course from the following two courses:		
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction To Sociology	3
Area III - Natural Sciences/Mathematics		
Choose one course from the following three courses:		
MATH 1100	Quantitative Skills and Reasoning	3
MATH 1101	Mathematical Modeling	3
MATH 1111	College Algebra	3
Area IV - Humanities/Fine Arts		
HUMN 1101	Introduction to Humanities	3
Occupational Courses		**46**
CABT 1080	Cabinet Design and Layout	3
CABT 1110	Wood Joints and Fastening Methods	5
CABT 1114	Cabinet Components	3
CABT 1116	Cabinet Assembly I	5
CABT 1117	Cabinet Assembly II	5
CABT 1118	Door, Drawer, and Hardware Installation	2
CABT 1120	Laminates and Veneers	2
CABT 1122	Cabinet Finishing and Installation	3
COFC 1000	Safety	2
COFC 1011	Overview of Building Construction Practices	2
COFC 1020	Professional Tool Use and Safety	3
COFC 1030	Materials and Fasteners	2
COFC 1050	Construction Print Reading Fundamentals	3
COMP 1000	Introduction to Computers	3

Choose a minimum of 3 hours from the following courses:

CABT 1340	CNC Woodworking I	3
CABT 1350	CNC Woodworking II	3
CABT 1360	European 32mm Construction	3
CABT 1370	Shop Management	2
CABT 1380	Furniture Fabrication	2
CABT 2300	Cabinetmaking Internship/Practicum	5
	Total Hours	**64**

CABINETMAKING (CA12)

The Cabinetmaking program is a sequence of courses that prepares students for careers in cabinetmaking and related fields. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of cabinetmaking theory and practical application necessary for successful employment. Program graduates receive a diploma and have the qualification of cabinetmaker.

Diploma Program	
Program Length	56 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum Age: 16
Entrance Dates	Every Semester
Offered	Macon Campus

Cabinetmaking Diploma Curriculum

		Credit Hours
General Education Core Courses		**8**
EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
Occupational Courses		**48**
CABT 1080	Cabinet Design and Layout	3
CABT 1110	Wood Joints and Fastening Methods	5
CABT 1114	Cabinet Components	3
CABT 1116	Cabinet Assembly I	5
CABT 1117	Cabinet Assembly II	5
CABT 1118	Door, Drawer, and Hardware Installation	2
CABT 1120	Laminates and Veneers	2
CABT 1122	Cabinet Finishing and Installation	3
COFC 1000	Safety	2
COFC 1011	Overview of Building Construction Practices	2
COFC 1020	Professional Tool Use and Safety	3
COFC 1030	Materials and Fasteners	2
COFC 1050	Construction Print Reading Fundamentals	3
COMP 1000	Introduction to Computers	3
Choose a minimum of 5 hours from the following courses:		
CABT 1340	CNC Woodworking I	3
CABT 1350	CNC Woodworking II	3
CABT 1360	European 32mm Construction	3
CABT 1370	Shop Management	2
CABT 1380	Furniture Fabrication	2
CABT 2300	Cabinetmaking Internship/Practicum	5
	Total Hours	**56**

CABINETMAKING ASSEMBLY TECHNICIAN (CA11)
Technical Certificate of Credit

The Cabinetmaking Assembly Technician program prepares individuals for employment as cabinetmaking assemblers and installers. Program completer are trained in the use of hand and power tools, cabinet design and layout, wood joints and fastening methods, and cutting cabinet components.

Conditional Admission: Candidates must complete the Certified Construction Worker TCC or have sufficient in-field experience.

Technical Certificate of Credit	
Program Length	11 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum Age: 16
Entrance Dates	Every Semester
Offered	Macon Campus

		Credit Hours
CABT 1080	Cabinet Design and Layout	3
CABT 1110	Wood Joints and Fastening Methods	5
CABT 1114	Cabinet Components	3
	Total Hours	**11**

CARPENTRY (CA23)

The Carpentry Associate Degree program is a sequence of courses that prepares students for careers in the carpentry industry. Learning opportunities develop academic, technical, 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.

Associate Degree	
Program Length	60 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 18
Entrance Dates	Every Semester
Offered	Macon Campus

Carpentry Curriculum

		Credit Hours
General Education Core Courses		**18**
Area I - Language Arts/Communication		
ENGL 1101	Composition and Rhetoric	3
SPCH 1101	Public Speaking	3
Area II - Social/Behavioral Sciences		
Choose one course from the following three courses:		
ECON 1101	Principles of Economics	3
ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
Choose one course from the following two courses:		
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction To Sociology	3
Area III - Natural Sciences/Mathematics		
Choose one course from the following three courses:		
MATH 1100	Quantitative Skills and Reasoning	3
MATH 1101	Mathematical Modeling	3
MATH 1111	College Algebra	3
Area IV - Humanities/Fine Arts		
HUMN 1101	Introduction to Humanities	3
Occupational Courses		**36**
CARP 1070	Site Layout, Footings, and Foundations	3
CARP 1105	Floor and Wall Framing	4
CARP 1110	Ceiling and Roof Framing Covering	5
CARP 1112	Exterior Finishes and Trim	5
CARP 1114	Interior Finishers I	4
COFC 1000	Safety	2
COFC 1011	Overview of Building Construction Practices	2
COFC 1020	Professional Tool Use and Safety	3
COFC 1030	Materials and Fasteners	2
COFC 1050	Construction Print Reading Fundamentals	3
COMP 1000	Introduction to Computers	3

Choose One Specialization:

Residential Specialization (8RS3)		**6**
CARP 1190	Interior Finishes II	2
CARP 1260	Stairs	4
Commercial Specialization (8CS3)		**6**
CARP 1310	Doors and Door Hardware	2
CARP 1320	Site Development, Concrete Forming, and Rigging and Reinforcing	4
	Total Hours	**60**

CARPENTRY (CA22)

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.

Diploma Program	
Program Length	50 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum Age: 16
Entrance Dates	Every Semester
Offered	Macon Campus

Carpentry Diploma Curriculum

		Credit Hours
General Education Core Courses		**8**
EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
Occupational Courses		**36**
CARP 1070	Site Layout, Footings, and Foundations	3
CARP 1105	Floor and Wall Framing	4
CARP 1110	Ceiling and Roof Framing Covering	5
CARP 1112	Exterior Finishes and Trim	5
CARP 1114	Interior Finishers I	4
COFC 1000	Safety	2
COFC 1011	Overview of Building Construction Practices	2
COFC 1020	Professional Tool Use and Safety	3
COFC 1030	Materials and Fasteners	2
COFC 1050	Construction Print Reading Fundamentals	3
COMP 1000	Introduction to Computers	3
Choose One Specialization:		
Residential Specialization (8R12)		**6**
CARP 1190	Interior Finishes II	2
CARP 1260	Stairs	4
Commercial Specialization (8CS2)		**6**
CARP 1310	Doors and Door Hardware	2
CARP 1320	Site Development, Concrete Forming, and Rigging and Reinforcing	4
	Total Hours	**50**

FRAMING CARPENTER (FC71)
Technical Certificate of Credit

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.

Conditional Admission: Candidates must complete the Certified Construction Worker TCC or have sufficient in-field experience.

Technical Certificate of Credit	
Program Length	12 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum Age: 16
Entrance Dates	Every Semester
Offered	Macon Campus

		Credit Hours
CARP 1070	Site Layout, Footings and Foundations	3
CARP 1105	Floor and Wall Framing	4
CARP 1110	Ceiling and Roof Framing And Covering	5
	Total Hours	**12**

CERTIFIED CONSTRUCTION WORKER (CCW1)
Technical Certificate of Credit

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.

Technical Certificate of Credit	
Program Length	12 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum Age: 16
Entrance Dates	Every Semester
Offered	Macon Campus

		Credit Hours
COFC 1000	Safety	2
COFC 1011	Overview of Building Construction Practices	2
COFC 1020	Professional Tool Use and Safety	3
COFC 1030	Materials and Fasteners	2
COFC 1050	Construction Print Reading Fundamentals	3
	Total Hours	**12**

CONSTRUCTION MANAGEMENT (CM13)

The Construction Management degree program is designed to prepare students for a career in some aspect of construction supervision. Basic carpentry skills include laying footings and foundations, framing, roofing, and interior and exterior finishing. Management skills include principles of Accounting, Construction Drafting, Code Review, Scheduling, and Contracting. Program graduates receive an Associate of Applied Science Degree in Construction Management.

Associate Degree	
Program Length	71 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 16
Entrance Dates	Every Semester
Offered	Macon Campus

Construction Management Curriculum

		Credit Hours
General Education Core Courses		**15**
Area I - Language Arts/Communication		
ENGL 1101	Composition and Rhetoric	3
Area II - Social/Behavioral Sciences		
XXXX xxxx	Social/Behavioral Sciences Elective	3
Area III - Natural Sciences/Mathematics		
Choose one of the following:		
MATH 1100	Quantitative Skills and Reasoning	3
MATH 1101	Mathematical Modeling	3
MATH 1111	College Algebra	3
Area IV - Humanities/Fine Arts		
XXXX xxxx	Humanities/Fine Arts Elective	3
Program-Specific Requirement		
	Select from Area I - IV	
XXXX xxxx	General Education Core Elective (Areas I - IV)	3
Occupational Courses		**56**
ACCT 1100	Financial Accounting I	4
CARP 1070	Site Layout, Footings, and Foundations	3
CARP 1105	Floor and Wall Framing	4
CARP 1110	Ceiling and Roof Framing Covering	5
CARP 1112	Exterior Finishes and Trim	5
CARP 1114	Interior Finishers I	4
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 1011	Overview of Building Construction Practices	2
COFC 1020	Professional Tool Use and Safety	3
COFC 1030	Materials and Fasteners	2
COFC 1050	Construction Print Reading Fundamentals	3
COMP 1000	Introduction to Computers	3
	Total Hours	**71**

CONSTRUCTION MANAGEMENT (CM12)

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.

Diploma Program	
Program Length	64 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum Age: 16
Entrance Dates	Every Semester
Offered	Macon Campus

Construction Management Diploma Curriculum

		Credit Hours
General Education Core Courses		**8**
Area I - Language Arts/Communication		
	Choose one (1) of the following English courses:	
ENGL 1010	Fundamentals of English I	3
	OR	
ENGL 1101	Composition and Rhetoric	(3)
Area III - Natural Sciences/Mathematics		
	Choose one (1) of the following Mathematics courses:	
MATH 1012	Foundations of Mathematics	3
	OR	
MATH 1100	Quantitative Skills and Reasoning	(3)
	OR	
MATH 1101	Mathematical Modeling	(3)
	OR	
MATH 1111	College Algebra	(3)
EMPL 1000	Interpersonal Relations and Professional Development	2
Occupational Courses		**56**
ACCT 1100	Financial Accounting I	4
CARP 1070	Site Layout, Footings, and Foundations	3
CARP 1105	Floor and Wall Framing	4
CARP 1110	Ceiling and Roof Framing Covering	5
CARP 1112	Exterior Finishes and Trim	5
CARP 1114	Interior Finishers I	4
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 1011	Overview of Building Construction Practices	2
COFC 1020	Professional Tool Use and Safety	3
COFC 1030	Materials and Fasteners	2
COFC 1050	Construction Print Reading Fundamentals	3
COMP 1000	Introduction to Computers	3
	Total Hours	**64**

COMMERCIAL TRUCK DRIVING (CT61)
Technical Certificate of Credit

The Commercial Truck Driving technical 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.

Program entrance requirements included in the Commercial Truck Driving Brochure.

Technical Certificate of Credit	
Program Length	9 Credit Hours
Education Requirements	High School diploma or GED **not** required; Minimum age: 18
Entrance Dates	Every Semester
Offered	Warner Robins Campus; Hawkinsville and Putnam County Centers

Minimum Test Scores				
Test:	Asset	Compass	Not Required	
Reading	29	67		
English	35	23		
Mathematics	29	24		
Algebra				

		Credit Hours
CTDL 1010	Fundamentals of Commercial Truck Driving	3
CTDL 1020	Combination Vehicle Basic Operation and Range Work	2
CTDL 1030	Combination Vehicle Advanced Operations	4
	Total Hours	**9**

DRAFTING TECHNOLOGY (DT13)

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

Associate Degree	
Program Length	60 Credit Hours
Education Requirements	High School graduate or GED recipient; minimum age: 16
Entrance Dates	Fall Semester
Offered	Warner Robins and Macon Campuses

Drafting Technology Curriculum

		Credit Hours
General Education Core Courses		**15**
Area I - Language Arts/Communication		
ENGL 1101	Composition and Rhetoric	3
Area II - Social/Behavioral Sciences		
XXXX xxxx	Social/Behavioral Science Elective	3
Area III - Natural Sciences/Mathematics		
MATH 1111	College Algebra	3
Choose one of the following Mathematics courses:		
MATH 1112	College Trigonometry	3
	OR	
MATH 1113	Precalculus	(3)
Area IV - Humanities/Fine Arts		
XXXX xxxx	Humanities/Fine Arts Elective	3
Occupational Courses		**11**
COMP 1000	Introduction to Computers	3
DFTG 1101	CAD Fundamentals	4
DFTG 1103	Multiview/Basic Dimensioning	4
Complete One of the Specializations:		
Mechanical Drafting Specialization (8MD3)		**34**
DFTG 1105	3D Mechanical Modeling	4
DFTG 1107	Advanced Dimensioning/Sectional Views	4
DFTG 1109	Auxiliary Views/Surface Development	4
DFTG 1111	Fasteners	4
DFTG 1113	Assembly Drawings	4
XXXX xxxx	Guided Electives (any Trade, Tech, BUSN, CIST, IDSY, MGMT)	14
Architectural Drafting Specialization (8AD3)		**34**
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
XXXX xxxx	Guided Electives (any Trade, Tech, BUSN, CIST, IDSY, MGMT)	14
	Total Hours	**60**

DRAFTING TECHNOLOGY (DT12)

The Drafting Technology diploma 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.

Diploma Program	
Program Length	46 Credit Hours
Education Requirements	High School graduate or GED recipient; minimum age: 16
Entrance Dates	Fall Semester
Offered	Warner Robins and Macon Campuses

Drafting Technology Diploma Curriculum

		Credit Hours
General Education Core Courses		**8**
EMPL 1000	Interpersonal Relations and Professional Development	2
	Choose one (1) of the following English courses:	
ENGL 1010	Fundamentals of English I	3
	OR	
ENGL 1101	Composition and Rhetoric	(3)
	Choose one (1) of the following Mathematics courses:	
MATH 1012	Foundations of Mathematics	3
	OR	
MATH 1013	Algebraic Concepts	(3)
	OR	
MATH 1111	College Algebra	(3)
Occupational Courses		**14**
COMP 1000	Introduction to Computers	3
DFTG 1015	Practical Mathematics for Drafting Technology	3
DFTG 1101	CAD Fundamentals	4
DFTG 1103	Multiview/Basic Dimensioning	4
Complete One of the Specializations:		
Mechanical Drafting Specialization (8M32)		**24**
DFTG 1105	3D Mechanical Modeling	4
DFTG 1107	Advanced Dimensioning/Sectional Views	4
DFTG 1109	Auxiliary Views/Surface Development	4
DFTG 1111	Fasteners	4
DFTG 1113	Assembly Drawings	4
XXXX xxxx	Guided Elective (any Trade, Tech, BUSN, CIST, IDSY, MATH, MGMT)	4
Architectural Drafting Specialization (8AD2)		**24**
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
XXXX xxxx	Guided Elective (any Trade, Tech, BUSN, CIST, IDSY, MATH, MGMT)	4
	Total Hours	**46**

ADVANCED CAD TECHNICIAN (AC51)
Technical Certificate of Credit

All of the courses in the Advanced CAD Technician TCC are embedded in the Drafting Technology diploma and degree programs. The Advanced CAD Technician TCC endows students with the prospect to continue on the career pathway toward advancement in the drafting profession. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in drafting practices and software.

Technical Certificate of Credit	
Program Length	31 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum Age: 16
Entrance Dates	Every Semester
Offered	Warner Robins and Macon Campuses

		Credit Hours
DFTG 1101	CAD Fundamentals	4
DFTG 1103	Multiview/Basic Dimensioning	4
XXXX xxxx	Guided Elective (any Trade, Tech, BUSN, CIST, IDSY, MGMT)	3

Complete One of the following Specializations

Mechanical Drafting Specialization (8MD1)		**20**
DFTG 1105	3D Mechanical Modeling	4
DFTG 1107	Advanced Dimensioning/Sectional Views	4
DFTG 1109	Auxiliary Views/Surface Development	4
DFTG 1111	Fasteners	4
DFTG 1113	Assembly Drawings	4

Architectural Drafting Specialization (8AD1)		**20**
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

	Total Hours	**31**

CAD OPERATOR (CP41)
Technical Certificate of Credit

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

Technical Certificate of Credit	
Program Length	20 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum Age: 16
Entrance Dates	Every Semester
Offered	Warner Robins and Macon Campuses

		Credit Hours
DFTG 1101	CAD Fundamentals	4
DFTG 1103	Multiview/Basic Dimensioning	4

Complete One of the following Specializations

Mechanical Drafting Specialization (8M11)		**12**
DFTG 1105	3D Mechanical Modeling	4
DFTG 1107	Advanced Dimensioning/Sectional Views	4
DFTG 1109	Auxiliary Views/Surface Development	4

Architectural Drafting Specialization (8A11)		**12**
DFTG 1125	Architectural Fundamentals	4
DFTG 1127	Architectural 3D Modeling	4
DFTG 1129	Residential Drawing I	4

	Total Hours	**20**

DRAFTER'S ASSISTANT (DA31)
Technical Certificate of Credit

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

Technical Certificate of Credit	
Program Length	11 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum Age: 16
Entrance Dates	Every Semester
Offered	Warner Robins and Macon Campuses

		Credit Hours
DFTG 1101	CAD Fundamentals	4
DFTG 1103	Multiview/Basic Dimensioning	4
XXXX xxxx	Occupationally-related Elective	3
	Total Hours	**11**

ELECTRICAL SYSTEMS CONSTRUCTION AND MAINTENANCE (ES22)

The Electrical Systems Construction and Maintenance Technician program provides instruction in the inspection, maintenance, installation, and repair of electrical systems in residential, commercial, and industrial environments. A combination of theory and practical application is emphasized to develop academic, technical, and professional knowledge and skills.

Diploma Program	
Program Length	44 Credit Hours
Education Requirements	High School graduate or GED required; Minimum age: 16
Entrance Dates	Every Semester
Offered	Macon Campus

Electrical Systems Construction and Maintenance Diploma Curriculum

		Credit Hours
General Education Core Courses		**8**
EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
Occupational Courses		**36**
COFC 1080	Construction Trades Core	4
ELTR 1000	Fundamental Electrical Concepts	4
ELTR 1015	Intermediate Electrical Concepts I	4
ELTR 1025	Intermediate Electrical Concepts II	4
ELTR 1035	Advanced Electrical Concepts I	4
ELTR 1055	Advanced Electrical Concepts II	4
ELTR xxxx	Occupational Electives	12
	Total Hours	**44**

BASIC ELECTRICAL SYSTEMS TECHNICIAN (BES1)
Technical Certificate of Credit

The Basic Electrical Systems Technician Certificate 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 basic wiring operations.

Technical Certificate of Credit	
Program Length	12 Credit Hours
Education Requirements	High School diploma or GED required; Minimum Age: 16
Offered	Macon Campus

		Credit Hours
COFC 1080	Construction Trades Core	4
ELTR 1000	Fundamental Electrical Concepts	4
ELTR 1015	Intermediate Electrical Concepts I	4
	Total Hours	**12**

INTERMEDIATE ELECTRICAL SYSTEMS TECHNICIAN (IE61)
Technical Certificate of Credit

The Intermediate Electrical Systems Technician Certificate is a continuation of the skills needed to be successful as an Electrical Systems Technician. Topics include terminations and splices, circuit breakers and fuses, control systems, load calculations, conductors, lighting applications, hazardous locations, over-current protection, distribution equipment, transformers, commercial electrical services, motor calculations, and voice, data and video.

Technical Certificate of Credit	
Program Length	12 Credit Hours
Education Requirements	High School diploma or GED required; Minimum Age: 16
Offered	Macon Campus

		Credit Hours
ELTR 1025	Intermediate Electrical Concepts II	4
ELTR 1035	Advanced Electrical Concepts I	4
ELTR 1055	Advanced Electrical Concepts II	4
	Total Hours	**12**

SPECIALITY ELECTRICAL SERVICES (SE11)
Technical Certificate of Credit

This program introduces the student to special situations found in the electrical construction industry. Topics include specialty load calculations, health care facilities, fire alarms, transformers, advanced controls, HVAC controls, and motor operation and maintenance.

Technical Certificate of Credit	
Program Length	16 Credit Hours
Education Requirements	High School diploma or GED required; Minimum Age: 16
Offered	Macon Campus

		Credit Hours
COFC 1080	Construction Trades Core	4
ELTR 1000	Fundamental Electrical Concepts	4
ELTR 1065	Specialty Electrical Concepts I	4
ELTR 1075	Specialty Electrical Concepts II	4
	Total Hours	**16**

ELECTRONICS TECHNOLOGY (ET13)

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

Associate Degree	
Program Length	61 Credit Hours
Education Requirements	High School Diploma or GED required, Minimum Age: 16
Entrance Dates	Every semester
Offered	Warner Robins and Macon Campuses

Electronics Technology Associate Degree Curriculum

		Credit Hours
General Education Core Courses		**15**
Area I - Language Arts/Communication		
ENGL 1101	Composition and Rhetoric	3
Area II - Social/Behavioral Sciences		
XXXX xxxx	Social/Behavioral Sciences Elective	3
Area III - Natural Sciences/Mathematics		
MATH 1111	College Algebra	3
	Choose one (1) of the following two Math courses:	
MATH 1112	College Trigonometry	3
	OR	
MATH 1113	Precalculus	(3)
Area IV - Humanities/Fine Arts		
XXXX xxxx	Humanities/Fine Arts Elective	3
Occupational Courses		**30**
COMP 1000	Introduction to Computers	3
ELCR 1005	Soldering Technology	1
ELCR 1010	Direct Current Circuits	6
ELCR 1020	Alternating Current Circuits	7
ELCR 1030	Solid State Devices	5
ELCR 1040	Digital and Microprocessor Fundamentals	5
ELCR 1060	Linear Integrated Circuits	3
COMPLETION OF ONE SPECIALIZATION IS REQUIRED		
Biomedical Instrumentation Technology Specialization (8BI3)		**17**
ALHS 1010	Introduction to Anatomy and Physiology	4
	OR	
ALHS 1011	Structure and Function of the Human Body	(5)
ALHS 1090	Medical Terminology for AHS	2
BMET 1231	Medical Equipment Function and Operation I	4
BMET 2242	Medical Equipment Function and Operation II	4

BMET 2343	Internship Medical Systems	3
Communication Electronics Specialization (8CE3)		**17**
ELCR 2210	Advanced Circuit Analysis	5
ELCR 2220	Advanced Modulation Techniques	3
ELCR 2230	Antenna and Transmission Lines	3
ELCR 2240	Microwave Communication and Radar	3
ELCR 2250	Optical Communication Techniques	3
Field Occupation Specialization (8F13)		**16**
Choose 16 hours from the list of occupationally related electives below:		
ASTT 1010	Basic Blueprint Reading	4
ASTT 1050	Aerospace Quality Management	3
BUSN 1100	Introduction to Keyboarding	3
CIST 1001	Computer Concepts	4
CIST 1101	Working with Microsoft Windows	3
CIST 1122	Hardware Installation and Maintenance	4
CIST 1130	Operating Systems Concepts	3
CIST 1305	Program Design and Development	3
CIST 1401	Computer Networking Fundamentals	4
CIST 1601	Information Security Fundamentals	3
CIST 2451	Cisco Network Fundamentals	4
DFTG 1101	CAD Fundamentals	4
ELCR xxxx	ELCR elective(s)	0-16
ELTR 1060	Electrical Prints, Schematics and Symbols	2
ELTR 1110	Electric Motors	4
ELTR 1120	Variable Speed/Low Voltage Controls	2
ELTR 1180	Electrical Controls	3
ELTR 1250	Diagnostic Troubleshooting	2
ELTR 1270	National Electric Code Industrial Applications	3
IDFC 1007	Industrial Safety Procedures	2
IDSY 1110	Industrial Motor Controls I	5
IDSY 1120	Basic Industrial PLCs	6
IDSY 1220	Intermediate Industrial PLCs	6
METR 1101	Introduction to Quality, Standards, and ISO 9000	3
METR 1111	Introduction to Measure Standards and Technology	3
MGMT 1100	Principles of Management	3
MGMT 1120	Introduction to Business	3
MGMT 2135	Management Communications Techniques	3
MGMT 2140	Retail Management	3
SCMA 1004	Quality Improvement Concepts	3
	Total Hours	**61**

ELECTRONICS TECHNOLOGY (ET14)

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

Diploma Program	
Program Length	54 Credit Hours
Education Requirements	High School Diploma or GED required, Minimum Age: 16
Entrance Dates	Every semester
Offered	Warner Robins and Macon Campuses

Electronics Technology Diploma Curriculum

		Credit Hours
General Education Core Courses		**8**
EMPL 1000	Interpersonal Relations and Professional Development	2
	Choose one (1) of the following two English courses:	
ENGL 1010	Fundamentals of English I	3
	OR	
ENGL 1101	Composition and Rhetoric	(3)
	Choose one (1) of the following five Math courses:	
MATH 1012	Foundations of Mathematics	3
	OR	
MATH 1013	Algebraic Concepts	(3)
	OR	
MATH 1100	Quantitative Skills and Reasoning	(3)
	OR	
MATH 1101	Mathematical Modeling	(3)
	OR	
MATH 1111	College Algebra	(3)
Occupational Courses		**30**
COMP 1000	Introduction to Computers	3
ELCR 1005	Soldering Technology	1
ELCR 1010	Direct Current Circuits	6
ELCR 1020	Alternating Current Circuits	7
ELCR 1030	Solid State Devices	5
ELCR 1040	Digital and Microprocessor Fundamentals	5
ELCR 1060	Linear Integrated Circuits	3
COMPLETION OF ONE SPECIALIZATION IS REQUIRED		
Biomedical Instrumentation Technology Specialization (8BI2)		**17**
ALHS 1010	Introduction to Anatomy and Physiology	4
	OR	
ALHS 1011	Structure and Function of the Human Body	(5)

ALHS 1090	Medical Terminology for AHS	2
BMET 1231	Medical Equipment Function and Operation I	4
BMET 2242	Medical Equipment Function and Operation II	4
BMET 2343	Internship Medical Systems	3
Communication Electronics Specialization (8CE2)		**17**
ELCR 2210	Advanced Circuit Analysis	5
ELCR 2220	Advanced Modulation Techniques	3
ELCR 2230	Antenna and Transmission Lines	3
ELCR 2240	Microwave Communication and Radar	3
ELCR 2250	Optical Communication Techniques	3
Field Occupation Specialization (8FC2)		**16**
Choose 16 hours from the list of occupationally related electives below:		
ASTT 1010	Basic Blueprint Reading	4
ASTT 1050	Aerospace Quality Management	3
BUSN 1100	Introduction to Keyboarding	3
CIST 1001	Computer Concepts	4
CIST 1101	Working with Microsoft Windows	3
CIST 1122	Hardware Installation and Maintenance	4
CIST 1130	Operating Systems Concepts	3
CIST 1305	Program Design and Development	3
CIST 1401	Computer Networking Fundamentals	4
CIST 1601	Information Security Fundamentals	3
CIST 2451	Cisco Network Fundamentals	4
DFTG 1101	CAD Fundamentals	4
ELCR xxxx	ELCR elective(s)	0-16
ELTR 1060	Electrical Prints, Schematics and Symbols	2
ELTR 1110	Electric Motors	4
ELTR 1120	Variable Speed/Low Voltage Controls	2
ELTR 1180	Electrical Controls	3
ELTR 1250	Diagnostic Troubleshooting	2
ELTR 1270	National Electric Code Industrial Applications	3
IDFC 1007	Industrial Safety Procedures	2
IDSY 1110	Industrial Motor Controls I	5
IDSY 1120	Basic Industrial PLCs	6
IDSY 1220	Intermediate Industrial PLCs	6
METR 1101	Introduction to Quality, Standards, and ISO 9000	3
METR 1111	Introduction to Measure Standards and Technology	3
MGMT 1100	Principles of Management	3
MGMT 1120	Introduction to Business	3
MGMT 2135	Management Communications Techniques	3
MGMT 2140	Retail Management	3
SCMA 1004	Quality Improvement Concepts	3
	Total Hours	**54**

ELECTRONICS FUNDAMENTALS (EF12)

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

Diploma Program	
Program Length	38 Credit Hours
Education Requirements	High School Diploma or GED required, Minimum Age: 16
Entrance Dates	Every semester
Offered	Warner Robins and Macon Campuses

Electronics Fundamentals Diploma Curriculum

		Credit Hours
General Education Core Courses		**8**
EMPL 1000	Interpersonal Relations and Professional Development	2
	Choose one (1) of the following two English courses:	
ENGL 1010	Fundamentals of English I	3
	OR	
ENGL 1101	Composition and Rhetoric	(3)
	Choose one (1) of the following five Math courses:	
MATH 1012	Foundations of Mathematics	3
	OR	
MATH 1013	Algebraic Concepts	(3)
	OR	
MATH 1100	Quantitative Skills and Reasoning	(3)
	OR	
MATH 1101	Mathematical Modeling	(3)
	OR	
MATH 1111	College Algebra	(3)

Occupational Courses		**30**
COMP 1000	Introduction to Computers	3
ELCR 1005	Soldering Technology	1
ELCR 1010	Direct Current Circuits	6
ELCR 1020	Alternating Current Circuits	7
ELCR 1030	Solid State Devices	5
ELCR 1040	Digital and Microprocessor Fundamentals	5
ELCR 1060	Linear Integrated Circuits	3
	Total Hours	**38**

BASIC ELECTRONIC ASSEMBLER (BE41)
Technical Certificate of Credit

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

Technical Certificate of Credit	
Program Length	10 Credit Hours
Education Requirements	High School diploma or GED required; Minimum Age: 16
Offered	Warner Robins and Macon Campuses

Minimum Test Scores			
Test:	Asset	Compass	Not Required
Reading		70	
English		32	
Mathematics		26	
Algebra			

		Credit Hours
	Choose one (1) of the following three Math courses:	
MATH 1012	Foundations of Mathematics	3
	OR	
MATH 1013	Algebraic Concepts	(3)
	OR	
MATH 1111	College Algebra	(3)
ELCR 1005	Soldering Technology	1
ELCR 1010	Direct Current Circuits	6
	Total Hours	**10**

ENGINEERING TECHNOLOGY (ET33)

The Engineering Technology Program is intended to provide the opportunity for students to explore a career in engineering at the professional level. Program graduates will receive an Associate of Applied Science degree in Engineering Technology which qualifies them as engineering technicians with a specialization in mechanical engineering technology, electrical engineering technology, or industrial engineering technology.

Associate Degree	
Program Length	63 Credit Hours
Education Requirements	High School Diploma or GED required, Minimum Age: 16
Entrance Dates	Every semester
Offered	Warner Robins and Macon Campuses

Minimum Test Scores			
Test:	Asset	Compass	Not Required
Reading		79	
English		62	
Mathematics			
Algebra		37	

Engineering Technology Associate Degree Curriculum

		Credit Hours
General Education Core Courses		**19**
Area I - Language Arts/Communication		
ENGL 1101	Composition and Rhetoric	3
ENGL 1102	Literature and Composition	3
Area II - Social/Behavioral Sciences		
HIST 1111	World History I	3
	OR	
HIST 1112	World History II	(3)
Area III - Natural Sciences/Mathematics		
MATH 1113	Precalculus	3
MATH 1131	Calculus I	4
Area IV - Humanities/Fine Arts		
ARTS 1101	Art Appreciation	3
	OR	
ENGL 2130	American Literature	(3)
	OR	
MUSC 1101	Music Appreciation	(3)
Occupational Courses		**25**
ENGT 1000	Introduction to Engineering Technology	3
CHEM 1211	Chemistry I	3
CHEM 1211L	Chemistry Lab I	1
DFTG 1101	CAD Fundamentals	4
	OR	

DFTG 2010	Engineering Graphics	(4)
ENGL 1105	Technical Communications	3
PHYS 1111	Introductory Physics I	3
PHYS 1111L	Introductory Physics Lab I	1
PHYS 1112	Introductory Physics II	3
PHYS 1112L	Introductory Physics Lab II	1
SPCH 1101	Public Speaking	3
	COMPLETE ONE OF THE FOLLOWING SPECIALIZATIONS	
Electrical Engineering Technology (8E13)		**23**
ECET 1101	Circuit Analysis I	4
ECET 1110	Digital Systems I	4
ECET 2101	Circuit Analysis II	4
ECET 2120	Electronic Circuits I	4
MATH 1132	Calculus II	4
XXXX xxxx	Guided Electives	3
Industrial Engineering Technology (8I23)		**25**
ACCT 1100	Financial Accounting I	4
CIST 2361	C++ Programming I	4
MATH 1127	Introduction to Statistics	3
MEGT 1010	Manufacturing Processes	3
MEGT 1321	Machining and Welding	2
XXXX xxxx	Department Elective	3
XXXX xxxx	Guided Electives	6
Mechanical Engineering Technology (8ME3)		**19**
CIST 2361	C++ Programming I	4
DFTG 2020	Visualization and Graphics	3
MATH 1132	Calculus II	4
MEGT 1010	Manufacturing Processes	3
MEGT 1321	Machining and Welding	2
XXXX xxxx	Guided Elective	3
	Total Hours	**63**

ENGINEERING TECHNOLOGY BASICS (EBT1)
Technical Certificate of Credit

The Engineering Technology Basics certificate program provides training in core engineering techniques. These techniques include drafting and design, complex mathematical calculations, and force evaluation. Topics also include engineering project write-ups, presentation, evaluation, and safety.

Technical Certificate of Credit	
Program Length	20 Credit Hours
Education Requirements	High School diploma or GED required; Minimum age: 16
Offered	Warner Robins, Macon, and Milledgeville Campuses

Minimum Test Scores				
Test:	Asset	Compass	Not Required	
Reading			80	
English			64	
Mathematics			35	
Algebra			38	

		Credit Hours
ENGL 1101	Composition and Rhetoric	3
MATH 1111	College Algebra	3
MATH 1113	Precalculus	3
ENGT 1000	Introduction to Engineering Technology	3
Select one (1) of the following Drafting courses:		
DFTG 1101	CAD Fundamentals	4
	OR	
DFTG 2010	Engineering Graphics	(4)
Select CHEM or ECET or PHYS option (4 hours required):		
CHEM 1211	Chemistry I	3
CHEM 1211L	Chemistry Lab I	1
	OR	
ECET 1101	Circuit Analysis I	4
	OR	
PHYS 1111	Introductory Physics I	3
PHYS 1111L	Introductory Physics Lab I	1
	Total Hours	**20**

ENGINEERING TECHNICIAN (ET31)
Technical Certificate of Credit

The Engineering Technician TCC is an embedded certificate aligned with CGTC's AAS curriculum in Engineering Technology to provide students with basic technical skills required to enter into the engineering technology field through a short-term certificate or to continue into the associate degree program.

Technical Certificate of Credit	
Program Length	14 Credit Hours
Education Requirements	High School diploma or GED required; Minimum age: 16
Offered	Warner Robins and Macon Campuses

Minimum Test Scores				
Test:	Asset	Compass	Not Required	
Reading			79	
English			62	
Mathematics			N/A	
Algebra			37	

		Credit Hours
Occupational Courses		
ENGT 1000	Introduction to Engineering Technology	3
DFTG 2010	Engineering Graphics	4
	OR	
DFTG 1101	CAD Fundamentals	4
	CHOOSE ONE OF THE FOLLOWING SPECIALIZATIONS	
Electrical Engineering Technology		**8**
ECET 1101	Circuit Analysis I	4
ECET 2101	Circuit Analysis II	4
Industrial Engineering Technology		**7**
MEGT 1010	Manufacturing Processes	3
	Choose a minimum of four hours from the following three courses:	
CIST 2361	C++ Programming I	4
MEGT 1321	Machining and Welding	2
IDSY 1190	Fluid Power and Piping Systems	5
Mechanical Engineering Technology		**7**
MEGT 1010	Manufacturing Processes	3
	Choose a minimum of four hours from the following three courses:	
CIST 2361	C++ Programming I	4
MEGT 1321	Machining and Welding	2
IDSY 1190	Fluid Power and Piping Systems	5
	Total Hours	**14**

GEOGRAPHIC INFORMATION SYSTEMS (GI13)

The Geographic Information Systems (GIS) Technology Associate of Applied Science degree program prepares students for employment in a variety of GIS professional positions. Students will work for organizations utilizing GIS software and GPS equipment. Graduating students will apply their education in Mobile GIS, Internet Mapping, and Cartography, GIS in Agricultural Applications, GIS in Local and County Government, GPS Surveying, and Customizing GIS Applications through programming. Professional positions in GIS may include: GIS Technician, Planning Technician, GIS Analyst, Photogrammetry & Remote Sensing Technician, Natural Resource Management Technician, Data Entry Technician, Research Technician, and Sales & Marketing Technician. 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 GIS practices and software.

Associate Degree	
Program Length	60 Credit Hours
Education Requirements	High School graduate or GED recipient; minimum age: 16
Entrance Dates	Fall Semester
Offered	Macon Campus

Geographic Information Systems (GIS) Technology Associate of Applied Science Curriculum

		Credit Hours
General Education Core Courses		**15**
Area I - Language Arts/Communication		
ENGL 1101	Composition and Rhetoric	3
Area II - Social/Behavioral Sciences		
PSYC 1101	Introduction to Psychology	3
Area III - Natural Sciences/Mathematics		
MATH 1111	College Algebra	3
Area IV - Humanities/Fine Arts		
XXXX xxxx	Humanities/Fine Arts	3
Additional Program Requirement		
XXXX xxxx	General Core Elective (Areas I - IV)	3
Occupational Courses		**45**
GIFS 1101	Introduction to Geographic Information Systems	4
GIFS 1103	Intermediate GIS	4
GIFS 1109	Special Topics in GIS	4
GIFS 1114	Advanced GIS: Application Development	4
GIFS 1116	Spatial Analysis in GIS	4
GIFS 1122	GIS in Science, Business, and Government	4
GIFS 1124	Cartographic Design in GIS	4
	Choose one (1) of the following two courses:	
GIFS 1126	Database Design and Management in GIS	4
	OR	
CIST 2129	Comprehensive Database Techniques	(4)
GIFS 2030	Geographic Information System Exit Review	2

Choose one (1) of the following two track options:

	OPTION ONE	
GIFS 2000	Geographic Information Systems Practicum/Internship	3
	Choose 8 hours from any of the following courses:	
	DFTG 1101, DFTG 1103, DFTG 1105; CIST 1001, CIST 1001, CIST 1101, CIST 1130; COMP 1000; BUSN 1300, BUSN 1310, BUSN 1320, BUSN 1330; MKTG 1100, MKTG 1130, MKTG 2300	8
	OPTION TWO	
GIFS 2010	Geographic Information Systems Internship/Practicum	4
	Choose 7 hours from any of the following courses:	
	DFTG 1101, DFTG 1103, DFTG 1105; CIST 1001, CIST 1001, CIST 1101, CIST 1130; COMP 1000; BUSN 1300, BUSN 1310, BUSN 1320, BUSN 1330; MKTG 1100, MKTG 1130, MKTG 2300	7
	Total Hours	**60**

GEOGRAPHIC INFORMATION SYSTEMS (GI12)

The Geographic Information Systems (GIS) Technology diploma program prepares students for employment in a variety of GIS professional positions. Students will work for organizations utilizing GIS software and GPS equipment. Graduating students will apply their education in Mobile GIS, Internet Mapping, and Cartography, GIS in Agricultural Applications, GIS in Local and County Government, GPS Surveying, and Customizing GIS Applications through programming. Professional positions in GIS may include: GIS Technician, Planning Technician, GIS Analyst, Photogrammetry & Remote Sensing Technician, Natural Resource Management Technician, Data Entry Technician, Research Technician, and Sales & Marketing Technician. 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 GIS practices and software.

Diploma Program	
Program Length	43 Credit Hours
Education Requirements	High School graduate or GED recipient; minimum age: 16
Entrance Dates	Fall Semester
Offered	Macon Campus

Geographic Information Systems (GIS) Technology Diploma Curriculum

		Credit Hours
General Education Core Courses		**8**
EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1010	Fundamentals of English I	
	OR	3
ENGL 1101	Composition and Rhetoric	
MATH 1012	Foundations of Mathematics	
	OR	
MATH 1100	Quantitative Skills and Reasoning	
	OR	3
MATH 1101	Mathematical Modeling	
	OR	
MATH 1111	College Algebra	
Occupational Courses		**35**
GIFS 1101	Introduction to Geographic Information Systems	4
GIFS 1103	Intermediate GIS	4
GIFS 1109	Special Topics in GIS	4
GIFS 1114	Advanced GIS: Application Development	4
GIFS 1116	Spatial Analysis in GIS	4
GIFS 1122	GIS In Science, Business, and Government	4
GIFS 1124	Cartographic Design for GIS	4
GIFS 1126	Database Design and Management in GIS	
	OR	4
CIST 2129	Comprehensive Database Techniques	
XXXX xxxx	*Occupationally-related Electives:* DFTG 1101, DFTG 1103, DFTG 1105; CIST 1001, CIST 1001, CIST 1101, CIST 1130; COMP 1000; BUSN 1300, BUSN 1310, BUSN 1320, BUSN 1330; MKTG 1100, MKTG 1130, MKTG 2300	3
	Total Hours	**43**

GIS TECHNOLOGY (GT41)
Technical Certificate of Credit

This program provides students with a basic knowledge of the Geographic Information Systems (GIS) and Global Positioning Systems (GPS). Students will learn project management and will be able to effectively use microcomputer hardware and software applications to enhance existing job skills in the GIS and GPS profession.

Technical Certificate of Credit	
Program Length	16 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum Age: 16
Entrance Dates	Every Semester
Offered	Macon Campus

		Credit Hours
GIFS 1101	Introduction To GIS	4
GIFS 1103	Intermediate GIS	4
GIFS 1109	Special Topics in GIS	4
GIFS 1122	GIS in Science, Business, and Government	4
	Total Hours	**16**

INDUSTRIAL SYSTEMS TECHNOLOGY (IS13)

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, PLCs, 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.

Associate Degree	
Program Length	61 Credit Hours
Education Requirements	High School Diploma or GED required, Minimum Age: 16
Entrance Dates	Every semester
Offered	Warner Robins and Macon Campuses

Minimum Test Scores			
Test:	Asset	Compass	Not Required
Reading		79	
English		62	
Mathematics			
Algebra		37	

Industrial Systems Technology Associate Degree Curriculum

		Credit Hours
General Education Core Courses		**15**
Area I - Language Arts/Communication		
ENGL 1101	Composition and Rhetoric	3
Area II - Social/Behavioral Sciences		
XXXX xxxx	Social/Behavioral Sciences Elective	3
Area III - Natural Sciences/Mathematics		
	Choose one (1) of the following three Math courses:	
MATH 1100	Quantitative Skills and Reasoning	
	OR	
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1111	College Algebra	
Area IV - Humanities/Fine Arts		
XXXX xxxx	Humanities/Fine Arts Elective	3
XXXX xxxx	General Education Core Elective (Areas I - IV)	3
Occupational Courses		**46**
Choose one (1) of the following three courses:		
ELTR 1020	Electrical Systems Basics I	
	OR	
IDFC 1012	Alternating Current I	3
	OR	

IDSY 1105	AC Circuit Analysis		
Choose one (1) of the following two courses:			
IDFC 1011	Direct Current I		
	OR		3
IDSY 1101	DC Circuit Analysis		
IDSY 1110	Industrial Motor Controls I		5
IDSY 1120	Basic Industrial PLCs		5
IDSY 1130	Industrial Wiring		5
IDSY 1170	Industrial Mechanics		5
IDSY 1190	Fluid Power and Piping Systems		5
XXXX xxxx	Occupationally-related Electives (IDSY, AIRC, ELCR, MCHT, WELD)		15
		Total Hours	**61**

INSTRUMENTATION AND CONTROLS TECHNICIAN (IA13)

The Instrumentation and Controls Technician Associate of Applied Science Degree provides students with a basic knowledge of instrumentation and control maintenance functions such as troubleshooting, repair, and installation of instruments, control devices, and electronic equipment. Instruction is performed through a combination of theory and hands-on training.

Associate Degree	
Program Length	75 Credit Hours
Education Requirements	High School Diploma or GED required, Minimum Age: 18
Entrance Dates	Every semester
Offered	Macon Campus

Instrumentation and Controls Technician Associate Degree Curriculum

		Credit Hours
General Education Core Courses		**16**
Area I - Language Arts/Communication		
ENGL 1101	Composition and Rhetoric	3
Area II - Social/Behavioral Sciences		
XXXX xxxx	Social/Behavioral Sciences Elective	3
Area III - Natural Sciences/Mathematics		
PHYS 1110	Conceptual Physics	3
PHYS 1110L	Conceptual Physics Lab	1
	Choose one (1) of the following two Math courses:	
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1111	College Algebra	(3)
Area IV - Humanities/Fine Arts		
	Choose one (1) of the following courses:	
HUMN 1101	Introduction to Humanities	3
	OR	
ARTS 1101	Art Appreciation	(3)
Occupational Courses		**59**
COMP 1000	Introduction to Computers	3
Choose one (1) of following three courses:		
ELTR 1020	Electrical Systems Basics I	3
	OR	
IDFC 1012	Alternating Current I	(3)
	OR	
IDSY 1105	AC Circuit Analysis	(3)
ICET 2040	Fundamentals of Pressure, Temperature, and Flow	5
ICET 2060	Instrumentation Maintenance and Calibration	5
ICET 2080	Final Control Elements	4
Choose one (1) of following two courses:		
IDFC 1011	Direct Current I	3
	OR	

IDSY 1101	DC Circuit analysis		(3)
IDSY 1110	Industrial Motor Controls I		5
IDSY 1120	Basic Industrial PLCs		5
IDSY 1210	Industrial Motor Controls II		5
IDSY 1230	Industrial Instrumentation		5
IDSY 2750	Human Machine Interface		4
IDSY 2800	Advanced Process Control		4
IDSY 2830	Networking Industrial Equipment		4
IDSY 2850	Industrial Graphical Communication		4
		Total Hours	**75**

ELECTRICAL CONTROL SYSTEMS (EC22)

The Electrical Control Systems Diploma program is a sequence of courses designed to prepare students in the field of electrical control systems. Learning opportunities develop academic and professional knowledge, along with skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in PLC's, electrical controls, and instrumentation. Graduates of the program receive an Electrical Control Systems diploma that qualifies them for employment as industrial electricians or industrial control technicians.

Diploma Program	
Program Length	50 Credit Hours
Education Requirements	High School Diploma or GED required, Minimum Age: 16
Entrance Dates	Fall semester
Offered	Warner Robins and Macon Campuses

Minimum Test Scores			
Test:	Asset	Compass	Not Required
Reading		70	
English		32	
Mathematics		26	
Algebra		28	

Electrical Control Systems Diploma Curriculum

		Credit Hours
General Education Core Courses		**8**
EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1010	Fundamentals of English I	3
MATH 1013	Algebraic Concepts	
	OR	3
MATH 1012	Foundations of Mathematics	
Occupational Courses		**42**
Choose one (1) of the following three courses:		
ELTR 1020	Electrical Systems Basics I	
	OR	
IDFC 1012	Alternating Current I	3
	OR	
IDSY 1105	AC Circuit Analysis	
Choose one (1) of the following two courses:		
IDFC 1011	Direct Current I	
	OR	3
IDSY 1101	DC Circuit Analysis	
IDSY 1110	Industrial Motor Controls I	5
IDSY 1120	Basic Industrial PLCs	5
IDSY 1130	Industrial Wiring	5
IDSY 1210	Industrial Motor Controls II	5
IDSY 1220	Intermediate Industrial PLCs	5
IDSY 1230	Industrial Instrumentation	5
XXXX xxxx	Occupational Electives	6
	Total Hours	**50**

INDUSTRIAL MECHANICAL SYSTEMS (IMS2)

The Industrial Mechanical Systems Diploma program provides instruction to prepare students for employment in a variety of positions within the industrial production equipment maintenance field. The program provides learning opportunities that 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. Graduates of the program receive an Industrial Mechanical Systems, diploma that qualifies them for employment as an industrial maintenance mechanic.

Diploma Program	
Program Length	55 Credit Hours
Education Requirements	High School diploma or GED required; Minimum Age: 16
Entrance Dates	Fall Semester
Offered	Warner Robins, Macon, and Milledgeville Campuses

Minimum Test Scores			
Test:	Asset	Compass	Not Required
Reading		70	
English		32	
Mathematics		26	
Algebra			

Industrial Mechanical Systems Diploma Curriculum

		Credit Hours
General Education Core Courses		**8**
EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	
	OR	3
MATH 1013	Algebraic Concepts	
Occupational Courses		**47**
Choose one (1) of the following three courses:		
ELTR 1020	Electrical Systems Basics I	
	OR	
IDFC 1012	Alternating Current I	3
	OR	
IDSY 1105	AC Circuit Analysis	
Choose one (1) of the following two courses:		
IDFC 1011	Direct Current I	
	OR	3
IDSY 1101	DC Circuit Analysis	
IDSY 1020	Print Reading and Problem Solving	3
IDSY 1110	Industrial Motor Controls I	5
IDSY 1160	Mechanical Laws and Principles	4
IDSY 1170	Industrial Mechanics	5
IDSY 1190	Fluid Power and Piping Systems	5
IDSY 1240	Maintenance for Reliability	4
XXXX xxxx	Occupationally-related Electives (IDSY, AIRC, ELCR, MCHT, WELD)	15
	Total Hours	**55**

INDUSTRIAL SYSTEMS TECHNOLOGY (IST4)

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, PLCs, instrumentation, fluidpower, 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.

Diploma Program	
Program Length	54 Credit Hours
Education Requirements	High School Diploma or GED required, Minimum Age: 16
Entrance Dates	Fall semester
Offered	Warner Robins and Macon Campuses

Industrial Systems Technology Diploma Curriculum

		Credit Hours
General Education Core Courses		**8**
	Choose one (1) of the following English courses:	
ENGL 1010	Fundamentals of English I	
	OR	3
ENGL 1101	Composition and Rhetoric	
	Choose one (1) of the following Mathematics courses:	
MATH 1012	Foundations of Mathematics	
	OR	
MATH 1013	Algebraic Concepts	
	OR	
MATH 1100	Quantitative Skills and Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	
	OR	
MATH 1111	College Algebra	
EMPL 1000	Interpersonal Relations and Professional Development	2
Occupational Courses		**46**
Choose one (1) of the following three courses:		
ELTR 1020	Electrical Systems Basics I	
	OR	
IDFC 1012	Alternating Current I	3
	OR	
IDSY 1105	AC Circuit Analysis	
Choose one (1) of the following two courses:		
IDFC 1011	Direct Current I	
	OR	3
IDSY 1101	DC Circuit Analysis	
IDSY 1110	Industrial Motor Controls I	5
IDSY 1120	Basic Industrial PLCs	5

IDSY 1130	Industrial Wiring	5
IDSY 1170	Industrial Mechanics	5
IDSY 1190	Fluid Power and Piping Systems	5
XXXX xxxx	Occupationally-related Electives (IDSY, AIRC, ELCR, MCHT, WELD)	15
	Total Hours	**54**

ELECTRICAL MAINTENANCE TECHNICIAN (EM81)
Technical Certificate of Credit

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

Technical Certificate of Credit	
Program Length	26 Credit Hours
Education Requirements	High School diploma or GED required; Minimum Age: 16
Offered	Warner Robins and Macon Campuses

Minimum Test Scores			
Test:	Asset	Compass	Not Required
Reading		70	
English		32	
Mathematics		26	
Algebra			

		Credit Hours
Choose one (1) of the following three courses:		
ELTR 1020	Electrical Systems Basics I	3
	OR	
IDFC 1012	Alternating Current I	(3)
	OR	
IDSY 1105	AC Circuit Analysis	(3)
Choose one (1) of the following two courses:		
IDFC 1011	Direct Current I	3
	OR	
IDSY 1101	DC Circuit Analysis	(3)
IDSY 1110	Industrial Motor Controls I	5
IDSY 1120	Basic Industrial PLCs	5
IDSY 1130	Industrial Wiring	5
IDSY 1220	Intermediate Industrial PLCs	5
	Total Hours	**26**

INDUSTRIAL ELECTRICIAN (IE41)
Technical Certificate of Credit

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.

Technical Certificate of Credit	
Program Length	11 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum Age: 16
Offered	Macon Campus

Minimum Test Scores			
Test:	Asset	Compass	Not Required
Reading		70	
English		32	
Mathematics		26	
Algebra			

		Credit Hours
Choose one (1) of the following three courses:		
ELTR 1020	Electrical Systems Basics I	3
	OR	
IDFC 1012	Alternating Current I	(3)
	OR	
IDSY 1105	AC Circuit Analysis	(3)
Choose one (1) of the following two courses:		
IDFC 1011	Direct Current I	3
	OR	
IDSY 1101	DC Circuit Analysis	(3)
IDSY 1130	Industrial Wiring	5
	Total Hours	**11**

INDUSTRIAL FLUID POWER TECHNICIAN (IF11)
Technical Certificate of Credit

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.

Technical Certificate of Credit	
Program Length	10 Credit Hours
Education Requirements	High School diploma or GED required; Minimum Age: 16
Offered	Warner Robins and Macon Campuses

Minimum Test Scores			
Test:	Asset	Compass	Not Required
Reading		70	
English		32	
Mathematics		26	
Algebra			

		Credit Hours
IDSY 1170	Industrial Mechanics	5
IDSY 1190	Fluid Power and Piping Systems	5
	Total Hours	**10**

INDUSTRIAL MOTOR CONTROL TECHNICIAN (IM41)
Technical Certificate of Credit

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.

Technical Certificate of Credit	
Program Length	10 Credit Hours
Education Requirements	High School diploma or GED required; Minimum Age: 16
Offered	Warner Robins and Macon Campuses

		Credit Hours
IDSY 1110	Industrial Motor Controls I	5
IDSY 1210	Industrial Motor Controls II	5
	Total Hours	**10**

INSTRUMENTATION AND CONTROLS TECHNICIAN I (IA31)

The Instrumentation and Controls Technician I certificate provides additional educational opportunities for plant personnel or other experienced individuals who need further training in the area of instrumentation and control maintenance functions such as troubleshooting, repair, and installation of instruments, control devices, and electronic equipment. Instruction is performed through a combination of theory and hands-on training.

Technical Certificate of Credit	
Program Length	31 Credit Hours
Education Requirements	High School Diploma or GED required, Minimum Age: 18
Entrance Dates	Every semester
Offered	Macon Campus

		Credit Hours
Choose one (1) of following three courses:		
ELTR 1020	Electrical Systems Basics I	3
	OR	
IDFC 1012	Alternating Current I	3
	OR	
IDSY 1105	AC Circuit Analysis	3
Choose one (1) of following two courses:		
IDFC 1011	Direct Current I	3
	OR	
IDSY 1101	DC Circuit analysis	3
IDSY 1007	Industrial Safety Procedures	2
IDSY 1020	Print Reading and Problem Solving	3
IDSY 1110	Industrial Motor Controls I	5
IDSY 1120	Basic Industrial PLCs	5
IDSY 1210	Industrial Motor Controls II	5
IDSY 1230	Industrial Instrumentation	5
	Total Hours	**31**

MECHANICAL MAINTENANCE TECHNICIAN (MM31)
Technical Certificate of Credit

The Mechanical Maintenance Technician Technical Certificate of Credit provides instruction in industrial mechanical and machine tool disciplines. Completion will qualify graduates employment in commercial and industrial industries.

Technical Certificate of Credit	
Program Length	26 Credit Hours
Education Requirements	High School diploma or GED required; Minimum Age: 16
Offered	Macon and Milledgeville Campuses

Minimum Test Scores			
Test:	Asset	Compass	Not Required
Reading		70	
English		32	
Mathematics		26	
Algebra			

		Credit Hours
IDSY 1170	Industrial Mechanics	5
IDSY 1190	Fluid Power and Piping Systems	5
MCHT 1011	Introduction to the Machine Tool	4
MCHT 1119	Lathe Operations I	3
MCHT 1120	Mill Operations I	3
WELD 1040	Flat Shielded Metal Arc Welding	4
WELD 1330	Metal Welding and Cutting Techniques	2
	Total Hours	**26**

PROGRAMMABLE CONTROL TECHNICIAN I (PC81)
Technical Certificate of Credit

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.

Technical Certificate of Credit	
Program Length	15 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum Age: 16
Offered	Warner Robins and Macon Campuses

Minimum Test Scores			
Test:	Asset	Compass	Not Required
Reading		70	
English		32	
Mathematics		26	
Algebra			

		Credit Hours
IDSY 1110	Industrial Motor Controls I	5
IDSY 1120	Basic Industrial PLCs	5
IDSY 1220	Intermediate Industrial PLCs	5
	Total Hours	**15**

RESIDENTIAL/INDUSTRIAL WIRING TECHNICIAN (RW41)
Technical Certificate of Credit

The purpose of the Residential/Industrial Wiring Technical Certificate of Credit is to train students to perform their duties more efficiently by being knowledgeable of residential/industrial wiring principles and practical applications. The program will prepare students to enter employment proficient in industrial maintenance applications and upgrade skills of current industrial maintenance personnel working in the field.

Technical Certificate of Credit	
Program Length	19 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum Age: 16
Offered	Warner Robins and Macon Campuses

Minimum Test Scores			
Test:	Asset	Compass	Not Required
Reading		70	
English		32	
Mathematics		26	
Algebra		28	

		Credit Hours
Choose one (1) of the following three courses:		
ELTR 1020	Electrical Systems Basics I	3
	OR	
IDFC 1012	Alternating Current I	(3)
	OR	
IDSY 1105	AC Circuit Analysis	(3)
Choose one (1) of the following two courses:		
IDFC 1011	Direct Current I	3
	OR	
IDSY 1101	DC Circuit Analysis	(3)
IDSY 1110	Industrial Motor Controls I	5
IDSY 1130	Industrial Wiring	5
MATH 1013	Algebraic Concepts	3
	Total Hours	**19**

MACHINE TOOL TECHNOLOGY (MTT2)

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.

Diploma Program	
Program Length	42 Credit Hours
Education Requirements	High School graduate or GED required
Entrance Dates	Every Semester
Offered	Warner Robins Campus

Machine Tool Technology Diploma Curriculum

		Credit Hours
General Education Core Courses		**8**
EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
Occupational Courses		**34**
COMP 1000	Introduction to Computers	3
AMCA 2110	CNC Fundamentals	3
MCHT 1011	Introduction to Machine Tool	4
MCHT 1012	Blueprint for Machine Tool	3
MCHT 1020	Heat Treatment and Surface Grinding	3
MCHT 1119	Lathe Operations I	3
MCHT 1120	Mill Operations I	3
MCHT 1219	Lathe Operations II	3
MCHT 1220	Mill Operations II	3
MCHT xxxx	Occupationally-related Elective	3
Choose one of the following Math Options		
MCHT 1013	Machine Tool Math	3
	OR	
MATH 1015	Geometry and Trigonometry	(3)
	Total Hours	**42**

BASIC MACHINING OPERATOR (BMO1)
Technical Certificate of Credit

The Basic Machining Operator certificate prepares students for entry level machine shop employment by providing the knowledge and skills in basic machining operations. Instruction is provided in blueprint reading, lathe, mill, and surface grinder operation, mathematical functions, and an introduction to the machine tool industry.

Technical Certificate of Credit	
Program Length	19 Credit Hours
Education Requirements	High School diploma or GED required
Offered	Warner Robins Campus

Minimum Test Scores			
Test:	Asset	Compass	Not Required
Reading		70	
English		32	
Mathematics		26	
Algebra			

		Credit Hours
MCHT 1011	Introduction to Machine Tool	4
MCHT 1012	Blueprint for Machine Tool	3
MCHT 1013	Machine Tool Math	3
MCHT 1020	Heat Treatment and Surface Grinding	3
MCHT 1119	Lathe Operations I	3
MCHT 1120	Mill Operations I	3
	Total Hours	**19**

BASIC MACHINIST (BM31)
Technical Certificate of Credit

The Basic Machinist certificate program prepares students for a machine tool operator position with a machine shop or machine tool establishment. Topics include foundations of mathematics, an introduction to machine tool technology, and blueprint reading for machine tool applications.

Technical Certificate of Credit	
Program Length	10 Credit Hours
Education Requirements	High School diploma or GED required
Offered	Warner Robins Campus

Minimum Test Scores			
Test:	Asset	Compass	Not Required
Reading		70	
English		32	
Mathematics		26	
Algebra			

		Credit Hours
MATH 1012	Foundations of Mathematics	3
MCHT 1011	Introduction to Machine Tool	4
MCHT 1012	Blueprint for Machine Tool	3
	Total Hours	**10**

CNC SPECIALIST (CS51)
Technical Certificate of Credit

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.

Technical Certificate of Credit	
Program Length	20 Credit Hours
Education Requirements	High School diploma or GED required
Offered	Warner Robins Campus

Minimum Test Scores			
Test:	Asset	Compass	Not Required
Reading		70	
English		32	
Mathematics		26	
Algebra			

		Credit Hours
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
	Total Hours	**20**

LATHE OPERATOR (LP11)
Technical Certificate of Credit

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.

Technical Certificate of Credit	
Program Length	13 Credit Hours
Education Requirements	High School diploma or GED required
Offered	Warner Robins Campus

Minimum Test Scores			
Test:	Asset	Compass	Not Required
Reading		70	
English		32	
Mathematics		26	
Algebra			

		Credit Hours
MCHT 1011	Introduction to Machine Tool	4
MCHT 1012	Blueprint for Machine Tool	3
MCHT 1119	Lathe Operations I	3
MCHT 1219	Lathe Operations II	3
	Total Hours	**13**

MILL OPERATOR (MP11)
Technical Certificate of Credit

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.

Technical Certificate of Credit	
Program Length	13 Credit Hours
Education Requirements	High School diploma or GED required
Offered	Warner Robins Campus

Minimum Test Scores			
Test:	Asset	Compass	Not Required
Reading		70	
English		32	
Mathematics		26	
Algebra			

		Credit Hours
MCHT 1011	Introduction to Machine Tool	4
MCHT 1012	Blueprint for Machine Tool	3
MCHT 1120	Mill Operations I	3
MCHT 1220	Mill Operations II	3
	Total Hours	**13**

METROLOGY (ME13)

The Metrology Associate Degree program is designed to meet the precision measurement needs of industry by preparing graduates through both theoretical and hands-on laboratory work to successfully enter the work force. The emphasis of this program is Physical and Electrical Dimensional Metrology.

Associate Degree	
Program Length	65 Credit Hours
Education Requirements	High School graduate or GED recipient; minimum age: 17
Entrance Dates	Every Semester
Offered	Macon Campus, Online

Metrology Associate Degree Curriculum

		Credit Hours
General Education Core Courses		**19**
Area I - Language Arts/Communication		
ENGL 1101	Composition and Rhetoric	3
Area II - Social/Behavioral Sciences		
XXXX xxxx	Social/Behavioral Sciences Elective	3
Area III - Natural Sciences/Mathematics		
MATH 1111	College Algebra	3
PHYS 1110	Conceptual Physics	3
PHYS 1110L	Conceptual Physics Lab	1
Area IV - Humanities/Fine Arts		
XXXX xxxx	Humanities/Fine Arts Elective	3
XXXX xxxx	General Education Core Elective (Areas I - IV)	3
Occupational Courses		**46**
COMP 1000	Introduction to Computers	3
IDFC 1007	Industrial Safety Procedures	2
IDFC 1011	Direct Current I	3
IDFC 1012	Alternating Current I	3
IDFC 1013	Solid State Devices I	3
METR 1101	Introduction to Quality, Standards, and ISO 9000	3
METR 1111	Introduction to Measure Standards and Technology	3
METR 1132	Mechanical Measurements	3
METR 1141	Quality Control and Statistics	3
METR 1161	Physical Metrology	3
METR 1163	Dimensional Metrology	4
METR 2111	Electronic Measuring Instruments	4
METR 2121	Modern Communications Systems	3
METR 2131	RF And Microwave Technology	3
METR 2211	Introduction to Automated Metrology	3
	Total Hours	**65**

METROLOGY (ME24)

The Metrology Diploma program is designed to meet the precision measurement needs of industry by preparing graduates through both theoretical and hands-on laboratory work to successfully enter the work force.

Diploma Program	
Program Length	57 Credit Hours
Education Requirements	High School graduate or GED required; Minimum age: 17
Entrance Dates	Every Semester
Offered	Macon Campus, Online

Metrology Diploma Curriculum

		Credit Hours
General Education Core Courses		**8**
EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1010	Fundamentals of English I	3
MATH 1013	Algebraic Concepts	3
Occupational Courses		**49**
COMP 1000	Introduction to Microcomputers	3
IDFC 1007	Industrial Safety Procedures	2
IDFC 1011	Direct Current I	3
IDFC 1012	Alternating Current I	3
IDFC 1013	Solid State Devices I	3
METR 1101	Introduction to Quality, Standards, and ISO 9000	3
METR 1111	Introduction to Measure Standards and Technology	3
METR 1132	Mechanical Measurements	3
METR 1141	Quality Control and Statistics	3
METR 1161	Physical Metrology	3
METR 1163	Dimensional Metrology	4
METR 2111	Electronic Measuring Instruments	4
METR 2121	Modern Communications Systems	3
METR 2131	RF And Microwave Technology	3
METR 2211	Introduction to Automated Metrology	3
PHSC 1050	Applied Physical Science	3
	Total Hours	**57**

CALIBRATION TECHNICIAN (CT41)
Technical Certificate of Credit

The Calibration Technician technical certificate program is designed to introduce the history of national and international quality standards, core opportunities, safety, basic AC-DC theory and application, statistical analysis, dimensional measurements and other measurement disciplines.

Technical Certificate of Credit	
Program Length	21 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum Age: 16
Entrance Dates	Every Semester
Offered	Macon Campus

		Credit Hours
MATH 1013	Algebraic Concepts	3
MATH 1015	Geometry and Trigonometry	3
METR 1101	Introduction to Quality, Standards, and ISO 9000	3
METR 1111	Introduction to Measure Standards and Technology	3
METR 1141	Quality Control and Statistics	3
METR 1161	Physical Metrology	3
PHSC 1111	Physical Science	3
	Total Hours	**21**

ELECTRONIC METROLOGY TECHNICIAN (EM91)
Technical Certificate of Credit

The Electronic Metrology program is designed to be an introduction to many devices and circuits commonly used in instrumentation. Topics include voltage, standard resistors, capacitors, frequency and frequency conductors, and spectrum analysis.

Technical Certificate of Credit	
Program Length	21 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum Age: 16
Entrance Dates	Every Semester
Offered	Macon Campus

		Credit Hours
COMP 1000	Introduction to Computers	
MATH 1013	Algebraic Concepts	3
MATH 1015	Geometry and Trigonometry	3
METR 1101	Introduction to Quality, Standards, and ISO 9000	3
METR 1111	Introduction to Measure Standards and Technology	3
METR 1132	Mechanical Measurements	3
PHSC 1050	Applied Physical Science	3
	Total Hours	**21**

PHYSICAL METROLOGY TECHNICIAN (PM31)
Technical Certificate of Credit

The Physical Metrology Technician technical certificate program is designed to offer an introductory study of physical measurements (temperature, mass, force, pressure, vacuum, flow, density, etc.) and measuring instruments emphasizing the theory and proper use of equipment and thorough knowledge of laboratory technique.

Technical Certificate of Credit	
Program Length	22 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum Age: 16
Entrance Dates	Every Semester
Offered	Macon Campus

		Credit Hours
COMP 1000	Introduction to Computers	3
MATH 1013	Algebraic Concepts	3
MATH 1015	Geometry and Trigonometry	3
METR 1111	Introduction to Measure Standards and Technology	3
METR 1161	Physical Metrology	3
METR 1163	Dimensional Metrology	4
PHSC 1111	Physical Science	3
	Total Hours	**22**

WELDING AND JOINING TECHNOLOGY (WAJ2)

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.

Diploma Program	
Program Length	50 Credit Hours
Education Requirements	High School diploma or GED required; Minimum age: 16
Entrance Dates	Every Semester
Offered	Warner Robins and Macon Campuses

Minimum Test Scores			
Test:	Asset	Compass	Not Required
Reading		70	
English		32	
Mathematics		26	
Algebra			

Welding and Joining Technology Diploma Curriculum

		Credit Hours
General Education Core Courses		**8**
EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
Occupational Courses		**42**
WELD 1000	Introduction to Welding Technology	3
WELD 1010	Oxyfuel Cutting	3
WELD 1030	Blueprint Reading for Welding Technology	3
WELD 1040	Flat Shielded Metal Arc Welding	4
WELD 1050	Horizontal Shielded Metal Arc Welding	4
WELD 1060	Vertical Shielded Metal Arc Welding	4
WELD 1070	Overhead Shielded Metal Arc Welding	4
WELD 1090	Gas Metal Arc Welding	4
WELD 1110	Gas Tungsten Arc Welding	4
WELD 1120	Preparation for Industrial Qualification	3
XXXX xxxx	Elective	3
	Select a minimum of three (3) credit hours from the electives below:	
WELD 1020	Oxyacetylene Welding	2
WELD 1150	Advanced Gas Tungsten Arc Welding	3
WELD 1151	Fabrication Processes	3
WELD 1152	Pipe Welding	3
WELD 1153	Flux Cored Arc Welding	4
WELD 1154	Plasma Cutting	3
WELD 1156	Ornamental Iron Works	3
WELD 1330	Metal Welding and Cutting Techniques	2
	Total Hours	**50**

BASIC SHIELDED METAL ARC WELDER (FS31)
Technical Certificate of Credit

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.

Technical Certificate of Credit	
Program Length	10 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 16
Entrance Dates	Every Semester
Offered	Warner Robins, Macon and Milledgeville Campuses and Putnam County Center

WELD 1000	Introduction to Welding Technology	3
WELD 1010	Oxyfuel Cutting	3
WELD 1040	Flat Shielded Metal Arc Welding	4
	Total Hours	**10**

GAS METAL ARC WELDER (GM31)
Technical Certificate of Credit

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.

Technical Certificate of Credit	
Program Length	13 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 16
Offered	Warner Robins, Macon and Milledgeville Campuses and Putnam County Center

		Credit Hours
WELD 1000	Introduction to Welding Technology	3
WELD 1010	Oxyfuel Cutting	3
WELD 1090	Gas Metal Arc Welding	4
	Choose one (1) of the following courses:	
WELD 1030	Blueprint Reading for Welding Technology	3
WELD 1040	Flat Shielded Metal Arc Welding	4
WELD 1150	Advanced Gas Tungsten Arc Welding	3
WELD 1151	Fabrication Processes	3
WELD 1152	Pipe Welding	3
WELD 1153	Flux Cored Arc Welding	4
WELD 1154	Plasma Cutting	3
WELD 1156	Ornamental Iron Works	3
	Minimum Total Hours	**13**

GAS TUNGSTEN ARC WELDER (GTA1)
Technical Certificate of Credit

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.

Technical Certificate of Credit	
Program Length	13 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 16
Offered	Warner Robins, Macon and Milledgeville Campuses and Putnam County Center

		Credit Hours
WELD 1000	Introduction to Welding Technology	3
WELD 1010	Oxyfuel Cutting	3
WELD 1110	Gas Tungsten Arc Welding	4
	Choose one (1) of the following courses:	
WELD 1030	Blueprint Reading for Welding Technology	3
WELD 1040	Flat Shielded Metal Arc Welding	4
WELD 1150	Advanced Gas Tungsten Arc Welding	3
WELD 1151	Fabrication Processes	3
WELD 1152	Pipe Welding	3
WELD 1153	Flux Cored Arc Welding	4
WELD 1154	Plasma Cutting	3
WELD 1156	Ornamental Iron Works	3
	Minimum Total Hours	**13**

ADVANCED SHIELDED METAL ARC WELDER (OSM1)
Technical Certificate of Credit

The Advanced Shielded Metal Arc Welder technical certificate is a continuation of the basic certificate. The advanced program provides instruction in shielded metal arc welding in the overhead, horizontal, and vertical positions.

Technical Certificate of Credit	
Program Length	12 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 16
Offered	Warner Robins, Macon and Milledgeville Campuses and Putnam County Center

		Credit Hours
WELD 1050	Horizontal Shielded Metal Arc Welding	4
WELD 1060	Vertical Shielded Metal Arc Welding	4
WELD 1070	Overhead Shielded Metal Arc Welding	4
	Total Hours	**12**

PIPE WELDER (PW11)
Technical Certificate of Credit

The Pipe Welder technical certificate of credit provides instruction in the specialized field of pipe welding. A good understanding and skill base in essential for the completion of this program. Topics include advanced gas tungsten arc welding practices, fabrication practices, and pipe welding techniques.

Technical Certificate of Credit	
Program Length	9 Credit Hours
Education Requirements	High School diploma or GED required; Minimum age: 16
Condition of Admission	Student must be a Welding and Joining Technology diploma graduate to enroll in this program
Offered	Warner Robins, Macon and Milledgeville Campuses and Putnam County Center

		Credit Hours
WELD 1150	Advanced Gas Tungsten Arc Welding	3
WELD 1151	Fabrication Processes	3
WELD 1152	Pipe Welding	3
	Total Hours	**9**

VERTICAL SHIELDED METAL ARC WELDING FABRICATOR (VSM1)
Technical Certificate of Credit

The Vertical Shielded Metal Arc Welding Fabricator technical certificate of credit prepares students for careers in shielded metal arc welding fabrication.

Technical Certificate of Credit	
Program Length	11 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 16
Offered	Warner Robins, Macon and Milledgeville Campus and Putnam County Center

		Credit Hours
WELD 1050	Horizontal Shielded Metal Arc Welding	4
WELD 1060	Vertical Shielded Metal Arc Welding	4
Choose one of the following Welding electives:		
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
	Total Hours	**11**

Business & Computer Technology

- Accounting
- Banking and Finance
- Business Administrative Technology
- Business Management
- Computer Programming
- Computer Support Specialist
- Design and Media Production
- Distribution and Materials Management
- Hotel/Restaurant/Tourism Management
- Internet Specialist
- IT Professional
- Marketing
- Networking Specialist

- Information Technology Technical Certificates of Credit

AAS-APPLIED TECHNICAL MANAGEMENT (AS33)

The AAS in Applied Technical Management allows a student who has completed a diploma in a TCSG program area to continue to this AAS. In addition to the skills and knowledge obtained in the diploma, the student will obtain degree-level general education knowledge and business related skills and knowledge.

Associate Degree	
Program Length	68 Credit Hours – 3 Terms
Education Requirements	High School graduate or GED recipient Condition of Admission: Prior to enrollment the student must have graduated or be eligible to graduate from a diploma in a TCSG program area and Advisor approval.
Entrance Dates	Every Semester
Offered	Macon, Milledgeville and Warner Robins Campuses

AAS in Applied Technical Management Curriculum

		Credit Hours
General Education Core Courses		**15**
Area I - Language Arts/Communication		
ENGL 1101	Composition and Rhetoric	3
Area II - Social/Behavioral Sciences		
XXXX xxxx	Social Behavioral Sciences Elective	3
Area III - Natural Sciences/Mathematics		
Choose one Math course from the following three courses:		
MATH 1100	Quantitative Skills and Reasoning	3
MATH 1101	Mathematical Modeling	(3)
MATH 1111	College Algebra	(3)
Area IV - Humanities/Fine Arts		
XXXX xxxx	Humanities/Fine Arts Elective	3
Program-Specific Requirements		
XXXX xxxx	General Core Elective (Areas I - IV)	3
Occupational Courses		**53**
Completion of a Diploma program required for this AAS program		37
MGMT 1100	Principles of Management	3
MGMT 1105	Organizational Behavior	3
Choose one course from the following three courses:		
MGMT 1110	Employment Law	3
ACCT 2140	Legal Environment of Business	3
MKTG 1130	Business Regulations and Compliance	3
MGMT 2125	Performance Management	3
ACCT 1100	Financial Accounting I	4
	Total Hours	**68**

ACCOUNTING (AC13)

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

Associate Degree	
Program Length	64 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 16
Entrance Dates	Every Semester
Offered	Warner Robins, Macon, and Milledgeville Campuses

Accounting Curriculum

		Credit Hours
General Education Core Courses		**15**
Area I - Language Arts/Communication		
ENGL 1101	Composition and Rhetoric	3
Area II - Social/Behavioral Sciences		
XXXX xxxx	Social/Behavioral Sciences Elective	3
Area III - Natural Sciences/Mathematics		
MATH 1100	Quantitative Skills and Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	(3)
	OR	
MATH 1111	College Algebra	(3)
Area IV - Humanities/Fine Arts		
XXXX xxxx	Humanities/Fine Arts Elective	3
XXXX xxxx	General Education Core Elective (Areas I - IV)	3
Occupational Courses		**49**
BUSN 1440	Document Production	4
COMP 1000	Introduction to Computers	3
ACCT 1100	Financial Accounting I	4
ACCT 1105	Financial Accounting II	4
ACCT 1110	Managerial Accounting	3
ACCT 1115	Computerized Accounting	3
ACCT 1120	Spreadsheet Applications	4
ACCT 1125	Individual Tax Accounting	3
ACCT 1130	Payroll Accounting	3
ACCT xxxx	Accounting Elective	9
XXXX xxxx	Electives	9
	Total Hours	**64**

ACCOUNTING (AC12)

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

Diploma Program	
Program Length	42 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 16
Entrance Dates	Every Semester
Offered	Warner Robins, Macon, and Milledgeville Campuses

Accounting Diploma Curriculum

		Credit Hours
General Education Core Courses		**8**
Choose one (1) of the following English courses:		
ENGL 1010	Fundamentals of English I	3
	OR	
ENGL 1101	Composition and Rhetoric	(3)
Select one (1) of the following Mathematics courses:		
MATH 1011	Business Mathematics	3
	OR	
MATH 1012	Foundations of Mathematics	(3)
	OR	
MATH 1100	Quantitative Skills and Reasoning	(3)
	OR	
MATH 1101	Mathematical Modeling	(3)
	OR	
MATH 1111	College Algebra	(3)
Select one (1) of the following two courses:		
EMPL 1000	Interpersonal Relations and Professional Development	2
	OR	
PSYC 1010	Basic Psychology	(3)
Occupational Courses		**34**
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
ACCT xxxx	Accounting elective	3
Choose three (3) hours from the following Specific Occupational-Guided Electives:		3
BAFN xxxx	Banking and Finance courses	
BUSN xxxx	Business Administrative Technology courses	
HRTM xxxx	Hotel/Restaurant/Tourism Management courses	
MGMT xxxx	Business Management courses	
MKTG xxxx	Marketing courses	
SCMA xxxx	Distribution and Materials Management courses	
	Total Hours	**42**

AUDITING AND ASSURANCES SPECIALIST (AAA1)
Technical Certificate of Credit

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

Technical Certificate of Credit	
Program Length	18 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 16
Entrance Dates	Every Semester
Offered	Warner Robins and Macon Campuses

Minimum Test Scores			
Test:	Asset	Compass	Not Required
Reading		70	
English		32	
Mathematics		26	
Algebra			

		Credit Hours
ACCT 1110	Managerial Accounting	3
ACCT 1125	Individual Tax Accounting	3
ACCT 1130	Payroll Accounting	3
ACCT 2120	Business Tax Accounting	3
ACCT 2140	Legal Environment of Business	3
ACCT 2150	Principles of Auditing	3
	Total Hours	**18**

COMPUTERIZED ACCOUNTING SPECIALIST (CAY1)
Technical Certificate of Credit

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.

Technical Certificate of Credit	
Program Length	21 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 16
Entrance Dates	Every Semester
Offered	Warner Robins and Macon Campuses

		Credit Hours
ACCT 1100	Financial Accounting I	4
ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3
ACCT 1120	Spreadsheet Applications	4
COMP 1000	Introduction to Computers	3
XXXX xxxx	Elective	3
	Total Hours	**21**

OFFICE ACCOUNTING SPECIALIST (OA31)
Technical Certificate of Credit

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

Technical Certificate of Credit	
Program Length	14 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 16
Entrance Dates	Every Semester
Offered	Warner Robins and Macon Campuses

Minimum Test Scores			
Test:	Asset	Compass	Not Required
Reading		70	
English		32	
Mathematics		26	
Algebra			

		Credit Hours
ACCT 1100	Financial Accounting I	4
ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3
COMP 1000	Introduction to Computers	3
	Total Hours	**14**

PAYROLL ACCOUNTING SPECIALIST (PA61)
Technical Certificate of Credit

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

Technical Certificate of Credit	
Program Length	17 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 16
Entrance Dates	Every Semester
Offered	Warner Robins and Macon Campuses

Minimum Test Scores			
Test:	Asset	Compass	Not Required
Reading		70	
English		32	
Mathematics		26	
Algebra			

		Credit Hours
ACCT 1100	Financial Accounting I	4
ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3
ACCT 1130	Payroll Accounting	3
COMP 1000	Introduction to Computers	3
	Total Hours	**17**

TAX PREPARATION SPECIALIST (TPS1)
Technical Certificate of Credit

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.

Technical Certificate of Credit	
Program Length	16 Credit Hours
Education Requirements	High School graduate or GED recipient
Entrance Dates	Every Semester
Offered	Warner Robins and Macon Campuses

		Credit Hours
ACCT 1100	Financial Accounting I	4
ACCT 1125	Individual Tax Accounting	3
ACCT 2120	Business Tax Accounting	3
ACCT xxxx	Accounting Elective	3
COMP 1000	Introduction to Computers	3
	Total Hours	**16**

BANKING AND FINANCE (BAF3)

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

Associate Degree	
Program Length	64 Credit Hours
Education Requirements	High School diploma or GED required; Minimum age: 16
Entrance Dates	Every Semester
Offered	Macon Campus

Banking and Finance Curriculum

		Credit Hours
General Education Core Courses		**15**
Area I - Language Arts/Communications		
ENGL 1101	Composition and Rhetoric	3
Area II - Social/Behavioral Sciences		
Choose one Economics course from the following three courses:		
ECON 1101	Principles of Economics	3
	OR	
ECON 2105	Macroeconomics	(3)
	OR	
ECON 2106	Microeconomics	(3)
Area III - Natural Sciences/Mathematics		
Choose one Mathematics course from the following three courses:		
MATH 1100	Quantitative Skills and Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	(3)
	OR	
MATH 1111	College Algebra	(3)
Area IV - Humanities/Fine Arts		
XXXX xxxx	Humanities/Fine Arts Elective	3
XXXX xxxx	General Education Core Elective (Areas I - IV)	3
Occupational Courses		**49**
ACCT 1100	Financial Accounting I	4
ACCT 1105	Financial Accounting II	4
ACCT 1120	Spreadsheet Applications	4
BAFN 1100	Introduction to Banking and Finance	3
BAFN 1105	Bank Business and Information Systems	3
BAFN 1110	Money and Banking	3
BAFN 1115	Personal Financial Planning	3
BAFN 2200	Finance	3
BAFN 2205	Real Estate Finance	3
BAFN 2210	Contemporary Bank Management	3
BAFN 2215	Investments	3

BUSN 1440	Document Production	4
COMP 1000	Introduction to Computers	3
MKTG 1130	Business Regulations and Compliance	3

Choose three (3) hours from the following Specific Occupational-Guided Electives:
3

ACCT xxxx	Accounting courses	
BUSN xxxx	Business Administrative Technology courses	
HRTM xxxx	Hotel/Restaurant/Travel Management courses	
MGMT xxxx	Business Management courses	
MKTG xxxx	Marketing courses	
SCMA xxxx	Logistics Management courses	

	Total Hours	**64**

BANKING AND FINANCE (BAF2)

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

Diploma Program	
Program Length	51 Credit Hours
Education Requirements	High School diploma or GED required; Minimum age: 16
Entrance Dates	Every Semester
Offered	Macon Campus

Banking and Finance Diploma Curriculum

		Credit Hours
General Education Core Courses		**8**
Choose one (1) of the following English courses:		
ENGL 1010	Fundamentals of English I	3
	OR	
ENGL 1101	Composition and Rhetoric	(3)
Choose one (1) of the following Mathematics courses:		
MATH 1011	Business Math	3
	OR	
MATH 1100	Quantitative Skills and Reasoning	(3)
	OR	
MATH 1101	Mathematical Modeling	(3)
	OR	
MATH 1111	College Algebra	(3)
Choose one (1) of the following courses:		
EMPL 1000	Interpersonal Relations and Professional Development	2
	OR	
PSYC 1010	Basic Psychology	(3)
Occupational Courses		**43**
ACCT 1100	Financial Accounting I	4
ACCT 1105	Financial Accounting II	4
ACCT 1120	Spreadsheet Applications	4
BAFN 1100	Introduction to Banking and Finance	3
BAFN 1105	Bank Business and Information Systems	3
BAFN 1110	Money and Banking	3
BAFN 1115	Personal Financial Planning	3
BAFN 2200	Finance	3
BUSN 1440	Document Production	4
COMP 1000	Introduction to Computers	3
MKTG 1130	Business Regulations and Compliance	3
MKTG 1160	Professional Selling	3
Choose three (3) hours from the following Specific Occupational-Guided Electives:		
ACCT xxxx	Accounting courses	
BAFN xxxx	Banking and Finance courses	

BUSN xxxx	Business Administrative Technology courses
HRTM xxxx	Hotel/Restaurant/Travel Management courses
MGMT xxxx	Business Management courses
MKTG xxxx	Marketing courses
SCMA xxxx	Logistics Management courses

Total Hours	**51**

BUSINESS ADMINISTRATIVE TECHNOLOGY (BA23)

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

Associate Degree	
Program Length	64 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 16
Entrance Dates	Every Semester
Offered	Macon, Milledgeville and Warner Robins Campuses

Business Administrative Technology Curriculum

		Credit Hours
General Education Core Courses		**15**
Area I - English/Humanities/Fine Arts		
ENGL 1101	Composition and Rhetoric	3
Area II - Social/Behavioral Sciences		
XXXX xxxx	Social/Behavioral Sciences Elective	3
Area III - Natural Sciences/Mathematics		
MATH 1100	Quantitative Skills and Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	(3)
	OR	
MATH 1111	College Algebra	(3)
Area IV - Humanities/Fine Arts		
XXXX xxxx	Humanities/Fine Arts Elective	3
Program-Specific Requirements		
XXXX xxxx	General Education Core Elective (Areas I - IV)	3
Occupational Courses		**49**
COMP 1000	Introduction to Computers	3
BUSN 1400	Word Processing Applications	4
BUSN 1430	Desktop Publishing & Presentation Applications	4
BUSN 1440	Document Production	4
BUSN 1190	Digital Technologies In Business	2
BUSN 1240	Office Procedures	3
BUSN 1410	Spreadsheet Concepts & Applications	4
BUSN 1420	Database Applications	4
BUSN 2160	Electronic Mail Applications	2
BUSN 2210	Applied Office Procedures	3
BUSN 2190	Business Document Proofreading & Editing	3
MGMT 1100	Principles of Management	3

Select one of the following two courses:

ACCT 1100	Financial Accounting I	4
BUSN 2200	Office Accounting	4

Choose 6 hours from the BUSN electives below:

BUSN 1100	Introduction to Keyboarding	3
BUSN 1180	Computer Graphics and Design	3
BUSN 1200	Machine Transcription	2
BUSN 1210	Electronics Calculators	2
BUSN 1230	Legal Terminology	3
BUSN 1250	Records Management	3
BUSN 1300	Introduction to Business	3
BUSN 1310	Introduction to Business Culture	3
BUSN 1320	Business Interaction Skills	3
BUSN 1330	Personal Effectiveness	3
BUSN 1340	Customer Service Effectiveness	3
BUSN 2170	Web Page Design	2
BUSN 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
MGMT 1125	Business Ethics	3
MGMT 2215	Team Project	3

	Total Hours	**64**

BUSINESS ADMINISTRATIVE TECHNOLOGY (BA22)

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

Diploma Program	
Program Length	50 Credit Hours
Education Requirements	High School graduate or GED recipient
Entrance Dates	Every Semester
Offered	Macon, Milledgeville and Warner Robins Campuses

Business Administrative Technology Diploma Curriculum

		Credit Hours
General Education Core Courses		**8**
Choose one (1) of the following English courses:		
ENGL 1010	Fundamentals of English I	3
	OR	
ENGL 1101	Composition and Rhetoric	(3)
Choose one (1) of the following Mathematics courses:		
MATH 1011	Business Math	3
	OR	
MATH 1012	Foundations of Mathematics	(3)
	OR	
MATH 1100	Quantitative Skills and Reasoning	(3)
	OR	
MATH 1101	Mathematical Modeling	(3)
	OR	
MATH 1111	College Algebra	(3)
Choose one (1) of the following courses:		
EMPL 1000	Interpersonal Relations and Professional Development	2
	OR	
PSYC 1010	Basic Psychology	(3)
Occupational Courses		**18**
COMP 1000	Introduction to Computers	3
BUSN 1400	Word Processing Applications	4
BUSN 1440	Document Production	4
BUSN 2190	Business Document Proofreading & Editing	3
Choose one (1) of the following courses:		
ACCT 1100	Financial Accounting I	4
	OR	
BUSN 2200	Office Accounting	(4)

SELECT ONE OF TWO SPECIALIZATIONS

Business Administrative Assistant Specialization (8BA2)		**24**
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

Choose 6 hours from the list of BUSN electives below:

BUSN 1100	Introduction to Keyboarding (Required Elective)	3
BUSN 1180	Computer Graphics and Design	3
BUSN 1200	Machine Transcription	2
BUSN 1210	Electronics Calculators	2
BUSN 1220	Telephone Training	2
BUSN 1230	Legal Terminology	3
BUSN 1250	Records Management	3
BUSN 1300	Introduction to Business	3
BUSN 1310	Introduction to Business Culture	3
BUSN 1320	Business Interaction Skills	3
BUSN 1330	Personal Effectiveness	3
BUSN 1340	Customer Service Effectiveness	3
BUSN 1420	Database Applications	4
BUSN 2170	Web Page Design	2
BUSN 2180	Speed and Accuracy Keying	1
BUSN 2220	Legal Administrative Procedures	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 2330	Advanced 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

OR

Medical Administrative Assistant Specialization (8M12)		**24**
MAST 1120	Human Diseases	3
BUSN 2340	Medical Administrative Procedures	4
BUSN 2370	Medical Office Billing/Coding/Insurance	3

Choose one of the following three courses:

ALHS 1010	Introduction to Anatomy and Physiology	4
ALHS 1011	Structure and Function of the Human Body	5
BUSN 2310	Anatomy and Terminology for the Medical Administrative Assistant	3

Choose one of the following two Medical Terminology courses:

BUSN 2300	Medical Terminology	2

ALHS 1090	Medical Terminology for Allied Health Sciences	2
Choose 9 hours from the list of BUSN electives below:		
BUSN 1100	Introduction to Keyboarding (Required Elective)	3
BUSN 1180	Computer Graphics and Design	3
BUSN 1190	Digital Technologies in Business	2
BUSN 1200	Machine Transcription	2
BUSN 1210	Electronics Calculators	2
BUSN 1220	Telephone Training	2
BUSN 1230	Legal Terminology	3
BUSN 1240	Office Procedures	3
BUSN 1250	Records Management	3
BUSN 1300	Introduction to Business	3
BUSN 1310	Introduction to Business Culture	3
BUSN 1320	Business Interaction Skills	3
BUSN 1330	Personal Effectiveness	3
BUSN 1340	Customer Service Effectiveness	3
BUSN 1410	Spreadsheet Concepts	4
BUSN 1420	Database Applications	4
BUSN 1430	Desktop Publishing and Presentation Applications	4
BUSN 2160	Electronic Mail Applications	2
BUSN 2170	Web Page Design	2
BUSN 2180	Speed and Accuracy Keying	1
BUSN 2210	Applied Office Procedures	3
BUSN 2220	Legal Administrative Procedures	3
BUSN 2320	Medical Document Processing/Transcription	4
BUSN 2330	Advanced Medical Document Processing/Transcription	4
BUSN 2350	Computerized Medical Office Skills	2
BUSN 2360	Acute Care Medical Transcription	4
BUSN 2380	Medical Administrative Assistant Internship I	4
BUSN 2390	Medical Administrative Assistant Internship II	6
	Total Hours	**50**

ADMINISTRATIVE OFFICE SPECIALIST (AF11)
Technical Certificate of Credit

The Administrative Office Specialist TCC program offers students experience in Microsoft Outlook, Microsoft PowerPoint and Office Management in addition to keyboarding and other Microsoft Office software courses. The acquisition of these software applications, office management, and business skills will increase the student's employability for current office environments.

Technical Certificate of Credit	
Program Length	22 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum Age: 16
Entrance Dates	Every Semester
Offered	Warner Robins, Macon, and Milledgeville Campuses and Online

		Credit Hours
BUSN 1310	Introduction to Business Culture	3
BUSN 1430	Desktop Publishing & Presentation Applications	4
BUSN 1440	Document Production	4
BUSN 2160	Electronic Mail Applications	2
BUSN 2230	Office Management	3
COMP 1000	Introduction to Computers	3
ENGL 1010	Fundamentals of English I	3
	Total Hours	**22**

ADMINISTRATIVE SUPPORT ASSISTANT (AS21)
Technical Certificate of Credit

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 microcomputers, word processing, and office procedures.

Technical Certificate of Credit	
Program Length	20 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum Age: 16
Entrance Dates	Every Semester
Offered	Warner Robins and Macon Campuses

Minimum Test Scores			
Test:	Asset	Compass	Not Required
Reading		70	
English		32	
Mathematics		26	
Algebra			

			Credit Hours
COMP 1000	Introduction to Computers		3
BUSN 1240	Office Procedures		3
BUSN 1400	Word Processing Applications		4
BUSN 1440	Document Production		4
BUSN xxxx	BUSN electives		6
		Total Hours	**20**

LEGAL ADMINISTRATIVE ASSISTANT (LA11)
Technical Certificate of Credit

The Legal Administrative Assistant TCC is intended to prepare students for immediate employment as entry-level office assistants in law offices and government and corporate legal departments. The program provides students with the knowledge, skills, and attitudes necessary for success in legal offices as receptionists and as office assistants and prepares students in the areas of legal office etiquette, word processing, English grammar, and legal document preparation.

Technical Certificate of Credit	
Program Length	30 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 16
Entrance Dates	Every Semester
Offered	Warner Robins, Macon, and Milledgeville Campuses and Online

		Credit Hours
COMP 1000	Introduction to Computers	3
ENGL 1010	Fundamentals of English I	3
BUSN 1230	Legal Terminology	3
BUSN 1240	Office Procedures	3
BUSN 1440	Document Production	4
BUSN 1400	Word Processing Applications	4
BUSN 2220	Legal Administrative Procedures	3
BUSN xxxx	Specific Occupational-Guided Electives	3
	Select one of the following Accounting courses:	
ACCT 1100	Financial Accounting I	4
	OR	
BUSN 2200	Office Accounting	(4)
	Total Hours	**30**

MEDICAL BILLING CLERK (MB21)
Technical Certificate of Credit

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

Technical Certificate of Credit	
Program Length	20 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum Age: 16
Entrance Dates	Every Semester
Offered	Warner Robins and Macon Campuses

Minimum Test Scores			
Test:	Asset	Compass	Not Required
Reading	70		
English	32		
Mathematics	26		
Algebra			

		Credit Hours
COMP 1000	Introduction to Computers	3
BUSN 1440	Document Production	4
BUSN 2370	Medical Office Billing/Coding/Insurance	3
BUSN xxxx	Specific Occupational-Guided Elective	5
Select one (1) of the following two courses:		
ALHS 1011	Structure and Function of the Human Body	5
BUSN 2310	Anatomy and Terminology for the Medical Administrative Assistant	3
Select one (1) of the following two courses:		
ALHS 1090	Medical Terminology for AHS	2
BUSN 2300	Medical Terminology	2
	Total Hours	**20**

MEDICAL LANGUAGE SPECIALIST (MLS1)
Technical Certificate of Credit

The Medical Language Specialist program includes instruction in transcription, proofreading, and report analysis while applying medical terminology and computer application skills.

Technical Certificate of Credit	
Program Length	30 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 16
Entrance Dates	Every Semester
Offered	Warner Robins and Macon Campuses and Online

		Credit Hours
COMP 1000	Introduction to Computers	3
ENGL 1010	Fundamentals of English I	3
BUSN 1440	Document Production	4
BUSN 2320	Medical Document Processing/Transcription	4
BUSN 2330	Advanced Medical Document Processing/Transcription	4
BUSN xxxx	Specific Occupational-Guided Electives	4
MAST 1120	Human Diseases	3
Select one (1) of the following three courses:		
ALHS 1010	Introduction to Anatomy & Physiology	4
ALHS 1011	Structure and Function of the Human Body	5
BUSN 2310	Anatomy and Terminology for the Medical Administrative Assistant	3
Select one (1) of the following two courses:		
ALHS 1090	Medical Terminology for AHS	2
BUSN 2300	Medical Terminology	2
	Total Hours	**30**

MEDICAL FRONT OFFICE ASSISTANT (MF21)
Technical Certificate of Credit

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

Technical Certificate of Credit	
Program Length	22 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 16
Entrance Dates	Every Semester
Offered	Warner Robins, Macon, and Milledgeville Campuses and Online

		Credit Hours
COMP 1000	Introduction to Computers	3
ENGL 1010	Fundamentals of English I	3
BUSN 1440	Document Production	4
BUSN 2340	Medical Administrative Procedures	4
BUSN xxxx	Specific Occupational-Guided Electives	6
Select one Medical Terminology course below:		
ALHS 1090	Medical Terminology for AHS	2
BUSN 2300	Medical Terminology	2
	Total Hours	**22**

MICROSOFT OFFICE APPLICATION PROFESSIONAL (MF41)
Technical Certificate of Credit

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

Technical Certificate of Credit	
Program Length	22 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum Age: 16
Entrance Dates	Every Semester
Offered	Macon, Milledgeville and Warner Robins Campuses

		Credit Hours
COMP 1000	Introduction to Computers	3
BUSN 1400	Word Processing Applications	4
BUSN 1410	Spreadsheet Concepts and Applications	4
BUSN 1420	Database Applications	4
BUSN 1430	Desktop Publishing & Presentation Applications	4
BUSN xxxx	Occupationally-Guided Elective	3
	Total Hours	**22**

MICROSOFT WORD APPLICATION PROFESSIONAL (MWA1)
Technical Certificate of Credit

The certificate program provides students with the knowledge and skills to perform word processing applications in an office environment. It is designed to provide hands-on instruction for developing foundation skills for office assistant careers.

Technical Certificate of Credit	
Program Length	14 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 16
Entrance Dates	Every Semester
Offered	Warner Robins, Macon and Milledgeville Campus

		Credit Hours
COMP 1000	Introduction to Computers	3
BUSN 1400	Word Processing Applications	4
BUSN 1440	Document Production	4
BUSN xxxx	Occupationally-Guided Elective	3
	Total Hours	**14**

BUSINESS MANAGEMENT (MD13)

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

Associate Degree	
Program Length	63 Credit Hours
Education Requirements	High School Diploma or GED required; Minimum Age: 16
Entrance Dates	Every Semester
Offered	Warner Robins and Macon Campuses

Business Management Curriculum

		Credit Hours
General Education Core Courses		**18**
Area I - Language Arts/Communication		
ENGL 1101	Composition and Rhetoric	3
Area II - Social/Behavioral Sciences		
XXXX xxxx	Social/Behavioral Sciences Elective	3
Area III - Natural Sciences/Mathematics		
	Choose one of the following Mathematics courses:	
MATH 1100	Quantitative Skills and Reasoning	3
MATH 1101	Mathematical Modeling	3
MATH 1111	College Algebra	3
MATH 1127	Introduction to Statistics	3
Area IV - Humanities/Fine Arts		
XXXX xxxx	Humanities/Fine Arts Elective	3
Program-Specific Requirement		
XXXX xxxx	General Education Core Electives (Areas I - IV)	6
Occupational Courses		**33**
COMP 1000	Introduction to Computers	3
	Choose one of the following two Accounting courses:	
ACCT 1100	Financial Accounting I	4
MGMT 1135	Managerial Accounting and Finance	3
	Choose one of the following two courses:	
MGMT 1110	Employment Law	3
MKTG 1130	Business Regulations and Compliance	3
MGMT 1100	Principles of Management	3
MGMT 1105	Organizational Behavior	3

MGMT 1120	Introduction to Business	3
MGMT 1115	Leadership	3
MGMT 1125	Business Ethics	3
MGMT 2115	Human Resource Management	3
MGMT 2125	Performance Management	3
MGMT 2215	Team Project	3

CHOOSE ONE SPECIALIZATION:

General Management Specialization (81G3)		**12**
MGMT xxxx	Select two Business Management Guided Electives	6

Choose two of the following Guided Electives:

ACCT 1105	Financial Accounting II	4
ACCT 1110	Managerial Accounting	3
ACCT 1115	Computerized Accounting	3
ACCT 1125	Individual Tax Accounting	3
ACCT 1130	Payroll Accounting	3
ACCT 2120	Business Tax Accounting	3
ACCT 2135	Introduction to Governmental and Nonprofit Accounting	3
ACCT 2140	Legal Environment of Business	3
ACCT 2145	Personal Finance	3
ACCT 2150	Principles of Auditing	3
BAFN 1100	Introduction to Banking and Finance	3
BAFN 1110	Money and Banking	3
BAFN 1115	Personal Financial Planning	3
BAFN 2200	Finance	3
BAFN 2205	Real Estate Finance	3
BAFN 2210	Contemporary Bank Management	3
BAFN 2215	Investments	3
BUSN 1100	Introduction to Keyboarding (required elective)	3
BUSN 1230	Legal Terminology	3
BUSN 1300	Introduction to Business	3
BUSN 1310	Introduction to Business Culture	3
BUSN 1440	Document Production	4
BUSN 2200	Office Accounting	4
BUSN 2230	Office Management	3
HRTM 1100	Introduction to Hotel, Restaurant, and Tourism Management	3
MKTG 1100	Principles of Marketing	3
MKTG 1130	Business Regulations and Compliance	3
MKTG 1370	Consumer Behavior	3
MKTG 2060	Marketing Channels	3
MKTG 2090	Marketing Research	3
MKTG 2210	Entrepreneurship	6
MKTG 2290	Marketing Internship/Practicum	3

Human Resource Management Specialization (82H3)		**12**
MGMT 2120	Labor Management Relations	3
MGMT 2130	Employee Training and Development	3

Choose one of the following two courses:

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

Choose one of the following Guided Electives:

ACCT 1105	Financial Accounting II	4
ACCT 1110	Managerial Accounting	3
ACCT 1115	Computerized Accounting	3
ACCT 1125	Individual Tax Accounting	3
ACCT 1130	Payroll Accounting	3
ACCT 2120	Business Tax Accounting	3
ACCT 2135	Introduction to Governmental and Nonprofit Accounting	3
ACCT 2140	Legal Environment of Business	3
ACCT 2145	Personal Finance	3
ACCT 2150	Principles of Auditing	3
BAFN 1100	Introduction to Banking and Finance	3
BAFN 1110	Money and Banking	3
BAFN 1115	Personal Financial Planning	3
BAFN 2200	Finance	3
BAFN 2205	Real Estate Finance	3
BAFN 2210	Contemporary Bank Management	3
BAFN 2215	Investments	3
BUSN 1100	Introduction to Keyboarding (required elective)	3
BUSN 1230	Legal Terminology	3
BUSN 1300	Introduction to Business	3
BUSN 1310	Introduction to Business Culture	3
BUSN 1440	Document Production	4
BUSN 2200	Office Accounting	4
BUSN 2230	Office Management	3
HRTM 1100	Introduction to Hotel, Restaurant, and Tourism Management	3
MKTG 1100	Principles of Marketing	3
MKTG 1130	Business Regulations and Compliance	3
MKTG 1370	Consumer Behavior	3
MKTG 2060	Marketing Channels	3
MKTG 2090	Marketing Research	3
MKTG 2210	Entrepreneurship	6
MKTG 2290	Marketing Internship/Practicum	3

Logistics Specialization (86L3)		**12**
LOGI 1000	Business Logistics	3
LOGI 1010	Purchasing	3
LOGI 1020	Materials Management	3
LOGI 1030	Product Lifecycle Management	3

Operations Management Specialization (83P3)		**12**
MGMT 2130	Employee Training and Development	3
MGMT 2200	Production/Operations Management	3
MGMT 2210	Project Management	3

Choose one (1) of the following Guided Electives:

ACCT 1105	Financial Accounting II	4
ACCT 1110	Managerial Accounting	3
ACCT 1115	Computerized Accounting	3
ACCT 1125	Individual Tax Accounting	3
ACCT 1130	Payroll Accounting	3
ACCT 2120	Business Tax Accounting	3
ACCT 2135	Introduction to Governmental and Nonprofit Accounting	3

ACCT 2140	Legal Environment of Business	3
ACCT 2145	Personal Finance	3
ACCT 2150	Principles of Auditing	3
BAFN 1100	Introduction to Banking and Finance	3
BAFN 1110	Money and Banking	3
BAFN 1115	Personal Financial Planning	3
BAFN 2200	Finance	3
BAFN 2205	Real Estate Finance	3
BAFN 2210	Contemporary Bank Management	3
BAFN 2215	Investments	3
BUSN 1100	Introduction to Keyboarding (required elective)	3
BUSN 1230	Legal Terminology	3
BUSN 1300	Introduction to Business	3
BUSN 1310	Introduction to Business Culture	3
BUSN 1440	Document Production	4
BUSN 2200	Office Accounting	4
BUSN 2230	Office Management	3
HRTM 1100	Introduction to Hotel, Restaurant, and Tourism Management	3
MKTG 1100	Principles of Marketing	3
MKTG 1130	Business Regulations and Compliance	3
MKTG 1370	Consumer Behavior	3
MKTG 2060	Marketing Channels	3
MKTG 2090	Marketing Research	3
MKTG 2210	Entrepreneurship	6
MKTG 2290	Marketing Internship/Practicum	3

Property Management Specialization (87P3)		**12**
AIPM 1101	Apartment Industry Foundations	3
AIPM 1115	Apartment Industry Internship	3
MGMT 2120	Labor Management Relations	3
MKTG 1130	Business Regulations and Compliance	3

Service Sector Management Specialization (84S3)		**12**
MGMT 2130	Employee Training and Development	3
MGMT 2140	Retail Management	3
MGMT 2205	Service Sector Management	3
	Choose one (1) of the following Guided Electives:	
ACCT 1105	Financial Accounting II	4
ACCT 1110	Managerial Accounting	3
ACCT 1115	Computerized Accounting	3
ACCT 1125	Individual Tax Accounting	3
ACCT 1130	Payroll Accounting	3
ACCT 2120	Business Tax Accounting	3
ACCT 2135	Introduction to Governmental and Nonprofit Accounting	3
ACCT 2140	Legal Environment of Business	3
ACCT 2145	Personal Finance	3
ACCT 2150	Principles of Auditing	3
BAFN 1100	Introduction to Banking and Finance	3
BAFN 1110	Money and Banking	3
BAFN 1115	Personal Financial Planning	3
BAFN 2200	Finance	3
BAFN 2205	Real Estate Finance	3
BAFN 2210	Contemporary Bank Management	3
BAFN 2215	Investments	3

BUSN 1100	Introduction to Keyboarding (required elective)	3
BUSN 1230	Legal Terminology	3
BUSN 1300	Introduction to Business	3
BUSN 1310	Introduction to Business Culture	3
BUSN 1440	Document Production	4
BUSN 2200	Office Accounting	4
BUSN 2230	Office Management	3
HRTM 1100	Introduction to Hotel, Restaurant, and Tourism Management	3
MKTG 1100	Principles of Marketing	3
MKTG 1130	Business Regulations and Compliance	3
MKTG 1370	Consumer Behavior	3
MKTG 2060	Marketing Channels	3
MKTG 2090	Marketing Research	3
MKTG 2210	Entrepreneurship	6
MKTG 2290	Marketing Internship/Practicum	3

Small Business Management Specialization (85S3)		**12**
MGMT 2140	Retail Management	3
MGMT 2145	Business Plan Development	3
MGMT 2150	Small Business Management	3
	Choose one (1) of the following Guided Electives:	
ACCT 1105	Financial Accounting II	4
ACCT 1110	Managerial Accounting	3
ACCT 1115	Computerized Accounting	3
ACCT 1125	Individual Tax Accounting	3
ACCT 1130	Payroll Accounting	3
ACCT 2120	Business Tax Accounting	3
ACCT 2135	Introduction to Governmental and Nonprofit Accounting	3
ACCT 2140	Legal Environment of Business	3
ACCT 2145	Personal Finance	3
ACCT 2150	Principles of Auditing	3
BAFN 1100	Introduction to Banking and Finance	3
BAFN 1110	Money and Banking	3
BAFN 1115	Personal Financial Planning	3
BAFN 2200	Finance	3
BAFN 2205	Real Estate Finance	3
BAFN 2210	Contemporary Bank Management	3
BAFN 2215	Investments	3
BUSN 1100	Introduction to Keyboarding (required elective)	3
BUSN 1230	Legal Terminology	3
BUSN 1300	Introduction to Business	3
BUSN 1310	Introduction to Business Culture	3
BUSN 1440	Document Production	4
BUSN 2200	Office Accounting	4
BUSN 2230	Office Management	3
HRTM 1100	Introduction to Hotel, Restaurant, and Tourism Management	3
MKTG 1100	Principles of Marketing	3
MKTG 1130	Business Regulations and Compliance	3
MKTG 1370	Consumer Behavior	3
MKTG 2060	Marketing Channels	3
MKTG 2090	Marketing Research	3
MKTG 2210	Entrepreneurship	6
MKTG 2290	Marketing Internship/Practicum	3
	Total Hours	**63**

BUSINESS MANAGEMENT (MD12)

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

Diploma Program	
Program Length	47 Credit Hours
Education Requirements	High School Diploma or GED required, Minimum Age: 16
Entrance Dates	Every Semester
Offered	Warner Robins and Macon Campuses

Business Management Diploma Curriculum

		Credit Hours
General Education Core Courses		**8**
	Choose one (1) of the following English courses:	
ENGL 1010	Fundamentals of English I	3
	OR	
ENGL 1101	Composition and Rhetoric	(3)
Choose one (1) of the following Mathematics courses:		
MATH 1011	Business Math	3
	OR	
MATH 1012	Foundations of Mathematics	(3)
	OR	
MATH 1100	Quantitative Skills and Reasoning	(3)
	OR	
MATH 1101	Mathematical Modeling	(3)
	OR	
MATH 1111	College Algebra	(3)
	Choose one (1) of the following two courses:	
EMPL 1000	Interpersonal Relations and Professional Development	2
	OR	
PSYC 1010	Basic Psychology	3
Occupational Courses		**39**
COMP 1000	Introduction to Microcomputers	3
	Choose one (1) of the following two courses:	
ACCT 1100	Financial Accounting I	4
	OR	
MGMT 1135	Managerial Accounting and Finance	3
	Choose one (1) of the following two courses:	
MGMT 1110	Employment Law	3
	OR	
MKTG 1130	Business Regulations and Compliance	3
MGMT 1100	Principles of Management	3
MGMT 1105	Organizational Behavior	3

MGMT 1115	Leadership	3
MGMT 1120	Introduction to Business	3
MGMT 1125	Business Ethics	3
MGMT 2115	Human Resource Management	3
MGMT 2125	Performance Management	3
MGMT 2215	Team Project	3
	Choose two (2) of the following Guided Electives (Advisor Approval):	
ACCT 1105	Financial Accounting II	4
ACCT 1110	Managerial Accounting	3
ACCT 1115	Computerized Accounting	3
ACCT 1125	Individual Tax Accounting	3
ACCT 1130	Payroll Accounting	3
ACCT 2120	Business Tax Accounting	3
ACCT 2135	Introduction to Governmental and Nonprofit Accounting	3
ACCT 2140	Legal Environment of Business	3
ACCT 2145	Personal Finance	3
ACCT 2150	Principles of Auditing	3
BAFN 1100	Introduction to Banking and Finance	3
BAFN 1110	Money and Banking	3
BAFN 1115	Personal Financial Planning	3
BAFN 2200	Finance	3
BAFN 2205	Real Estate Finance	3
BAFN 2210	Contemporary Bank Management	3
BAFN 2215	Investments	3
BUSN 1100	Introduction to Keyboarding (required elective)	3
BUSN 1230	Legal Terminology	3
BUSN 1300	Introduction to Business	3
BUSN 1310	Introduction to Business Culture	3
BUSN 1440	Document Production	4
BUSN 2200	Office Accounting	4
BUSN 2230	Office Management	3
HRTM 1100	Introduction to Hotel, Restaurant, and Tourism Management	3
MGMT 2140	Retail Management	3
MGMT 2150	Small Business Management	3
MKTG 1100	Principles of Marketing	3
MKTG 1130	Business Regulations and Compliance	3
MKTG 1370	Consumer Behavior	3
MKTG 2060	Marketing Channels	3
MKTG 2090	Marketing Research	3
MKTG 2210	Entrepreneurship	6
MKTG 2290	Marketing Internship/Practicum	3
	Total Hours	**47**

HUMAN RESOURCE MANAGEMENT SPECIALIST (HRM1)
Technical Certificate of Credit

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.

Technical Certificate of Credit	
Program Length	18 Credit Hours
Education Requirements	High School Diploma or GED required, Minimum Age: 16
Entrance Dates	Every Semester
Offered	Macon Campus and Online

		Credit Hours
MGMT 1105	Organizational Behavior	3
MGMT 2115	Human Resource Management	3
MGMT 2125	Performance Management	3
MGMT 2130	Employee Training and Development	3
	Choose one of the following three courses:	
MGMT 1110	Employment Law	3
	OR	
MKTG 1130	Business Regulations and Compliance	(3)
	OR	
MGMT 2120	Labor Management Relations	(3)
XXXX xxxx	Guided Elective	3
	Total Hours	**18**

MANAGEMENT AND LEADERSHIP SPECIALIST (MAL1)
Technical Certificate of Credit

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

Technical Certificate of Credit	
Program Length	18 Credit Hours
Education Requirements	High School Diploma or GED required, Minimum Age: 16
Entrance Dates	Every Semester
Offered	Macon Campus and Online

		Credit Hours
COMP 1000	Introduction to Computers	3
MGMT 1100	Principles of Management	3
MGMT 1115	Leadership	3
MGMT 2125	Performance Management	3
MGMT 2130	Employee Training and Development	3
	Choose one of the following courses:	
MGMT 1110	Employment Law	3
	OR	
MKTG 1130	Business Regulations and Compliance	(3)
	OR	
MGMT 2120	Labor Management Relations	(3)
	Total Hours	**18**

SERVICE SECTOR MANAGEMENT SPECIALIST (SSM1)
Technical Certificate of Credit

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

Technical Certificate of Credit	
Program Length	18 Credit Hours
Education Requirements	High School Diploma or GED required, Minimum Age: 16
Entrance Dates	Every Semester
Offered	Macon Campus

		Credit Hours
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 2205	Service Sector Management	3
	Choose one of the following courses:	
MGMT 2140	Retail Management	3
	OR	
MGMT 2210	Project Management	(3)
	Total Hours	**18**

SMALL BUSINESS MANAGEMENT SPECIALIST (SB41)
Technical Certificate of Credit

The Small Business 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 a student's knowledge, skills and attitudes required for job acquisition, retention and success in small business management.

Technical Certificate of Credit	
Program Length	19 Credit Hours
Education Requirements	High School Diploma or GED required, Minimum Age: 16
Entrance Dates	Every Semester
Offered	Warner Robins and Macon Campuses

Minimum Test Scores			
Test:	Asset	Compass	Not Required
Reading		70	
English		32	
Mathematics		26	
Algebra			

		Credit Hours
ACCT 1100	Financial Accounting I	4
COMP 1000	Introduction to Computers	3
MGMT 2125	Performance Management	3
MGMT 2140	Retail Management	3
MGMT 2150	Small Business Management	3
	Choose one of the following courses:	
MGMT 1110	Employment Law	3
	OR	
MKTG 1130	Business Regulations and Compliance	(3)
	OR	
MGMT 2120	Labor Management Relations	(3)
	Total Hours	**19**

TECHNICAL MANAGEMENT SPECIALIST (TMS1)
Technical Certificate of Credit

The Technical Management Specialist Certificate is designed to build upon a student's previously achieved TCC, Diploma or Associate Degree and add the management component to their education. Learning opportunities will introduce, develop and reinforce students' knowledge, skills and attitudes required to work in the student's current area of expertise. Graduates will receive a Technical Management Specialist TCC.

Technical Certificate of Credit	
Program Length	24 Credit Hours
Education Requirements	High School Diploma or GED required, Minimum Age: 16
Entrance Dates	Every Semester
Offered	Warner Robins and Macon Campuses

		Credit Hours
COMP 1000	Introduction to Computers	3
MGMT 1100	Principles of Management	3
MGMT 2115	Human Resource Management	3
XXXX xxxx	Specific Occupational-Guided Electives (Advisor Approval)	12
	Choose one of the following courses:	
MGMT 1110	Employment Law	3
	OR	
MKTG 1130	Business Regulations and Compliance	(3)
	OR	
MGMT 2120	Labor Management Relations	(3)
	Total Hours	**24**

COMPUTER PROGRAMMING (CP23)

The Computer Programming Associate of Applied Technology 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.

Associate Degree	
Program Length	65 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 18
Entrance Dates	Every Semester
Offered	Macon, Milledgeville and Warner Robins Campuses and Online

Computer Programming Associate of Applied Technology Curriculum

		Credit Hours
General Education Core Courses		**15**
Area I - English/Humanities/Fine Arts		
ENGL 1101	Composition and Rhetoric	3
Area II - Social/Behavioral Sciences		
XXXX xxxx	Social Behavioral Sciences Elective	3
Area III - Natural Sciences/Mathematics		
Choose one Math course from the following three courses:		
MATH 1100	Quantitative Skills and Reasoning	3
MATH 1101	Mathematical Modeling	(3)
MATH 1111	College Algebra	(3)
Area IV - Humanities/Fine Arts		
XXXX xxxx	Humanities/Fine Arts Elective	3
Program-Specific Requirements		
XXXX xxxx	General Core Elective	3
Occupational Courses		**50**
COMP 1000	Introduction to Computers	3
CIST 1001	Computer Concepts	4
CIST 1220	Structured Query Language (SQL)	4
	or	
CIST 1210	Introduction to Oracle Database	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
	or	
BUSN 1300	Introduction to Business	3
	or	
MGMT 1120	Introduction to Business	3
CIST xxxx	CIST Electives	6
	Programming Language Courses (20 hours required with at least two Tier II courses)	
	Programming Courses Tier I	
CIST 2311	Visual Basic Programming I	4

CIST 2341	C# Programming I		4
CIST 2351	PHP Programming		4
CIST 2361	C++ Programming I		4
CIST 2371	Java Programming I		4
CIST 2381	Mobile Application Development		4
CIST 2580	Interactive & Social Apps Integration		4
	Programming Courses Tier II		
CIST 2312	Visual Basic Programming II		4
CIST 2313	Visual Basic Programming III		4
CIST 2342	C# Programming II		4
CIST 2343	C# Programming III		4
CIST 2352	PHP Programming II		4
CIST 2362	C++ Programming III		4
CIST 2372	Java Programming II		4
CIST 2373	Java Programming III		4
		Total Hours	**65**

COMPUTER PROGRAMMING (CP24)

The Computer Programming associate 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.

Diploma Program	
Program Length	52 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum Age: 16
Entrance Dates	Every Semester
Offered	Macon, Milledgeville, and Warner Robins Campuses and Online

Computer Programming Diploma Curriculum

		Credit Hours
General Education Core Courses		**8**
Area I - Language Arts/Communication		
	Choose one (1) of the following English courses:	
ENGL 1010	Fundamentals of English I	3
	OR	
ENGL 1101	Composition and Rhetoric	(3)
Area III - Natural Sciences/Mathematics		
	Choose one (1) of the following Mathematics courses:	
MATH 1012	Foundations of Mathematics	3
	OR	
MATH 1100	Quantitative Skills and Reasoning	(3)
	OR	
MATH 1101	Mathematical Modeling	(3)
	OR	
MATH 1111	College Algebra	(3)
EMPL 1000	Interpersonal Relations and Professional Development	2
Occupational Courses		**47**
COMP 1000	Introduction to Computers	3
CIST 1001	Computer Concepts	4
CIST 1220	Structured Query Language	4
	or	
CIST 1210	Introduction to Oracle Database	4
CIST 1305	Program Design and Development	3
CIST 1510	Web Development I	3
CIST 2921	IT Analysis, Design, and Project Management	4
CIST xxxx	CIST Elective	3
	Programming Language Courses (20 hours required with at least two Tier II courses)	
	Programming Courses Tier I	
CIST 2311	Visual Basic Programming I	4
CIST 2341	C# Programming I	4
CIST 2351	PHP Programming	4
CIST 2361	C++ Programming I	4
CIST 2371	Java Programming I	4
CIST 2381	Mobile Application Development	4

CIST 2580	Interactive & Social Apps Integration		4
	Programming Courses Tier II		
CIST 2312	Visual Basic Programming II		4
CIST 2313	Visual Basic Programming III		4
CIST 2342	C# Programming II		4
CIST 2343	C# Programming III		4
CIST 2352	PHP Programming II		4
CIST 2362	C++ Programming III		4
CIST 2372	Java Programming II		4
CIST 2373	Java Programming III		4
		Total Hours	**52**

COMPUTER SUPPORT SPECIALIST (CS23)

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

Associate Degree	
Program Length	62 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 16
Entrance Dates	Every Semester
Offered	Macon, Milledgeville and Warner Robins Campuses

Computer Support Specialist Curriculum

		Credit Hours
General Education Core Courses		**15**
Area I - English/Humanities/Fine Arts		
ENGL 1101	Composition and Rhetoric	3
Area II - Social/Behavioral Sciences		
XXXX xxxx	Social Behavioral Sciences Elective	3
Area III - Natural Sciences/Mathematics		
Choose one (1) Math course from the following three courses:		
MATH 1100	Quantitative Skills and Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	(3)
	OR	
MATH 1111	College Algebra	(3)
Area IV - Humanities/Fine Arts		
XXXX xxxx	Humanities/Fine Arts Elective	3
Program-Specific Requirements		
XXXX xxxx	General Core Elective (Areas I - IV)	3
Occupational Courses		**47**
COMP 1000	Introduction to Computers	3
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1130	Operating Systems Concepts	3
CIST 1305	Program Design and Development	3
CIST 1601	Information Security Fundamentals	3
Choose one (1) of the following Networking courses:		
CIST 1401	Computer Networking Fundamentals	4
	OR	
CIST 2451	Introduction to Networks - Cisco	(4)
Choose one (1) of the following two courses:		
CIST 1220	Structured Query Language	4
	OR	

CIST 2129	Comprehensive Database Techniques		(4)
Choose one (1) of the following two courses:			
CIST 2127	Comprehensive Word Processing Techniques		3
	OR		
CIST 2128	Comprehensive Spreadsheet Techniques		(3)
CIST 2921	IT Analysis, Design, and Project Management		4
CIST xxxx	CIST Electives		12
		Total Hours	**62**

COMPUTER SUPPORT SPECIALIST (CS14)

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

Diploma Program	
Program Length	55 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum Age: 16
Entrance Dates	Every Semester
Offered	Macon, Milledgeville and Warner Robins Campuses

Computer Support Specialist Diploma Curriculum

		Credit Hours
General Education Core Courses		**8**
Area I - Language Arts/Communication		
	Choose one (1) of the following English courses:	
ENGL 1010	Fundamentals of English I	3
	OR	
ENGL 1101	Composition and Rhetoric	3
Area III - Natural Sciences/Mathematics		
	Choose one (1) of the following Mathematics courses:	
MATH 1012	Foundations of Mathematics	3
	OR	
MATH 1100	Quantitative Skills and Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1111	College Algebra	3
EMPL 1000	Interpersonal Relations and Professional Development	2
Occupational Courses		**47**
COMP 1000	Introduction to Computers	3
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1130	Operating Systems Concepts	3
CIST 1305	Program Design and Development	3
CIST 1601	Information Security Fundamentals	3
Choose one (1) of the following Database courses:		
CIST 1220	Structured Query Language	4
CIST 1210	Introduction to Oracle Databases	4
CIST 2129	Comprehensive Database Techniques	4
Choose one (1) of the following Networking courses:		
CIST 1401	Computer Networking Fundamentals	4
CIST 2441	Cisco Networking for Home and Small Business	4
CIST 2451	Introduction to Networks - Cisco	4

Choose one (1) of the following two courses:

CIST 2127	Comprehensive Word Processing Techniques	3
	OR	
CIST 2128	Comprehensive Spreadsheet Techniques	3
CIST 2921	IT Analysis, Design, and Project Management	4
CIST xxxx	CIST Electives	12
	Total Hours	**55**

DESIGN AND MEDIA PRODUCTION TECHNOLOGY (DAM3)

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 Motion Graphics.

Associate Degree	
Program Length	70 Credit Hours
Education Requirements	High School graduate or GED recipient; minimum age: 16
Entrance Dates	Every Semester
Offered	Macon Campus

Design and Media Production Technology Curriculum

		Credit Hours
General Education Core Courses		**15**
Area I - Language Arts/Communication		
ENGL 1101	Composition and Rhetoric	3
Area II - Social/Behavioral Sciences		
XXXX xxxx	Social/Behavioral Sciences Elective	3
Area III - Natural Sciences/Mathematics		
Choose one Mathematics Course below:		
MATH 1100	Quantitative Skills and Reasoning	3
MATH 1101	Mathematical Modeling	3
MATH 1111	College Algebra	3
Area IV - Humanities/Fine Arts		
XXXX xxxx	Humanities/Fine Arts Elective	3
Program-Specific Requirement		
XXXX xxxx	General Education Core Elective (Areas I - IV)	3
Occupational Courses		**23**
COMP 1000	Introduction to Computers	3
DMPT 1000	Introduction to Design and Media Production	6
DMPT 1005	Vector Graphics	5
DMPT 1010	Raster Imaging	5
DMPT 2930	Exit Review	4
Motion Graphics Specialization		**32**
DMPT 1600	Introduction to Video Production	4
DMPT 2600	Basic Video Editing	4
DMPT 2605	Introduction to Video Compositing and Broadcast Animation	4
Choose a minimum of 20 hours from the following:		
DMPT 2300	Foundations of Interface Design	4
DMPT 2305	Web Interface Design	4
DMPT 2310	Animation for Web	4
DMPT 2330	Introduction to Content Management Systems	4
DMPT 2400	Basic 3D Modeling and Animation	4
DMPT 2610	Intermediate Video Compositing and Broadcast Animation	4
DMPT 2615	Intermediate Video Editing	4
DMPT 2905	Practicum/Internship II	4
MKTG 1190	Integrated Marketing Communication	3
MKTG 1270	Visual Merchandising	3
	Total Hours	**70**

DESIGN AND MEDIA PRODUCTION TECHNOLOGY (DEM2)

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 Motion Graphics.

Diploma Program	
Program Length	51 Credit Hours
Education Requirements	High School graduate or GED recipient; minimum age: 16
Entrance Dates	Every Semester
Offered	Macon Campus

Design and Media Production Technology Diploma Curriculum

		Credit Hours
General Education Core Courses		**8**
Area I - Language Arts/Communication		
	Choose one (1) of the following English courses:	
ENGL 1010	Fundamentals of English I	3
	OR	
ENGL 1101	Composition and Rhetoric	(3)
Area III - Natural Sciences/Mathematics		
	Choose one (1) of the following Mathematics courses:	
MATH 1011	Business Math	3
	OR	
MATH 1012	Foundations of Mathematics	(3)
	OR	
MATH 1100	Quantitative Skills and Reasoning	(3)
	OR	
MATH 1101	Mathematical Modeling	(3)
	OR	
MATH 1111	College Algebra	(3)
	Select one (1) of the following two courses:	
EMPL 1000	Interpersonal Relations and Professional Development	2
	OR	
PSYC 1010	Basic Psychology	(3)
Occupational Courses		**23**
COMP 1000	Introduction to Computers	3
DMPT 1000	Introduction to Design and Media Production	6
DMPT 1005	Vector Graphics	5
DMPT 1010	Raster Imaging	5
DMPT 2930	Exit Review	4
Motion Graphics Specialization		**20**
DMPT 2600	Basic Video Editing	4
DMPT 2605	Introduction to Video Compositing and Broadcast Animation	4
Choose a minimum of 12 hours from the courses below:		
DMPT 1600	Introduction to Video Production	4
DMPT 2300	Foundations of Interface Design	4
DMPT 2330	Introduction to Content Management Systems	4
DMPT 2400	Basic 3D Modeling and Animation	4

DMPT 2610	Intermediate Video Compositing and Broadcast Animation	4
DMPT 2615	Intermediate Video Editing	4
DMPT 2900	Practicum/Internship I	3
DMPT 2905	Practicum/Internship II	4
MKTG 1190	Integrated Marketing Communication	3
MKTG 1270	Visual Merchandising	3
	Total Hours	**51**

DESIGN AND MEDIA PRODUCTION SPECIALIST (DAM1)
Technical Certificate of Credit

The Design and Media Production Specialist TCC prepares students with basic design and media production skills, including those in vector graphics and raster imaging. Additionally, the program provides opportunities to upgrade present knowledge or skills.

Technical Certificate of Credit	
Program Length	16 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum Age: 16
Entrance Dates	Every Semester
Offered	Macon Campus

		Credit Hours
DMPT 1000	Introduction to Design and Media Production	6
DMPT 1005	Vector Graphics	5
DMPT 1010	Raster Imaging	5
	Total Hours	**16**

MOTION GRAPHICS ASSISTANT (MG21)
Technical Certificate of Credit

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

Technical Certificate of Credit	
Program Length	32 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum Age: 16
Entrance Dates	Every Semester
Offered	Macon Campus

		Credit Hours
DMPT 1000	Introduction to Design and Media Production	6
DMPT 1005	Vector Graphics	5
DMPT 1010	Raster Imaging	5
DMPT 2600	Basic Video Editing	4
DMPT 2605	Introduction to Video Compositing and Broadcast Animation	4
DMPT xxxx	DMPT Electives	8
	Total Hours	**32**

HOTEL/RESTAURANT/TOURISM MANAGEMENT (HM13)

The Hotel/Restaurant/Tourism Management program prepares students for employment in a variety of positions in today's Hotel/Restaurant/Tourism management fields. The Hotel/Restaurant/Tourism Management program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of Hotel/Restaurant/Tourism management. Graduates of the program receive a Hotel/Restaurant/Tourism Management Associate of Applied Science Degree.

Associate Degree	
Program Length	60 Credit Hours
Education Requirements	High School graduate or GED recipient; minimum age: 16
Entrance Dates	Every Semester
Offered	Macon Campus

Hotel/Restaurant/Tourism Management Associate Degree Curriculum

		Credit Hours
General Education Core Courses		**15**
Area I - Language Arts/Communication		
ENGL 1101	Composition and Rhetoric	3
Area II - Social/Behavioral Sciences		
XXXX xxxx	Social/Behavioral Sciences Elective	3
Area III - Natural Sciences/Mathematics		
MATH 1111	College Algebra	3
	OR	
MATH 1100	Quantitative Skills and Reasoning	(3)
	OR	
MATH 1101	Mathematical Modeling	(3)
Area IV - Humanities/Fine Arts		
XXXX xxxx	Humanities/Fine Arts Elective	3
XXXX xxxx	General Education Core Elective	3
Occupational Courses		**45**
COMP 1000	Introduction to Computers	3
HRTM 1100	Introduction to Hotel, Restaurant, and Tourism Management	3
HRTM 1110	Travel Industry and Travel Geography	3
HRTM 1140	Hotel Operations Management	3
HRTM 1150	Event Planning	3
HRTM 1160	Food and Beverage Management	3
HRTM 1201	Hospitality Marketing	3
HRTM 1210	Hospitality Law	3
HRTM 1220	Supervision and Leadership in the Hospitality Industry	3
HRTM 1230	Internship	3
XXXX xxxx	Occupationally-Related Electives (Advisor Approval)	15
	Total Hours	**60**

HOTEL/RESTAURANT/TOURISM MANAGEMENT (HM12)

The Hotel/Restaurant/Tourism Management program prepares students for employment in a variety of positions in today's Hotel/Restaurant/Tourism management fields. The Hotel/Restaurant/Tourism Management program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of Hotel/Restaurant/Tourism management.

Diploma Program	
Program Length	44 Credit Hours
Education Requirements	High School graduate or GED recipient; minimum age: 16
Entrance Dates	Every Semester
Offered	Macon Campus

Hotel/Restaurant/Tourism Management Diploma Curriculum

		Credit Hours
General Education Core Courses		**8**
Area I - Language Arts/Communication		
	Choose one (1) of the following English courses:	
ENGL 1010	Fundamentals of English I	3
	OR	
ENGL 1101	Composition and Rhetoric	(3)
Area III - Natural Sciences/Mathematics		
	Choose one (1) of the following Mathematics courses:	
MATH 1011	Business Math	3
	OR	
MATH 1012	Foundations of Mathematics	(3)
	OR	
MATH 1100	Quantitative Skills and Reasoning	(3)
	OR	
MATH 1101	Mathematical Modeling	(3)
	OR	
MATH 1111	College Algebra	(3)
EMPL 1000	Interpersonal Relations and Professional Development	2
Occupational Courses		**36**
COMP 1000	Introduction to Computers	3
HRTM 1100	Introduction to Hotel, Restaurant, and Tourism Management	3
HRTM 1110	Travel Industry and Travel Geography	3
HRTM 1140	Hotel Operations Management	3
HRTM 1150	Event Planning	3
HRTM 1160	Food and Beverage Management	3
HRTM 1201	Hospitality Marketing	3
HRTM 1210	Hospitality Law	3
HRTM 1220	Supervision and Leadership in the Hospitality Industry	3
HRTM 1230	Internship	3
XXXX xxxx	Occupationally-Related Electives (Advisor Approval)	6
	Total Hours	**44**

INFORMATION TECHNOLOGY PROFESSIONAL (ITP3)

The IT Professional Associate degree will emphasize specialized training in home and corporate networking; computer maintenance; operating system installation, maintenance, and troubleshooting; information security; computer programming; and web site design. These skills represent the subset of knowledge expected from graduates in the CGTC service area. The program graduate receives an Associate of Applied Science Degree and is employable as an information technology specialist, help desk support specialist, network installation specialist, PC repair technician, or network administrator.

Associate Degree	
Program Length	65 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 16
Entrance Dates	Every Semester
Offered	Warner Robins, Macon, and Milledgeville Campuses

Minimum Test Scores			
Test:	Asset	Compass	Not Required
Reading	41	79	
English	35	62	
Mathematics	42		
Algebra	42	37	

Information Technology Professional Curriculum

		Credit Hours
General Education Core Courses		**15**
Area I - English/Humanities/Fine Arts		
ENGL 1101	Composition and Rhetoric	3
Area II - Social/Behavioral Sciences		
XXXX xxxx	Social Behavioral Sciences Elective	3
Area III - Natural Sciences/Mathematics		
Choose one (1) Math course from the following three courses:		
MATH 1100	Quantitative Skills and Reasoning	3
MATH 1101	Mathematical Modeling	(3)
MATH 1111	College Algebra	(3)
Area IV - Humanities/Fine Arts		
XXXX xxxx	Humanities/Fine Arts Elective	3
Program-Specific Requirements		
XXXX xxxx	General Core Elective	3
Occupational Courses		**50**
COMP 1000	Introduction to Computers	3
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1130	Operating Systems Concepts	3
CIST 1305	Program Design and Development	3
CIST 1401	Computer Networking Fundamentals	4
CIST 1510	Web Development I	3
CIST 1601	Information Security Fundamentals	3

CIST 2411	Microsoft Client	4
CIST 2414	Microsoft Server Administrator	4
CIST 2451	Introduction to Networks - Cisco	4
CIST 2452	Cisco Routing and Switching Essentials	4
	Choose one (1) CIST elective (Advisor Approval):	
CIST xxxx	CIST electives	3
	Choose one (1) of the following Programming courses:	
CIST 2311	Visual Basic I	4
CIST 2341	C# Programming I	(4)
CIST 2351	PHP Programming I	4
CIST 2361	C++ Programming I	4
CIST 2371	Java Programming I	(4)
CIST 2381	Mobile Application Development	4
CIST 2580	Interactive and Social Apps Integration	4
	Total Hours	**65**

INFORMATION TECHNOLOGY PROFESSIONAL (ITP4)

The Information Technology Professional diploma program is a sequence of courses designed to prepare students for careers in the field of information technology. The program emphasizes specialized training in home and corporate networking, computer maintenance, operating system installation, maintenance, and troubleshooting, information security, computer programming; and web site design. These skills represent the subset of knowledge expected from graduates in the college's service area. The program graduate will receive an Information Technology Professional diploma and is employable as an information technology specialist, help desk support specialist, network installation specialist, computer repair technician, or network administrator.

Diploma Program	
Program Length	58 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum Age: 16
Entrance Dates	Every Semester
Offered	Warner Robins, Macon, and Milledgeville Campuses

Minimum Test Scores			
Test:	Asset	Compass	Not Required
Reading	38	70	
English	37	32	
Mathematics	35	26	
Algebra			

Information Technology Professional Diploma Curriculum

		Credit Hours
General Education Core Courses		**8**
Area I - Language Arts/Communication		
	Choose one (1) of the following English courses:	
ENGL 1010	Fundamentals of English I	3
	OR	
ENGL 1101	Composition and Rhetoric	(3)
Area III - Natural Sciences/Mathematics		
	Choose one (1) of the following Mathematics courses:	
MATH 1012	Foundations of Mathematics	3
	OR	
MATH 1100	Quantitative Skills and Reasoning	(3)
	OR	
MATH 1101	Mathematical Modeling	(3)
	OR	
MATH 1111	College Algebra	(3)
EMPL 1000	Interpersonal Relations and Professional Development	2
Occupational Courses		**50**
COMP 1000	Introduction to Computers	3
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1130	Operating Systems Concepts	3
CIST 1305	Program Design and Development	3
CIST 1401	Computer Networking Fundamentals	4
CIST 1510	Web Development I	3

CIST 1601	Information Security Fundamentals	3
CIST 2411	Microsoft Client	4
CIST 2414	Microsoft Server Administrator	4
CIST 2451	Introduction to Networks - Cisco	4
CIST 2452	Cisco Routing and Switching Essentials	4
	Choose one (1) CIST elective (Advisor Approval):	
CIST xxxx	CIST electives	3
	Choose one (1) of the following Programming courses:	
CIST 2311	Visual Basic I	4
CIST 2341	C# Programming I	4
CIST 2351	PHP Programming I	4
CIST 2361	C++ Programming I	4
CIST 2371	Java Programming I	4
CIST 2580	Interactive and Social Apps Integration	4
	Total Hours	**58**

LOGISTICS MANAGEMENT (DM23)

The Logistics Management program prepares students for employment in a variety of businesses and industries. The Logistics Management program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Graduates of the program receive an Associates of Applied Technology.

Associate Degree	
Program Length	61 Credit Hours
Education Requirements	High School diploma or GED required; Minimum age: 16
Entrance Dates	Every Semester
Offered	Macon and Warner Robins Campuses and Online

Logistics Management Curriculum

		Credit Hours
General Education Core Courses		**15**
Area I - Language Arts/Communications		
ENGL 1101	Composition and Rhetoric	3
Area II - Social/Behavioral Sciences		
XXXX xxxx	Social/Behavioral Sciences Elective	3
Area III - Natural Sciences/Mathematics		
	Choose one (1) of the following Mathematics courses:	
MATH 1100	Quantitative Skills and Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	(3)
	OR	
MATH 1111	College Algebra	(3)
Area IV - Humanities/Fine Arts		
XXXX xxxx	Humanities/Fine Arts Elective	3
Program-Specific Requirements		
XXXX xxxx	General Education Core Elective (Areas I - IV)	3
Occupational Courses		**46**
COMP 1000	Introduction to Computers	3
MGMT 1100	Principles of Management	3
MKTG 1100	Principles of Marketing	3
SCMA 1001	Inventory Control Procedures	3
SCMA 1002	Purchasing	3
SCMA 1005	Distribution Principles	3
SCMA 1006	Supply Chain Management Principles	6
SCMA 1008	Supply Chain Management OBI I	1
SCMA 1009	Supply Chain Management OBI II	1
Select a minimum of 20 credit hours from the following:		
ACCT 1100	Financial Accounting I	4
IDFC 1007	Industrial Safety Procedures	2
MGMT 2135	Management Communication Techniques	3
MKTG 1130	Business Regulations and Compliance	3

SCMA 1004	Quality Improvement Concepts		3
	OR		
ASTT 1050	Aerospace Quality Management		(3)
SCMA 1010	Manufacturing Planning and Control / JIT		5
SCMA 1050	Traffic Management		3
SCMA 1051	Warehouse Operations		3
		Total Hours	**61**

LOGISTICS MANAGEMENT (DM12)

The Logistics Management diploma program prepares students for employment in a variety of businesses and industries. This diploma program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for a job acquisition, retention, and advancement.

Diploma Program	
Program Length	49 Credit Hours
Education Requirements	High School diploma or GED required; Minimum age: 16
Entrance Dates	Every Semester
Offered	Macon Campus and Online

Logistics Management Diploma Curriculum

		Credit Hours
General Education Core Courses		**8**
Area I - Language Arts/Communication		
	Choose one (1) of the following English courses:	
ENGL 1010	Fundamentals of English I	3
	OR	
ENGL 1101	Composition and Rhetoric	(3)
Area III - Natural Sciences/Mathematics		
	Choose one (1) of the following Mathematics courses:	
MATH 1012	Foundations of Mathematics	3
	OR	
MATH 1100	Quantitative Skills and Reasoning	(3)
	OR	
MATH 1101	Mathematical Modeling	(3)
	OR	
MATH 1111	College Algebra	(3)
EMPL 1000	Interpersonal Relations and Professional Development	2
Occupational Courses		**41**
COMP 1000	Introduction to Computers	3
MKTG 1100	Principles of Marketing	3
MGMT 1100	Principles of Management	3
MGMT 2135	Management Communication Techniques	3
SCMA 1001	Inventory Control Procedures	3
SCMA 1002	Purchasing	3
SCMA 1005	Distribution Principles	3
SCMA 1006	Supply Chain Management Principles	6
SCMA 1008	Supply Chain Management OBI I	1
SCMA 1009	Supply Chain Management OBI II	1
Select a minimum of 12 credit hours from the following:		
ACCT 1100	Financial Accounting I	4
IDFC 1007	Industrial Safety Procedures	2
MKTG 1130	Business Regulations and Compliance	3
SCMA 1004	Quality Improvement Concepts	3
	OR	
ASTT 1050	Aerospace Quality Management	(3)

SCMA 1010	Manufacturing Planning and Control / JIT	5
SCMA 1050	Traffic Management	3
SCMA 1051	Warehouse Operations	3
	Total Hours	**49**

INVENTORY CONTROL TECHNICIAN (IC41)
Technical Certificate of Credit

The purpose of the Inventory Control Technician technical certificate is to prepare students for employment in an inventory control function for any business.

Technical Certificate of Credit	
Program Length	14 Credit Hours
Education Requirements	High School diploma or GED required; Minimum age: 16
Entrance Dates	Every Semester
Offered	Macon, Milledgeville, and Warner Robins Campuses and Crawford and Putnam County Centers

		Credit Hours
IDFC 1007	Industrial Safety Procedures	2
MATH 1012	Foundations of Mathematics	3
	OR	
MATH 1111	College Algebra	(3)
SCMA 1001	Inventory Control Procedures	3
SCMA 1005	Distribution Principles	3
SCMA 1051	Warehouse Operations	3
	Total Hours	**14**

PURCHASING TECHNICIAN (PT81)
Technical Certificate of Credit

The Certified Purchasing Technician technical certificate is to prepare students for a position with a distribution center and any other business with a purchasing function.

Technical Certificate of Credit	
Program Length	18 Credit Hours
Education Requirements	High School diploma or GED required; Minimum age: 16
Entrance Dates	Every Semester
Offered	Macon and Milledgeville Campuses and Crawford and Putnam County Centers

		Credit Hours
ACCT 1100	Financial Accounting I	4
SCMA 1002	Purchasing	3
SCMA 1006	Supply Chain Management Principles	6
SCMA 1010	Manufacturing Planning and Control / JIT	5
	Total Hours	**18**

WAREHOUSE AND DISTRIBUTION TECHNICIAN (WA21)
Technical Certificate of Credit

The Warehouse and Distribution Technician TCC is intended to prepare individuals to meet or exceed entry level distribution and warehousing industry requirements for employees. The program will provide theory and application training in essential knowledge, skills, abilities, and attitudes to successfully perform in warehousing and distribution positions.

Technical Certificate of Credit	
Program Length	20 Credit Hours
Education Requirements	High School diploma or GED required; Minimum age: 16
Entrance Dates	Every Semester
Offered	Warner Robins, Macon, and Milledgeville Campuses and Crawford County Center

		Credit Hours
COMP 1000	Introduction to Computers	3
IDFC 1007	Industrial Safety Procedures	2
SCMA 1001	Inventory Control Procedures	3
SCMA 1005	Distribution Principles	3
SCMA 1006	Supply Chain Management Principles	6
SCMA 1004	Quality Improvement Concepts	3
	OR	
ASTT 1050	Aerospace Quality Management	(3)
	Total Hours	**20**

MARKETING MANAGEMENT (MM13)

The Marketing Management program is designed to prepare students for employment in a variety of positions in today's marketing and management fields. The Marketing program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of marketing management. Graduates of the program receive a Marketing Associate of Applied Science degree with specializations in Marketing Management, Entrepreneurship, Retail Management, E-Business, Professional Selling, Social Media Marketing, and Sports Marketing.

Associate Degree	
Program Length	62 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 16
Entrance Dates	Every Semester
Offered	Macon Campus

Marketing Degree Curriculum

		Credit Hours
General Education Core Courses		**15**
Area I - English/Humanities/Fine Arts		
ENGL 1101	Composition and Rhetoric	3
Area II - Social/Behavioral Sciences		
XXXX xxxx	Social/Behavioral Sciences Elective	3
Area III - Natural Sciences/Mathematics		
Choose one Math course from the following three courses:		
MATH 1100	Quantitative Skills and Reasoning	3
MATH 1101	Mathematical Modeling	3
MATH 1111	College Algebra	3
Area IV - Humanities/Fine Arts		
XXXX xxxx	Humanities/Fine Arts Elective	3
Program-Specific Requirements		
XXXX xxxx	General Education Core Elective	3
Occupational Courses		**36**
ACCT 1100	Financial Accounting I	4
COMP 1000	Introduction to Computers	3
MGMT 1100	Principles of Management	3
MKTG 1100	Principles of Marketing	3
MKTG 1130	Business Regulations and Compliance	3
MKTG 1160	Professional Selling	3
MKTG 1190	Integrated Marketing Communications	3
MKTG 2090	Marketing Research	3
XXXX xxxx	Elective (MKTG xxxx, BUSN xxxx, MGMT xxxx, SCMA xxxx, ACCT xxxx, or BAFN xxxx)	3
Choose two (2) of the following three courses:		
MKTG 2000	Global Marketing	3
MKTG 2290	Marketing Internship/Practicum	3
MKTG 2300	Marketing Management	3

Choose one (1) of the following three courses:

MKTG 2030	Digital Publishing and Design	3
BUSN 1190	Digital Technologies in Business	2
BUSN 1430	Desktop Publishing and Presentation Applications	4

CHOOSE ONE OF SEVEN SPECIALIZATIONS

Marketing Management Specialization (8MM3)		**12**
MKTG 1370	Consumer Behavior	3
MKTG 2060	Marketing Channels	3
	or	
MKTG xxxx	Marketing Elective	3
MKTG xxxx	Marketing Elective	3

Choose one (1) of the following two courses:

MKTG 1210	Services Marketing	3
MKTG 2070	Buying and Merchandising	3

Entrepreneurship Specialization (8EN3)		**12**
MKTG 2010	Small Business Management	3
MKTG 2210	Entrepreneurship	6

Choose one (1) of the following two courses:

MKTG 1210	Services Marketing	3
MKTG 2070	Buying and Merchandising	3

E-Business Specialization (8EB3)		**11**
BUSN 2170	Web Page Design	2
MKTG 2210	Entrepreneurship	6

Choose one (1) of the following two courses:

MKTG 1210	Services Marketing	3
MKTG 2070	Buying and Merchandising	3

Retail Management Specialization (8RM3)		**12**
MKTG 1270	Visual Merchandising	3
MKTG 1370	Consumer Behavior	3
MKTG 2070	Buying and Merchandising	3
MKTG 2270	Retail Operations Management	3

Professional Selling Specialization (8P23)		**12**
MKTG 1210	Services Marketing	3
MKTG 1370	Consumer Behavior	3
MKTG 2060	Marketing Channels	3
	or	
MKTG xxxx	Marketing Elective	3
MKTG 2160	Advanced Selling	3

Social Media Marketing Specialization (8S23)		**12**
MKTG 2500	Exploring Social Media	3
MKTG 2550	Analyzing Social Media	3
MKTG 1370	Consumer Behavior	3
MKTG xxxx	Marketing Elective	3

Sports Marketing Specialization (8SM3)		**12**
MKTG 1280	Introduction to Sports and Recreation Management	3
MKTG 2080	Regulations and Compliance in Sports	3
MKTG 2180	Principles of Sports Marketing	3
MKTG 2280	Sports Management	3
	Total Hours	**62**

MARKETING MANAGEMENT (MM12)

The Marketing Management program is designed to prepare students for employment in a variety of positions in today's marketing and management fields. The Marketing program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of marketing management. Graduates of the program receive a Marketing diploma with specializations in Marketing Management, Entrepreneurship, Retail Management, E-Business, Professional Selling, Social Media and Sports Marketing.

Diploma Program	
Program Length	42 Credit Hours
Education Requirements	High School graduate or GED recipient; minimum age: 16
Entrance Dates	Every Semester
Offered	Macon Campus

Marketing Diploma Curriculum

		Credit Hours
General Education Core Courses		**8**
Area I - Language Arts/Communication		
Choose one (1) of the following English courses:		
ENGL 1010	Fundamentals of English I	3
ENGL 1101	Composition and Rhetoric	3
Area III - Natural Sciences/Mathematics		
Choose one (1) of the following Mathematics courses:		
MATH 1011	Business Math	3
MATH 1012	Foundations of Mathematics	3
MATH 1100	Quantitative Skills and Reasoning	3
MATH 1101	Mathematical Modeling	3
MATH 1111	College Algebra	3
Choose one (1) of the following two courses:		
EMPL 1000	Interpersonal Relations and Professional Development	2
PSYC 1010	Basic Psychology	3
Occupational Courses		**23**
MKTG 1100	Principles of Marketing	3
MKTG 1130	Business Regulations and Compliance	3
MKTG 1160	Professional Selling	3
MKTG 1190	Integrated Marketing Communications	3
MKTG 2090	Marketing Research	3
XXXX xxxx	Elective (MKTG xxxx, BUSN xxxx, MGMT xxxx, SCMA xxxx, ACCT xxxx, or BAFN xxxx)	3
Choose one (1) of the following four courses:		
MKTG 2000	Global Marketing	3
MKTG 2290	Marketing Internship/Practicum	3
MKTG 2300	Marketing Management	3
COMP 1000	Introduction to Computers	3
Choose one (1) of the following three courses:		
MKTG 2030	Digital Publishing and Design	3
BUSN 1190	Digital Technologies in Business	2
BUSN 1430	Desktop Publishing and Presentation Applications	4

CHOOSE ONE OF SEVEN SPECIALIZATIONS

Marketing Management Specialization (8MM2)		**12**
MKTG 1370	Consumer Behavior	3
MKTG 2060	Marketing Channels	3
	or	
MKTG xxxx	Marketing Elective	3
MKTG xxxx	Marketing Elective	3
Choose one (1) of the following two courses:		
MKTG 1210	Services Marketing	3
MKTG 2070	Buying and Merchandising	3
Entrepreneurship Specialization (8EN2)		**12**
MKTG 2010	Small Business Management	3
MKTG 2210	Entrepreneurship	6
Choose one (1) of the following two courses:		
MKTG 1210	Services Marketing	3
MKTG 2070	Buying and Merchandising	3
E-Business Specialization (8EB2)		**11**
BUSN 2170	Web Page Design	2
MKTG 2210	Entrepreneurship	6
Choose one (1) of the following two courses:		
MKTG 1210	Services Marketing	3
MKTG 2070	Buying and Merchandising	3
Retail Management Specialization (8RM2)		**12**
MKTG 1270	Visual Merchandising	3
MKTG 1370	Consumer Behavior	3
MKTG 2070	Buying and Merchandising	3
MKTG 2270	Retail Operations Management	3
Professional Selling Specialization (8P12)		**12**
MKTG 1210	Services Marketing	3
MKTG 1370	Consumer Behavior	3
MKTG 2060	Marketing Channels	3
	or	
MKTG xxxx	Marketing Elective	3
MKTG 2160	Advanced Selling	3
Social Media Marketing Specialization (8S12)		**12**
MKTG 2500	Exploring Social Media	3
MKTG 2550	Analyzing Social Media	3
MKTG 1370	Consumer Behavior	3
MKTG xxxx	Marketing Elective	3
Sports Marketing Specialization (8SM2)		**12**
MKTG 1280	Introduction to Sports and Recreation Management	3
MKTG 2080	Regulations and Compliance in Sports	3
MKTG 2180	Principles of Sports Marketing	3
MKTG 2280	Sports Management	3
	Total Hours	**42**

ENTREPRENEURSHIP (EN11)
Technical Certificate of Credit

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

Technical Certificate of Credit	
Program Length	12 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 16
Entrance Dates	Every Semester
Offered	Macon Campus, Crawford County Center, and Online

		Credit Hours
MKTG 1130	Business Regulations and Compliance	3
MKTG 2210	Entrepreneurship	6
Select one of the following courses:		
MGMT 1100	Principles of Management	3
MKTG 2010	Small Business Management	(3)
	Total Hours	**12**

CALL CENTER INSURANCE MARKETING REPRESENTATIVE (CC61)
Technical Certificate of Credit

The Certified Insurance Marketing Representative TCC will prepare students for careers in professional marketing positions involved in Property and Casualty Insurance and/or Life and Health Insurance. The program emphasizes development of those skills and techniques needed to function as strong, contributing, successful members of the sales and marketing team. Group and individual projects give students an opportunity to apply their knowledge and organizational skills to practical problems. Topics include: life, health, property, and casualty insurance fundamentals, marketing, sales, customer relations, and an introduction to microcomputers.

Technical Certificate of Credit	
Program Length	20 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 16
Entrance Dates	Every Semester
Offered	Macon Campus

		Credit Hours
COMP 1000	Introduction to Computers	3
EMPL 1000	Interpersonal Relations and Professional Development	2
MATH 1011	Business Math	3
MKTG 1100	Principles of Marketing	3
MKTG 1160	Professional Selling	3
MKTG 1162	Customer Service Skills	3
Select one of the following courses:		
MKTG 1169	Fundamentals of Life & Health Insurance	3
MKTG 1171	Fundamentals of Property & Casualty Insurance	(3)
	Total Hours	**20**

NETWORKING SPECIALIST (NS13)

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

Associate Degree	
Program Length	66 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 16
Entrance Dates	Every Semester
Offered	Macon, Milledgeville and Warner Robins Campuses

Networking Specialist Curriculum

		Credit Hours
General Education Core Courses		**15**
Area I - English/Humanities/Fine Arts		
ENGL 1101	Composition and Rhetoric	3
Area II - Social/Behavioral Sciences		
XXXX xxxx	Social Behavioral Sciences Elective	3
Area III - Natural Sciences/Mathematics		
Choose one Math course from the following three courses:		
MATH 1100	Quantitative Skills and Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	(3)
	OR	
MATH 1111	College Algebra	(3)
Area IV - Humanities/Fine Arts		
XXXX xxxx	Humanities/Fine Arts Elective	3
Program-Specific Requirements		
XXXX xxxx	General Core Elective	3
Occupational Courses		**35**
COMP 1000	Introduction to Computers	3
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1130	Operating Systems Concepts	3
CIST 1401	Computer Networking Fundamentals	4
	OR	
CIST 2451	Cisco Network Fundamentals	(4)
CIST 1601	Information Security Fundamentals	3
CIST xxxx	CIST Electives	14
COMPLETION OF ONE OF THE SPECIALIZATIONS IS REQUIRED		
CISCO EXPLORATION SPECIALIZATION (8C23)		**16**
CIST 2451	Introduction to Networks - Cisco	4

CIST 2452	Cisco Routing and Switching Essentials	4
CIST 2453	Cisco Scaling Networks	4
CIST 2454	Cisco Connecting Networks	4
LINUX/UNIX NETWORKING SPECIALIZATION (8L23)		16
CIST 2431	UNIX/Linux Introduction	4
CIST 2432	UNIX/Linux Server	4
CIST 2433	UNIX/Linux Advanced Server	4
CIST 2434	UNIX/Linux Scripting	4
MICROSOFT WINDOWS NETWORKING SPECIALIZATION (8M13)		**16**
CIST 2411	Microsoft Client	4
CIST 2412	Microsoft Server Directory Services	4
CIST 2413	Microsoft Server Infrastructure	4
CIST 2414	Microsoft Server Administrator	4
	Total Hours	**66**

NETWORKING SPECIALIST (NS14)

The Computer Information Systems – Networking Specialist program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in 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.

Diploma Program	
Program Length	59 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum Age: 16
Entrance Dates	Every Semester
Offered	Macon, Milledgeville and Warner Robins Campuses

Networking Specialist Diploma Curriculum

		Credit Hours
General Education Core Courses		**8**
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
EMPL 1000	Interpersonal Relations and Professional Development	2
Occupational Courses		**35**
COMP 1000	Introduction to Computers	3
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1130	Operating Systems Concepts	3
CIST 1601	Information Security Fundamentals	3
CIST xxxx	CIST Electives	14
	Choose one (1) of the following two courses:	
CIST 1401	Computer Networking Fundamentals	4
	OR	
CIST 2451	Cisco Network Fundamentals	4
	COMPLETION OF ONE SPECIALIZATION IS REQUIRED	
CISCO EXPLORATION SPECIALIZATION (8C12)		**16**
CIST 2451	Introduction to Networks - Cisco	4
CIST 2452	Cisco Routing and Switching Essentials	4
CIST 2453	Cisco Scaling Networks	4
CIST 2454	Cisco Connecting Networks	4
LINUX/UNIX SPECIALIZATIONS (8LS2)		**16**
CIST 2431	UNIX/Linux Introduction	4
CIST 2432	UNIX/Linux Server	4
CIST 2433	UNIX/Linux Advanced Server	4
CIST 2434	UNIX/Linux Scripting	4
MICROSOFT WINDOWS NETWORKING SPECIALIZATION (8M42)		**16**
CIST 2411	Microsoft Client	4
CIST 2412	Microsoft Server Directory Services	4
CIST 2413	Microsoft Server Infrastructure	4
CIST 2414	Microsoft Server Administrator	4
	Total Hours	**59**

WEB SITE DESIGN/DEVELOPMENT (IS53)

The Web Site Design/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 Web Site Designers.

Associate Degree	
Program Length	64 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 16
Entrance Dates	Every Semester
Offered	Warner Robins and Macon Campuses and Online

Web Site Design Curriculum

		Credit Hours
General Education Core Courses		**15**
Area I - English/Humanities/Fine Arts		
ENGL 1101	Composition and Rhetoric	3
Area II - Social/Behavioral Sciences		
XXXX xxxx	Social Behavioral Sciences Elective	3
Area III - Natural Sciences/Mathematics		
Choose one Math course from the following three courses:		
MATH 1100	Quantitative Skills and Reasoning	3
MATH 1101	Mathematical Modeling	3
MATH 1111	College Algebra	3
Area IV - Humanities/Fine Arts		
XXXX xxxx	Humanities/Fine Arts Elective	3
Program-Specific Requirements		
XXXX xxxx	General Core Elective	3
Occupational Courses		**49**
COMP 1000	Introduction to Computers	3
CIST 1001	Computer Concepts	4
CIST 1220	Structured Query Language (SQL)	4
	or	
CIST 1210	Introduction to Oracle Databases	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 1601	Information Security Fundamentals	3
CIST 2510	Web Technologies	3
CIST 2531	Web Graphics II	3
CIST 2550	Web Development II	3
CIST 2921	IT Analysis, Design, and Project Management	4
CIST 2950	Web Systems Project	3
	or	
CIST 2991	Internship I	3

CIST xxxx	CIST Elective	3
Choose one of the following programming courses:		
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
CIST 2580	Interactive & Social Apps Integration	4
	Total Hours	**64**

WEB SITE DESIGN/DEVELOLPMENT (IS64)

The Web Site Design/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 technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as Web Site Designers.

Diploma Program	
Program Length	54 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum Age: 16
Entrance Dates	Every Semester
Offered	Warner Robins and Macon Campuses and Online

Web Site Design Diploma Curriculum

		Credit Hours
General Education Core Courses		**8**
Area I - Language Arts/Communication		
	Choose one (1) of the following English courses:	
ENGL 1010	Fundamentals of English I	3
	OR	
ENGL 1101	Composition and Rhetoric	(3)
Area III - Natural Sciences/Mathematics		
	Choose one (1) of the following Mathematics courses:	
MATH 1012	Foundations of Mathematics	3
	OR	
MATH 1100	Quantitative Skills and Reasoning	(3)
	OR	
MATH 1101	Mathematical Modeling	(3)
	OR	
MATH 1111	College Algebra	(3)
EMPL 1000	Interpersonal Relations and Professional Development	2
Occupational Courses		**46**
COMP 1000	Introduction to Computers	3
CIST 1001	Computer Concepts	4
CIST 1220	Structured Query Language	4
	or	
CIST 1210	Introduction to Oracle Database	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 1601	Information Security Fundamentals	3
CIST 2510	Web Technologies	3
CIST 2531	Web Graphics II	3
CIST 2550	Web Development II	3
CIST 2921	IT Analysis, Design, and Project Management	4
CIST xxxx	CIST Elective	3
Choose one of the following programming courses:		
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
CIST 2580	Interactive & Social Apps Integration	4
	Total Hours	**54**

ADVANCED COMPTIA A+ CERTIFIED TECHNICIAN PREPARATION (AC91)
Technical Certificate of Credit

The Advanced CompTIA A+ Certified Technician Preparation certificate is designed to prepare students for the CompTIA A+ Certification exam. The certificate includes advanced level topics and study skills preparation for the CompTIA A+ Certification exam. Students completing this certificate will be prepared for entry-level positions including IT Technician, PC Technician, and PC Support Specialist.

Technical Certificate of Credit	
Program Length	10 Credit Hours
Offered	**High School / Dual Enrollment Only**

		Credit Hours
CIST 1122	Hardware Installation and Maintenance	4
CIST 1130	Operating Systems Concepts	3
CIST 2122	A+ Preparation	3
	Total Hours	**10**

CISCO CCNP NETWORK SPECIALIST (CD71)
Technical Certificate of Credit

This certificate program provides career oriented, comprehensive coverage of enterprise-level networking skills, including advanced routing, switching, and troubleshooting while providing opportunities for hands-on practical experience and soft-skills development. These three courses prepare students for the globally-recognized Cisco CCNP certification. CCNP provides a next step for Cisco CCNA Discovery or CCNA Exploration students seeking to build on their CCNA skill sets to further a career in networking.

Technical Certificate of Credit	
Program Length	12 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 16
Entrance Dates	Every Semester
Offered	Macon Campus

		Credit Hours
CIST 2471	CCNP ROUTE: Implementing IP Routing	4
CIST 2472	CCNP SWITCH: Implementing IP Switching	4
CIST 2473	CCNP TSHOOT: Maintaining and Troubleshooting IP Networks	4
	Total Hours	**12**

CISCO NETWORK SPECIALIST (CN71)
Technical Certificate of Credit

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.

Technical Certificate of Credit	
Program Length	16 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 16
Entrance Dates	Every Semester
Offered	Macon and Warner Robins Campuses

		Credit Hours
CIST 2451	Introduction to Networks - Cisco	4
CIST 2452	Cisco Routing and Switching Essentials	4
CIST 2453	Cisco Scaling Networks	4
CIST 2454	Cisco Connecting Networks	4
	Total Hours	**16**

COMPTIA A+ CERTIFIED PREPARATION (CA61)
Technical Certificate of Credit

The CompTIA A+ Certified Preparation technical certificate of credit program is designed to provide computer users with the basic entry-level skills working toward CompTia A+ certification.

Technical Certificate of Credit	
Program Length	10 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 16
Entrance Dates	Every Semester
Offered	Warner Robins, Macon, and Milledgeville Campuses

		Credit Hours
COMP 1000	Introduction to Computers	3
CIST 1122	Hardware Installation and Maintenance	4
CIST 1130	Operating Systems Concepts	3
	Total Hours	**10**

COMPTIA A+ CERTIFIED TECHNICIAN PREPARATION (CA71)
Technical Certificate of Credit

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.

Technical Certificate of Credit	
Program Length	18 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 16
Entrance Dates	Every Semester
Offered	Warner Robins, Macon, and Milledgeville Campuses

		Credit Hours
COMP 1000	Introduction to Computers	3
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1130	Operating Systems Concepts	3
CIST xxxx	CIST Elective	4
	Total Hours	**18**

COMPUTER HARDWARE SPECIALIST (CH11)
Technical Certificate of Credit

The Computer Hardware Specialist technical certificate of credit is designed to enhance skills for students in the PC support field. The program builds on the student's computer knowledge and existing skill base. The student's skill base is enhanced with hands-on lab work incorporated in courses on operating systems, hardware maintenance, and networking.

Technical Certificate of Credit	
Program Length	11 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 16
Entrance Dates	Every Semester
Offered	Warner Robins, Macon, and Milledgeville Campuses

		Credit Hours
CIST 1130	Operating Systems Concepts	3
CIST 1122	Hardware Installation and Maintenance	4
CIST 1401	Computer Networking Fundamentals	4
	OR	
CIST 2451	Introduction to Networks - Cisco	(4)
	Total Hours	**11**

FOUNDATIONS OF COMPUTER PROGRAMMING (FF41)
Technical Certificate of Credit

This program provides an introduction to computer programming. Instruction covers basic operating systems, programming concepts, structured programming, and problem solving.

Technical Certificate of Credit	
Program Length	15 Credit Hours
Offered	**High School / Dual Enrollment Only**

		Credit Hours
CIST 1001	Computer Concepts	4
CIST 1305	Program Design and Development	3
CIST 1401	Computer Networking Fundamentals	4
CIST 2371	Java Programming I	4
	Total Hours	**15**

HELP DESK SPECIALIST (HD41)
Technical Certificate of Credit

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

Technical Certificate of Credit	
Program Length	25 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 16
Entrance Dates	Every Semester
Offered	Warner Robins, Macon, and Milledgeville Campuses

Minimum Test Scores				
Test:	Asset	Compass	Not Required	
Reading		70		
English		32		
Mathematics		26		
Algebra				

		Credit Hours
COMP 1000	Introduction to Computers	3
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1130	Operating Systems Concepts	3
CIST 2130	Desktop Support Concepts	3
CIST 1401	Computer Networking Fundamentals	4
	OR	
CIST 2441	Cisco Networking for Home and Small Businesses	(4)
	OR	
CIST 2451	Introduction to Networks - Cisco	(4)
CIST xxxx	CIST Elective	4
	Total Hours	**25**

WEB SITE DESIGNER (IS41)
Technical Certificate of Credit

The Web Site Designer technical certificate of credit provides skills for creating, maintaining, and updating standard web sites. These skills include HTML and JavaScript language development, web page design techniques, and graphic development and manipulation. The purpose of this certificate is to provide training opportunities for persons employed in the computer industry or have been trained in a related computer area and wish to upgrade their skills with advanced courses.

Technical Certificate of Credit	
Program Length	24 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 16
Entrance Dates	Every Semester
Offered	Warner Robins, Macon, and Milledgeville Campuses and Online

Minimum Test Scores			
Test:	Asset	Compass	Not Required
Reading		70	
English		32	
Mathematics		26	
Algebra			

		Credit Hours
CIST 1305	Program Design and Development	3
CIST 1510	Web Development I	3
CIST 1530	Web Graphics I	3
CIST 1601	Information Security Fundamentals	3
CIST 2510	Web Technologies	3
CIST xxxx	CIST Elective	9
	Total Hours	**24**

WEB SITE DEVELOPER (ISE1)
Technical Certificate of Credit

The curriculum in the Web Site Developer 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. 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.

Technical Certificate of Credit	
Program Length	35 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 16
Entrance Dates	Every Semester
Offered	Warner Robins, Macon, and Milledgeville Campuses and Online

		Credit Hours
CIST 1220	Structured Query Language (SQL)	4
	or	
CIST 1210	Introduction to Oracle	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 1601	Information Security Fundamentals	3
CIST 2510	Web Technologies	3
CIST 2531	Web Graphics II	3
CIST 2550	Web Development II	3
CIST xxxx	CIST Elective	3

Choose one of the following programming courses:

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
CIST 2580	Interactive & Social Apps Integration	4

	Total Hours	**35**

JAVA PROGRAMMER (JP11)
Technical Certificate of Credit

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

Technical Certificate of Credit	
Program Length	22 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 16
Entrance Dates	Every Semester
Offered	Warner Robins, Macon, and Milledgeville Campuses and Online

		Credit Hours
CIST 1220	Structured Query Language (SQL)	4
CIST 1305	Program Design and Development	3
CIST 1510	Web Development I	3
CIST 2371	Java Programming I	4
CIST 2372	Java Programming II	4
CIST xxxx	CIST Elective	4
	Total Hours	**22**

LINUX/UNIX SYSTEM ADMINISTRATOR (LA31)
Technical Certificate of Credit

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

Technical Certificate of Credit	
Program Length	16 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 16 Condition of Admission: Knowledge of networking and operating systems and advisor approval.
Entrance Dates	Every Semester
Offered	Warner Robins, Macon, and Milledgeville Campuses

Minimum Test Scores **Test:**	Asset	Compass	Not Required
Reading		70	
English		32	
Mathematics		26	
Algebra			

		Credit Hours
CIST 2431	UNIX/Linux Introduction	4
CIST 2432	UNIX/Linux Server	4
CIST 2433	UNIX/Linux Advanced Server	4
CIST 2434	UNIX/Linux Scripting	4
	Total Hours	**16**

MICROSOFT EXCEL APPLICATION SPECIALIST (ME21)
Technical Certificate of Credit

The certificate program provides students with the knowledge and skills to perform intermediate and advanced Microsoft Excel. Prepares students with the skills necessary to obtain the expert user certification.

Technical Certificate of Credit	
Program Length	9 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 16
Entrance Dates	Every Semester
Offered	Macon and Milledgeville Campuses

Minimum Test Scores			
Test:	Asset	Compass	Not Required
Reading		70	
English		32	
Mathematics		26	
Algebra			

		Credit Hours
COMP 1000	Introduction to Computers	3
CIST 2128	Comprehensive Spreadsheet Techniques	3
CIST xxxx	CIST Elective	3
	Total Hours	**9**

MICROSOFT NETWORKING ADMINISTRATOR (MS11)
Technical Certificate of Credit

This technical certificate program provides training in Microsoft networking. It will prepare students for an entry-level computer networking position. Skills taught include implementation of Microsoft operating systems, implementation of Microsoft servers, and networking infrastructure. This program prepares students to sit for the Microsoft Certified Professional (MCP) Networking Exam. Hands-on labs provide students with real world simulations.

Technical Certificate of Credit	
Program Length	16 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 16
Conditional Admission	Student must demonstrate proficiency in network fundamentals
Entrance Dates	Every Semester
Offered	Warner Robins, Macon, and Milledgeville Campuses

		Credit Hours
CIST 2411	Microsoft Client	4
CIST 2412	Microsoft Server Directory Services	4
CIST 2413	Microsoft Server Infrastructure	4
CIST 2414	Microsoft Server Administrator	4
	Total Hours	**16**

MICROSOFT WORD APPLICATION SPECIALIST (MW11)
Technical Certificate of Credit

The certificate program provides students with the knowledge and skills to perform intermediate Microsoft Word and prepare them to sit for the Microsoft User Certification Exam.

Technical Certificate of Credit	
Program Length	9 Credit Hours
Education Requirements	Minimum age: 16
Entrance Dates	Every Semester
Offered	Warner Robins and Macon Campuses

		Credit Hours
COMP 1000	Introduction to Computers	3
CIST 1102	Keyboarding	3
	OR	
BUSN 1100	Introduction to Keyboarding	(3)
CIST 2127	Comprehensive Word Processing Techniques	3
	Total Hours	**9**

NETWORK ADMINISTRATOR (NA21)
Technical Certificate of Credit

This certificate program provides basic training in computer information systems networking. Students are introduced to the basic concepts of network administration. Upon graduation, students will be able to install, configure and maintain networks using Windows networking software. The student is prepared to take the MCP (Microsoft Certified Professional) exam.

Technical Certificate of Credit	
Program Length	30 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 16
Entrance Dates	Every Semester
Offered	Warner Robins, Macon, and Milledgeville Campuses

Minimum Test Scores			
Test:	Asset	Compass	Not Required
Reading		70	
English		32	
Mathematics		26	
Algebra			

		Credit Hours
COMP 1000	Introduction to Computers	3
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1130	Operating Systems Concepts	3
CIST 2411	Microsoft Client	4
CIST 2414	Microsoft Server Administrator	4
CIST xxxx	CIST elective	4
	Choose one (1) of the following courses:	
CIST 1401	Computer Networking Fundamentals	4
CIST 2441	Cisco Networking for Home and Small Businesses	(4)
CIST 2451	Introduction to Networks - Cisco	(4)
	Total Hours	**30**

NETWORK TECHNICIAN (NT41)
Technical Certificate of Credit

The Network Technician Technical Certificate of Credit Program provides basic training in computer information systems networking. Students are introduced to the basic concepts of network administration. Upon graduation, students will be able to install, configure, and maintain networks using Windows networking software.

Technical Certificate of Credit	
Program Length	14 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 16
Entrance Dates	Every Semester
Offered	Warner Robins, Macon, and Milledgeville Campuses

Minimum Test Scores				
Test:	Asset	Compass	Not Required	
Reading			70	
English			32	
Mathematics			26	
Algebra				

		Credit Hours
COMP 1000	Introduction to Computers	3
CIST 1001	Computer Concepts	4
CIST 1130	Operating Systems Concepts	3
	Choose one (1) of the following two courses:	
CIST 1401	Computer Networking Fundamentals	4
CIST 2451	Introduction to Networks - Cisco	(4)
	Total Hours	**14**

PC REPAIR AND NETWORK TECHNICIAN (PR21)
Technical Certificate of Credit

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

Technical Certificate of Credit	
Program Length	18 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 16
Entrance Dates	Every Semester
Offered	Warner Robins, Macon, and Milledgeville Campuses

		Credit Hours
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1130	Operating Systems Concepts	3
CIST 1401	Networking Fundamentals	4
	OR	
CIST 2451	Introduction to Networks - Cisco	(4)
COMP 1000	Introduction to Computers	3
	Total Hours	**18**

WEB SITE DESIGNER (IS41)
Technical Certificate of Credit

The Web Site Designer technical certificate of credit provides skills for creating, maintaining, and updating standard web sites. These skills include HTML and JavaScript language development, web page design techniques, and graphic development and manipulation. The purpose of this certificate is to provide training opportunities for persons employed in the computer industry or have been trained in a related computer area and wish to upgrade their skills with advanced courses.

Technical Certificate of Credit	
Program Length	24 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 16
Entrance Dates	Every Semester
Offered	Warner Robins, Macon, and Milledgeville Campuses and Online

Minimum Test Scores			
Test:	Asset	Compass	Not Required
Reading		70	
English		32	
Mathematics		26	
Algebra			

		Credit Hours
CIST 1305	Program Design and Development	3
CIST 1510	Web Development I	3
CIST 1530	Web Graphics I	3
CIST 1601	Information Security Fundamentals	3
CIST 2510	Web Technologies	3
CIST xxxx	CIST Elective	9
	Total Hours	**24**

WEB SITE DEVELOPER (ISE1)
Technical Certificate of Credit

The curriculum in the Web Site Developer 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. 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.

Technical Certificate of Credit	
Program Length	35 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 16
Entrance Dates	Every Semester
Offered	Warner Robins, Macon, and Milledgeville Campuses and Online

		Credit Hours
CIST 1220	Structured Query Language (SQL)	4
	or	
CIST 1210	Introduction to Oracle	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 1601	Information Security Fundamentals	3
CIST 2510	Web Technologies	3
CIST 2531	Web Graphics II	3
CIST 2550	Web Development II	3
CIST xxxx	CIST Elective	3

Choose one of the following programming courses:

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
CIST 2580	Interactive & Social Apps Integration	4

	Total Hours	**35**

Health Sciences

- Biotechnology
- Cardiovascular Technology
- Clinical Laboratory Technology
- Dental Assisting
- Dental Hygiene
- Gerontology
- Hemodialysis
- Medical Assisting
- Orthopedic Technology
- Paramedicine
- Pharmacy Technology
- Polysomnography
- Practical Nursing

- Radiologic Technology
- Surgical Technology

HEALTH SCIENCES

HEALTH SCIENCE PROGRAM PROGRESSION REQUIREMENTS

Certain Health Science programs have a competitive admission process which may include cumulative admission testing, Grade Point Average, aptitude testing, a written or verbal interview, and/or verifiable work experience in patient care. A Health Science core has been implemented to afford students who qualify for the opportunity to earn progression into a more advanced Health Science technical certificate, diploma or associate degree program.

Students are subject to a background check and/or drug screening based on the respective clinical/medical facility's requirements. If the clinical/medical facility finds the student's background check or drug screening to be unsatisfactory, the student will be prohibited from participating in clinical activities and will be unable to complete his/her program of study.

Students should educate themselves as to which core courses are required for the Health Science program of choice. Students must successfully complete all Health Science core courses in order to remain in a Health Science program and progress to the next level. Please see each specific program description for additional information.

Preference will be given to students who complete the Health Science Core and maintain a cumulative Grade Point Average (GPA) of 3.00 or higher. However, slots are filled from the highest grade point averages (4.00) downward until the maximum enrollments are reached. There is no guarantee that a 3.00 or higher GPA will progress within a particular semester as all slots are competitive.

Successful completion of a course requires that students receive a passing grade. It is vital to the success of the students to maintain passing grades in all courses for all programs. To pass, students must make an **A, B, or C** in each course taken.

A	**90-100**	**4.00**
B	**80-89**	**3.00**
C	**70-79**	**2.00**

Unsuccessfully completing a course would mean **any grade of D, F, U, W, WP or WF.**

D	**60-69**	**1.00**
F	**0-59**	**0**
WF		**0**

Should a student receive an unsuccessful grade in any course work, in any Health Science program, s/he may be suspended from that program.

Students wishing to re-enter a Health Science program after suspension must submit an application for readmission by the deadline date for each semester. Students wishing to return into an upper level course will be selected on space availability and grade point average from all courses that apply to that particular major.

WITHDRAWAL FROM ANY COURSE AT ANY LEVEL MAY AFFECT PROGRESSION IN YOUR CHOSEN PROGRAM OF STUDY.

HEALTH CARE SCIENCE (HS21)
Technical Certificate of Credit

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. Health care support workers are employed in medical and surgical centers, medical laboratories, and the offices of physicians.

Technical Certificate of Credit	
Program Length	36 Credit Hours
Education Requirements	High School graduate or GED recipient: Minimum Age: 17
Entrance Dates	Every Semester
Offered	Warner Robins, Macon, and Milledgeville Campuses; Putnam County Center

Minimum Test Scores				
Test:	Asset	Compass	Not Required	
Reading		79		
English		62		
Mathematics				
Algebra		37		

		Credit Hours
General Education Core Courses		**12**
ENGL 1101	Composition and Rhetoric	3
PSYC 1101	Introductory Psychology	3
	Choose one (1) of the following Math courses:	
MATH 1100	Quantitative Skills and Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	(3)
	OR	
MATH 1111	College Algebra	(3)
	OR	
MATH 1113	Pre-Calculus	(3)
	Choose one (1) of the following English/Humanities courses:	
ARTS 1101	Art Appreciation	3
	OR	
ENGL 2130	American Literature	(3)
	OR	
HUMN 1101	Introduction to Humanities	(3)
	OR	
MUSC 1101	Music Appreciation	(3)
General Core Science / General Education Core Courses *		**6 - 11**
COMP 1000	Introduction to Computers	3
MATH 1127	Introduction to Statistics	3
SPCH 1101	Public Speaking	3

BIOL 1111	Biology I	3
BIOL 1111L	Biology Lab I	1
BIOL 1112	Biology II	3
BIOL 1112L	Biology Lab II	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
CHEM 1212	Chemistry II	3
CHEM 1212L	Chemistry Lab II	1
PHYS 1110	Conceptual Physics	3
PHYS 1110L	Conceptual Physics Lab	1

OCCUPATIONAL COURSE OPTIONS (Must complete one option) *

Nurse Assistant		**13**
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
Phlebotomy Technician		**13**
ALHS 1040	Introduction to Health Care	3
ALHS 1090	Medical Terminology for Allied Health Sciences	2
PHLT 1030	Introduction to Venipuncture	3
PHLT 1050	Clinical Practice	5
Medical Office Specialist		**18**
ALHS 1090	Medical Terminology for Allied Health Sciences	2
BUSN 1100	Introduction to Keyboarding	3
BUSN 1440	Document Production	4
MAST 1060	Medical Office Procedures	4
MAST 1100	Medical Insurance Management	2
MAST 1110	Administrative Practice Management	3
Hemodialysis		**17**
COMP 1000	Introduction to Computers	3
ALHS 1040	Introduction to Health Care	3
HECT 1100	Hemodialysis Patient Care	7
HECT 1120	Hemodialysis Practicum	4
	Total Hours	**36**

* Must complete 24 credit hours combining General Core Science/General Education Core and choice of Occupational Option

HEALTH CARE ASSISTANT (HA21)
Technical Certificate of Credit

The Health Care Assistant Technical 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.

Technical Certificate of Credit	
Program Length	30 Credit Hours
Education Requirements	High School graduate or GED recipient: Minimum Age: 17
Entrance Dates	Every Semester
Offered	Warner Robins, Macon, and Milledgeville Campuses; Crawford and Putnam County Centers

Minimum Test Scores				
Test:	Asset	Compass	Not Required	
Reading			70	
English			32	
Mathematics			26	
Algebra			28 *	

** Algebra score required if selecting MATH 1013*

		Credit Hours
General Education Core Courses		
ALHS 1011	Structure and Function of the Human Body	5
ALHS 1040	Introduction to Health Care	3
ALHS 1090	Medical Terminology for AHS	2
COMP 1000	Introduction to Computers	3
ENGL 1010	Fundamentals of English I	3
	Choose one (1) of the following two Math courses:	
MATH 1012	Foundations of Mathematics	3
	OR	
MATH 1013	Algebraic Concepts	(3)
PSYC 1010	Basic Psychology	3

CHOOSE ONE SPECIALIZATION BELOW

Electrocardiography Technology (8ET1)		
ECGT 1030	Introduction to Electrocardiography	5
ECGT 1050	Electrocardiography Practicum	5
Medical Coding - Option 1 (8MC1)		**10**
MAST 1120	Human Pathological Conditions in the Medical Office	3
MAST 1510	Medical Billing and Coding I	2
MAST 1520	Medical Billing and Coding II	3
MAST 1530	Medical Procedural Coding	2
Medical Coding Assistant Insurance Data - Option 2 (8MC1)		**14**

BUSN 1015	Introduction to Medical Insurance	4
BUSN 1440	Document Production	4
BUSN 2370	Medical Office Billing/Coding/Insurance	3
MAST 1120	Human Diseases	3
Medical Front Office (8MF1)		**13**
BUSN 1440	Document Production	4
BUSN 2340	Medical Administrative Procedures	4
BUSN 2370	Medical Office Billing/Coding/Insurance	3
MAST 1100	Medical Insurance Management	2
Nurse Aide (8NA1)		**8**
ALHS 1060	Diet and Nutrition for Allied Health Sciences	2
NAST 1100	Nurse Aide Fundamentals	6
Phlebotomy (8PS1)		**8**
PHLT 1030	Introduction to Venipuncture	3
PHLT 1050	Clinical Practice	5
	Total Hours	**30**

BIOTECHNOLOGY (BI23)

The Associate of Applied Science Degree in Biotechnology is designed to meet the increasing demand for skilled technicians in biotechnology. Graduates will be prepared for employment in research and processing environments. Examples include biotechnical, biomedical, food, agricultural, pharmaceutical, environmental and chemical laboratories and processing environments, plus manufacturing quality control laboratories and the health industry.

Associate Degree	
Program Length	73 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 18
Entrance Dates	Every Semester
Offered	Macon Campus

Biotechnology Curriculum

		Credit Hours
General Education Core Courses		**15**
Area I - Language Arts/Communication		
ENGL 1101	Composition and Rhetoric	3
ENGL 1105	Technical Communications	3
Area II - Social/Behavioral Sciences		
XXXX xxxx	Social/Behavioral Sciences Elective	3
Area III - Natural Sciences/Mathematics		
MATH 1111	College Algebra	3
Area IV - Humanities/Fine Arts		
XXXX xxxx	Humanities/Fine Arts Elective	3
Occupational Courses		**58**
COMP 1000	Introduction to Computers	3
BIOL 1111	Biology I	3
BIOL 1111L	Biology Lab I	1
BIOL 2117	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology Lab	1
CHEM 1211	Chemistry I	3
CHEM 1211L	Chemistry Lab I	1
CHEM 1212	Chemistry II	3
CHEM 1212L	Chemistry Lab II	1
BUSN 1410	Spreadsheet Concepts and Applications	4
BTEC 1010	Introduction to Biotechnology	2
BTEC 2010	Biotechnology Math Applications	5
BTEC 2050	Biotech Lab Methods and Techniques	5
BTEC 2100	Cell Culture	4
BTEC 2105	Organic and Biochemistry	4
BTEC 2110	Bioprocessing/Production	4
BTEC 2150	Molecular Biology	4
BTEC 2300	Environmental Technology	4
BTEC 2500	Biotechnology Internship	3
	Total Hours	**73**

BIOTECHNOLOGY LABORATORY ASSISTANT (BLA1)
Technical Certificate of Credit

The Biotechnology Laboratory Assistant technical certificate program is designed to introduce students to the fields of biological and chemical technology to prepare for employment in research, industrial, and medical laboratory environments. The curriculum is embedded into CGTC's existing institutionally developed Biotechnology AAS program.

Technical Certificate of Credit	
Program Length	23 Credit Hours
Education Requirements	High School graduate or GED recipient
Entrance Dates	Every Semester
Offered	Macon Campus

Minimum Test Scores				
Test:	Asset	Compass	Not Required	
Reading		79		
English		62		
Mathematics				
Algebra		37		

		Credit Hours
BIOL 1111	Biology I	3
BIOL 1111L	Biology Lab I	1
MATH 1111	College Algebra	3
CHEM 1211	Chemistry I	3
CHEM 1211L	Chemistry Lab I	1
BTEC 1010	Introduction to Biotechnology	2
BTEC 2010	Biotechnology Math Applications	5
BTEC 2050	Biotech Lab Methods and Techniques	5
	Total Hours	**23**

CARDIOVASCULAR TECHNOLOGY (CT13)

The Cardiovascular Technology program is a sequence of courses that provide educational opportunities to individuals in didactic and clinical environments that will enable them to obtain skills, knowledge and attitudes necessary to graduate and become a successful entry-level Cardiovascular Invasive Specialist. Cardiovascular Technology is a health technology profession centered on the evaluation, diagnosis, and treatment of patients with cardiac diseases. A Cardiovascular Technologist performs examinations at the request or under direct supervision of a physician, is proficient in the use of analytical equipment, and provides a foundation of data from which a correct anatomic and physiologic diagnosis may be made.

Associate Degree	
Program Length	70 Credit Hours
Education Requirements	High School graduate or GED recipient; minimum age: 18
Entrance Dates	Spring Semester
Offered	Macon Campus

Admission Requirements to the Cardiovascular Technology Program

Application to the Cardiovascular Technology Program requires the following steps:

Application and admission to Central Georgia Technical College.

Submission of high school and college transcripts. Students who wish to transfer all the required core classes taken at another college must apply to CGTC and have all transcripts submitted by Midterm Fall Semester.

Selection into the Cardiovascular Technology program major courses is via competitive selection process.

A criminal background check is required. A student who has been convicted of a felony or misdemeanor may be admitted to the Cardiovascular Technology program, but such a conviction may prohibit one from being accepted into a clinical training site and/or taking the certification examination. A pre-application form to determine eligibility is available from the Cardiovascular Technology Program Director or at www.cci-online.org.

A student may be required to show proof of Hepatitis B vaccination before being placed in a clinical site.

Academic Progress: Cardiovascular Technology students must pass all courses each semester with a grade of a "C" or above and maintain a GPA of a 2.0 or higher in order to progress to the next semester and remain on track. Those who receive a grade below a "C" on any course, may remove themselves from the track progression in the program and may have to wait until the course is offered again (usually the next year) to apply to repeat the course. Admission back into the program is dependent upon space available at the time the course is offered.

Cardiovascular Technology Curriculum

		Credit Hours
General Education Core Courses		**19**
Area I - Language Arts/Communication		
ENGL 1101	Composition and Rhetoric	3
Area II - Social/Behavioral Sciences		
PSYC 1101	Introduction to Psychology	3
Area III - Natural Sciences/Mathematics		
MATH 1111	College Algebra	3
MATH 1127	Introduction to Statistics	3
PHYS 1110	Conceptual Physics	3

PHYS 1110L	Conceptual Physics Lab	1
Area IV - Humanities/Fine Arts		
XXXX xxxx	Humanities/Fine Arts Elective	3
Non-General Education Degree Courses		**8**
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		**43**
CAVT 1002	Medical Physics	2
CAVT 1020	Cardiac Catheterization I	4
CAVT 1021	Cardiac Catheterization Clinical I (Introduction to the Clinical Environment)	3
CAVT 1030	Electrophysiology and Cardiac Anatomy	3
CAVT 1080	Advanced Hemodynamics and Cardiac Physiology	3
CAVT 1090	Drug Calculations and Administration	2
CAVT 1100	Cardiac Catheterization Fundamentals	3
CAVT 2020	Cardiac Catheterization II	4
CAVT 2030	Cardiac Catheterization Clinical II	6
CAVT 2050	Cardiac Catheterization Clinical III	11
CAVT 2070	Cardiac Catheterization Registry Review I	2
	Minimum Total Hours	**70**

ECHOCARDIOGRAPHY (EC23)

The Echocardiography program is a technical program designed to prepare students for work in the allied health field as Echocardiographers. The program offers both clinical and didactic instruction. Upon completion of the Echocardiography program, the student is eligible to sit for a national certification examination.

Associate Degree	
Program Length	73 Credit Hours
Education Requirements	High School graduate or GED recipient; minimum age: 17
Entrance Dates	Spring Semester
Offered	Macon Campus

Admission Requirements to the Echocardiography Program

Application to the Echocardiography Program requires the following steps:

Application and admission to Central Georgia Technical College.

Submission of high school and college transcripts. Students who wish to transfer all the required core classes taken at another college must apply to CGTC and have all transcripts submitted by midterm Fall Semester.

Selection into the Echocardiography program major courses is via competitive selection.

Echocardiography Competitive Selection Requirements

A criminal background check is required. A student who has been convicted of a felony or misdemeanor may be admitted to the Echocardiography program, but such a conviction may prohibit one from being accepted into a clinical training site and/or taking the certification examination. A pre-application form to determine eligibility is available from the Echocardiography Program Director or at www.cci-online.org.

A student may be required to show proof of Hepatitis B vaccination before being placed in a clinical site.

Academic Progress: Echocardiography students must pass all courses each semester with a grade of a "C" or above and maintain a GPA of a 2.0 or higher in order to progress to the next semester and remain on track. Those who receive a grade below a "C" on any course, may remove themselves from the track progression in the program and may have to wait until the course is offered again (usually the next year) to apply to repeat the course. Admission back into the program is dependent upon space available at the time the course is offered.

Consult http://www.centralgatech.edu/studserv/registrar/PSB/default.cfm for more detailed information on the Competitive Selection and Application process.

Echocardiography Curriculum

		Credit Hours
General Education Core Courses		**19**
Area I - Language Arts/Communication		
ENGL 1101	Composition and Rhetoric	3
Area II - Social/Behavioral Sciences		
PSYC 1101	Introduction to Psychology	3
Area III - Natural Sciences/Mathematics		

MATH 1111	College Algebra	3
MATH 1127	Introduction to Statistics	3
PHYS 1110	Conceptual Physics	3
PHYS 1110L	Conceptual Physics Lab	1
Area IV - Humanities/Fine Arts		
XXXX xxxx	Humanities/Fine Arts Elective	3
Non-General Education Degree Courses		**8**
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		**46**
Choose one (1) of the following two courses:		
ECHO 2310	Pediatric Echocardiography	3
	OR	
CAVT 1080	Advanced Hemodynamics and Cardiac Physiology	(3)
CAVT 1030	Electrophysiology and Cardiac Anatomy	3
CAVT 1090	Drug Calculations and Administration	2
DMSO 1040	Sonographic Physics and Instrumentation	3
DMSO 1080	Sonographic Physics and Instrumentation Registry Review	1
ECHO 1100	Echocardiography Fundamentals	3
ECHO 1310	Echocardiography I	3
ECHO 1320	Echocardiography II	3
ECHO 1370	Echocardiography Clinical I	7
	OR	
ECHO 1371	Echocardiography Clinical I (Part A)	(4)
	AND	
ECHO 1372	Echocardiography Clinical I (Part B)	(3)
ECHO 2360	Echocardiography Clinical II	7
	OR	
ECHO 2361	Echocardiography Clinical II (Part A)	(4)
	AND	
ECHO 2362	Echocardiography Clinical II (Part B)	(3)
ECHO 2370	Echocardiography Clinical III	10
ECHO 2400	Comprehensive Registry Review	1
	Minimum Total Hours	**73**

ELECTROCARDIOGRAPHY TECHNOLOGY (ET81)
Technical Certificate of Credit

The Electrocardiography Technology technical 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.

Technical Certificate of Credit	
Program Length	26 Credit Hours
Education Requirements	High School graduate or GED recipient
Entrance Dates	Every Semester
Offered	Macon Campus

		Credit Hours
ALHS 1011	Structure and Function of the Human Body	5
ALHS 1090	Medical Terminology for AHS	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
	Total Hours	**26**

CLINICAL LABORATORY TECHNOLOGY (CLT3)

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

Employment in doctors' offices and hospital laboratories requires a minimum of an associate degree in this field.

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

Selection into the Clinical Laboratory Technology program major courses is via competitive selection process.

Associate Degree	
Program Length	73 Credit Hours
Education Requirements	High School graduate or GED recipient; minimum age: 18 College transcript(s), if applicable, mailed directly to CGTC.
Entrance Dates	Spring Semester
Offered	Macon Campus

Minimum Test Scores				
Test:	Asset	Compass	Not Required	
Reading		79		
English		62		
Mathematics				
Algebra		37		

Clinical Laboratory Technology Curriculum

		Credit Hours
General Education Core Courses		**19**
Area I - Language Arts/Communication		
ENGL 1101	Composition and Rhetoric	3
Area II - Social/Behavioral Sciences		
PSYC 1101	Introduction to Psychology	3
Area III - Natural Sciences/Mathematics		
	Choose one (1) of the following Math courses:	
MATH 1111	College Algebra	3
	OR	
MATH 1101	Mathematical Modeling	(3)
CHEM 1211	Chemistry I	3

CHEM 1211L	Chemistry Lab I	1
Area IV - Humanities/Fine Arts		
XXXX xxxx	Humanities/Fine Arts Elective	3
Program-Specific Requirement		
	Choose one (1) of the following courses:	
	(BIOL and CHEM courses require concurrent Lab Courses)	
ENGL 1102	Literature and Composition	3
ENGL 1105	Technical Communications	3
SPCH 1101	Public Speaking	3
BIOL 2117	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology Lab	1
CHEM 1212	Chemistry II	3
CHEM 1212L	Chemistry Lab II	1
Non-General Education Degree Courses		**8**
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		**46**
CLBT 1010	Introduction To Clinical Laboratory Technology	2
CLBT 1030	Urinalysis/Body Fluids	2
CLBT 1040	Hematology/Coagulation	5
CLBT 1050	Serology/Immunology	3
CLBT 1060	Immunohematology	4
CLBT 1070	Clinical Chemistry	4
CLBT 1080	Microbiology	5
CLBT 2090	Clinical Urinalysis, Serology, and Preanyalytic Specimen Process Practicum	3
CLBT 2100	Clinical Immunohematology Practicum	4
CLBT 2110	Clinical Hematology/Coagulation Practicum	4
CLBT 2120	Clinical Microbiology Practicum	4
CLBT 2130	Clinical Chemistry Practicum	4
CLBT 2200	Clinical Laboratory Technology Certification Review	2
	Total Hours	**73**

PHLEBOTOMY TECHNICIAN (PT21)
Technical Certificate of Credit

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.

Technical Certificate of Credit	
Program Length	24 Credit Hours
Education Requirements	High School graduate or GED recipient
Entrance Dates	Every Semester
Offered	Macon and Milledgeville Campuses and Putnam County Center

		Credit Hours
ALHS 1011	Structure and Function of the Human Body	5
ALHS 1040	Introduction to Health Care	3
ALHS 1090	Medical Terminology for AHS	2
COMP 1000	Introduction to Computers	3
ENGL 1010	Fundamentals of English I	3
PHLT 1030	Introduction to Venipuncture	3
PHLT 1050	Clinical Practice	5
	Total Hours	**24**

DENTAL ASSISTING (DA12)

The Dental Assisting accredited program prepares students for employment in a variety of positions in today's dental offices. The Dental Assisting program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of dental assisting. Graduates of the program receive a Dental Assisting diploma and are eligible to sit for a national certification examination.

Selection into the Dental Assisting program major courses is via competitive selection process.

Diploma Program	
Program Length	55 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 17
Program Entry Term	Summer Semester
Offered	Macon Campus

Dental Assisting Diploma Curriculum

		Credit Hours
General Education Core Courses		**9**
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
PSYC 1010	Basic Psychology	3
Occupational Courses		**46**
ALHS 1040	Introduction to Healthcare	3
COMP 1000	Introduction to Computers	3
DENA 1010	Basic Human Biology	1
DENA 1030	Preventive Dentistry	2
DENA 1050	Microbiology and Infection Control	3
DENA 1070	Oral Pathology and Therapeutics	2
DENA 1080	Dental Biology	5
DENA 1090	Dental Assisting National Board Exam Preparation	1
DENA 1340	Dental Assisting I: General Chairside	6
DENA 1350	Dental Assisting II: Dental Specialties and EFDA Skills	7
DENA 1390	Dental Radiology	4
DENA 1400	Dental Practice Management	2
DENA 1460	Dental Practicum I	1
DENA 1470	Dental Practicum II	1
DENA 1480	Dental Practicum III	5
	Total Hours	**55**

DENTAL HYGIENE (DH13)

The Dental Hygiene program is a sequence of courses that prepares students for positions in the dental profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Registered dental hygienists work in a variety of professional settings. The public is most familiar with dental hygienists in the private dental office, where they perform numerous critical services designed to detect and prevent diseases of the mouth. These include oral prophylaxis; examining the head, neck, and oral areas for signs of disease; educating patients about oral hygiene; taking or developing radiographs; and applying fluoride or sealants. In this setting, registered dental hygienists play a vital role in protecting the oral health of the American public. Program graduates receive a Dental Hygiene Associate of Applied Science degree.

Dental Hygiene Program Requirements

Selection into the Dental Hygiene program major courses is via competitive selection process.

Dental Hygiene courses are available at the Warner Robins and Macon Campuses. The entrance dates are Summer Semester (Macon Campus) and Fall Semester (Warner Robins Campus).

A student who has been convicted of a felony or misdemeanor may be admitted into the Dental program, but such a conviction may prohibit one from obtaining a state license to practice Dental Hygiene. (In the case of a felony conviction, applicants cannot be licensed in the state of Georgia. This is a state law.)

Learning Support Courses (if required)

ENGL 1101 Composition and Rhetoric I
BIOL 2113 Anatomy and Physiology I
BIOL 2113L Anatomy and Physiology Lab I
BIOL 2114 Anatomy and Physiology II
BIOL 2114L Anatomy and Physiology Lab II
BIOL 2117 Microbiology
BIOL 2117L Microbiology Lab
CHEM 1211 Chemistry I
CHEM 1211L Chemistry Lab I
MATH 1111 College Algebra OR
MATH 1101 Mathematical Modeling

Associate Degree	
Program Length	83 Credit Hours
Education Requirements	High School graduate or GED recipient; minimum age: 18
Entrance Dates	Summer Semester (Macon Campus) Fall Semester (Warner Robins Campus)
Offered	Warner Robins and Macon Campuses

Dental Hygiene Curriculum

		Credit Hours
General Education Core Courses		**34**
Area I - Language Arts/Communication		
ENGL 1101	Composition and Rhetoric	3
SPCH 1101	Public Speaking	3
Area II - Social/Behavioral Sciences		
PSYC 1101	Introduction to Psychology	3
SOCI 1101	Introduction to Sociology	3

Area III - Natural Sciences/Mathematics		
CHEM 1211	Chemistry I	3
CHEM 1211L	Chemistry 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	Microbiology	3
BIOL 2117L	Microbiology Lab	1
Choose one of the following Mathematics courses:		
MATH 1111	College Algebra	3
	OR	
MATH 1101	Mathematical Modeling	(3)
Area IV - Humanities/Fine Arts		
XXXX xxxx	Humanities/Fine Arts Elective	3
Occupational Courses		**49**
DHYG 1000	Tooth Anatomy and Root Morphology	2
DHYG 1010	Oral Embryology and History	1
DHYG 1020	Head and Neck Anatomy	2
DHYG 1030	Dental Materials	2
DHYG 1040	Preclinical Dental Hygiene Lecture	2
DHYG 1050	Preclinical Dental Hygiene Lab	2
DHYG 1070	Radiology Lecture	2
DHYG 1090	Radiology Lab	1
DHYG 1110	Clinical Dental Hygiene I Lecture	2
DHYG 1111	Clinical Dental Hygiene I Lab	3
DHYG 1206	Pharmacology and Pain Control	3
DHYG 2010	Clinical Dental Hygiene II Lecture	2
DHYG 2020	Clinical Dental Hygiene II Lab	2
DHYG 2050	Oral Pathology	3
DHYG 2070	Community Dental Health	3
DHYG 2080	Clinical Dental Hygiene III Lecture	2
DHYG 2090	Clinical Dental Hygiene III Lab	4
DHYG 2110	Biochemistry and Nutrition Fundamentals for the Dental Hygienist	2
DHYG 2130	Clinical Dental Hygiene IV Lecture	2
DHYG 2140	Clinical Dental Hygiene IV Lab	4
DHYG 2200	Periodontology	3
	Total Hours	**83**

GERONTOLOGY (GE13)

The Gerontology Associate of Applied Science Degree program provides specialized training for employment in businesses or agencies providing services to the elderly population. This program provides an overview of the aging process and problems associated with normal growth and development, with an emphasis on the development, implementation, and evaluation of programs that meet the needs of older adults. The required practicum will allow students to gain hands-on experience needed to work with the aging population.

Associate Degree	
Program Length	61 Credit Hours
Education Requirements	High School graduate or GED recipient; minimum age: 18
Entrance Dates	Every Semester
Offered	Macon and Milledgeville Campuses

Gerontology Curriculum

		Credit Hours
General Education Core Courses		**15**
Area I - Language Arts/Communication		
ENGL 1101	Composition and Rhetoric	3
Area II - Social/Behavioral Sciences		
PSYC 1101	Introduction to Psychology	3
Area III - Natural Sciences/Mathematics		
MATH 1111	College Algebra	3
Area IV - Humanities/Fine Arts		
XXXX xxxx	Humanities/Fine Arts Elective	3
Program-Specific Requirement		
XXXX xxxx	General Education Core Elective (Areas I - IV)	3
Occupational Courses		**46**
ALHS 1040	Introduction to Health Care	3
ALHS 1090	Medical Terminology for AHS	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
COMP 1000	Introduction to Computers	3
GERT 1000	Understanding The Geronotological Client	2
GERT 1010	Aging Services Environment	2
GERT 1020	Behavioral Aspects of Aging	2
GERT 1030	Gerontological Nutrition	1
GERT 1040	Healthy Aging	2
GERT 1050	Principles of Home Health Care	3
GERT 1060	Alzheimer's Disease and Dementia	3
GERT 1070	Legal and Ethics Aspects of Aging	3
GERT 1080	Death and Dying	2
GERT 2000	Gerontology Practicum I	5
GERT 2010	Gerontology Practicum II	5
	Total Hours	**61**

GERONTOLOGY (GE12)

The Gerontology Diploma program provides instruction to prepare students for entry-level careers in health service environments associated with the aging population. This program provides an overview of the aging process and problems associated with normal growth and development, with an emphasis on the development, implementation, and evaluation of programs that meet the needs of older adults. The required practicum will allow students to gain hands-on experience needed to work with the aging population.

Diploma Program	
Program Length	51 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 16
Entrance Date	Every Semester
Offered	Macon and Milledgeville Campuses

Gerontology Diploma Curriculum

		Credit Hours
General Education Core Courses		**8**
Area I - Language Arts/Communication		
	Choose one (1) of the following English courses:	
ENGL 1010	Fundamentals of English I	3
	OR	
ENGL 1101	Composition and Rhetoric	(3)
Area III - Natural Sciences/Mathematics		
	Choose one (1) of the following Mathematics courses:	
MATH 1012	Foundations of Mathematics	3
	OR	
MATH 1100	Quantitative Skills and Reasoning	(3)
	OR	
MATH 1101	Mathematical Modeling	(3)
	OR	
MATH 1111	College Algebra	(3)
	Choose one of the following courses:	
EMPL 1000	Interpersonal Relations and Professional Development	2
PSYC 1010	Basic Psychology	3
Occupational Courses		**43**
ALHS 1011	Structure and Function of the Human Body	5
ALHS 1040	Introduction to Healthcare	3
ALHS 1090	Medical Terminology for Allied Health Sciences	2
COMP 1000	Introduction to Computers	3
GERT 1000	Understanding the Geronotological Client	2
GERT 1010	Aging Services Environment	2
GERT 1020	Behavioral Aspects of Aging	2
GERT 1030	Gerontological Nutrition	1
GERT 1040	Healthy Aging	2
GERT 1050	Principles of Home Health Care	3
GERT 1060	Alzheimer's Disease and Dementia	3
GERT 1070	Legal and Ethics Aspects of Aging	3
GERT 1080	Death and Dying	2
GERT 2000	Gerontology Practicum I	5
GERT 2010	Gerontology Practicum II	5
	Total Hours	**51**

GERIATRIC CARE ASSISTANT (GC51)
Technical Certificate of Credit

The Geriatric Care Assistant Technical Certificate provides the basic knowledge and skills needed to qualify employment as a nurse aide in nursing homes, elder personal care homes, and home healthcare agencies. The certificate emphasizes geriatric patient care, CPR, and first aid. Students successfully completing the certificate meet the academic requirements to take the exam that will allow them to be placed on the State Registry for nurse aides.

Technical Certificate of Credit	
Program Length	15 Credit Hours
Education Requirements	Minimum Age: 16
Entrance Dates	Every Semester
Offered	Macon and Milledgeville Campuses

		Credit Hours
ALHS 1060	Diet And Nutrition for AHS	2
ALHS 1090	Medical Terminology for AHS	2
GERT 1000	Understanding the Geronotological Client	2
GERT 1020	Behavioral Aspects of Aging	2
GERT 1030	Gerontological Nutrition	1
NAST 1100	Nurse Aide Fundamentals	6
	Total Hours	**15**

HEMODIALYSIS TECHNOLOGIST (HT12)

The Hemodialysis Technologist diploma equips health care workers with the skills, knowledge, and attitude necessary to succeed in the field of hemodialysis. Technicians operate machines that eliminate waste and extract liquefied substances from the blood of sick people whose kidneys will no longer perform that function naturally. These professionals are also named as renal dialysis technicians and also nephrology specialists. They operate under the management of medical doctors, chiefly in hospitals and clinics. Criminal background checks and drug screens may be required based on the requirements for participation in clinical experiences.

Selection into the Hemodialysis Technology program major courses is via competitive selection process.

Diploma Program	
Program Length	37 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum Age: 16
Entrance Dates	Every Semester
Offered	Macon Campus

Hemodialysis Technologist Diploma Curriculum

		Credit Hours
General Education Core Courses		**9**
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
PSYC 1010	Basic Psychology	3
Occupational Courses		**28**
ALHS 1011	Structure and Function of the Human Body	5
ALHS 1040	Introduction to Health Care	3
COMP 1000	Introduction to Computers	3
HECT 1100	Hemodialysis Patient Care	7
HECT 1120	Hemodialysis Practicum	4
HECT 1130	Hemodialysis Reuse/Reprocess Practicum	6
	Total Hours	**37**

HEMODIALYSIS PATIENT CARE SPECIALIST (HPC1)
Technical Certificate of Credit

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.

Conditional Admission:
Students may be required to successfully pass criminal background checks and drugs screen analysis before placement in clinical settings.

Technical Certificate of Credit	
Program Length	17 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum Age: 18
Entrance Dates	Every Semester
Offered	Macon Campus

		Credit Hours
ALHS 1040	Introduction to Health Care	3
COMP 1000	Introduction to Computers	3
HECT 1100	Hemodialysis Patient Care	7
HECT 1120	Hemodialysis Practicum	4
	Total Hours	**17**

HEMODIALYSIS REUSE/REPROCESSING TECHNICIAN (HRO1)
Technical Certificate of Credit

The Hemodialysis Reuse Technician Technical certificate of Credit equips health care workers with the skills, knowledge, and attitude necessary to succeed in the field of hemodialysis as a reuse technician who performs reprocessing of hemodialyzers.

Conditional Admission:
Students may be required to successfully pass criminal background checks and drugs screen analysis before placement in clinical settings.

Technical Certificate of Credit	
Program Length	16 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum Age: 18
Entrance Dates	Every Semester
Offered	Macon Campus

		Credit Hours
COMP 1000	Introduction to Computers	3
HECT 1100	Hemodialysis Patient Care	7
HECT 1130	Hemodialysis Reuse/Reprocessing Practicum	6
	Total Hours	**16**

MEDICAL ASSISTING (MA23)

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

Selection into the Medical Assisting program major courses is via competitive selection process.

Student Expenses Prior to Externship

- Uniform and accessories for externship
- Background check
- TB test
- Drug screen
- Physical examination
- Immunizations or titers
- Current CPR card
- Malpractice insurance provided by Central Georgia Technical College
- NCCT review book
- Certification test

Academic Progress

- Students must pass all MAST courses with a "C" or above and maintain a GPA of 2.00 or higher in order to progress to the next semester of courses and remain on track. Students who receive a grade below "C" are considered off-track and will be subject to repeat the course upon space availability. Only one course failure is allowed once in the program.
- Medical Assisting students who withdrew with the intent to return will only receive consideration based on space availability regardless of the term. A transfer student attempting to gain admission or readmission to the Medical Assisting Program will only receive consideration after taking the PSB Exam, submitting their official academic transcripts from their previously attended college(s) and completion of the progression form. The Registrar's Office will review such requests and make the admission decision accordingly.
- If the student becomes off track, the student will need to reapply for the program by filling out the progression form. When the student is considered off track, their MAST classes are only acceptable if they are 2 years old or less. If they are older than 2 years, then the student must repeat the class(es).
- Students who have withdrawn, requested to transfer, or students who have taken upper level courses attempting to improve their chance of being re-admitted to the program will not gain/obtain an advantage and will not be

given assurance that space will be allotted. History shows that very few students are admitted/returned/or re-admitted under these circumstances.

- An adverse finding on a student's background check may keep them from participating in externship and CGTC does not guarantee the student a site. The clinical site has the right to refuse a student based on an adverse background check or drug screen.

§ Graduates of the Medical Assisting program will be eligible to take the National Medical Assistant Certification Exam through National Center for Competency Testing. A student who has been convicted of a felony or misdemeanor may be admitted into the program but may prohibit one from taking the certification exam. For more information please visit NCCT's webpage at www.ncctinc.com.

Associate Degree	
Program Length	63 Credit Hours
Education Requirements	High School graduate or GED recipient; minimum age: 17
Entrance Dates	Every Semester
Offered	Macon, Warner Robins and Milledgeville Campuses

Medical Assisting Curriculum

		Credit Hours
General Education Core Courses		**15**
Area I - Language Arts/Communication		
ENGL 1101	Composition and Rhetoric	3
Area II - Social/Behavioral Sciences		
PSYC 1101	Introduction to Psychology	3
Area III - Natural Sciences/Mathematics		
	Choose one of the following Math courses:	
MATH 1100	Quantitative Skills and Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	(3)
	OR	
MATH 1111	College Algebra	(3)
Area IV - Humanities/Fine Arts		
XXXX xxxx	Humanities/Fine Arts Elective	3
XXXX xxxx	General Education Core Elective (Areas I - IV)	3
Occupational Courses		**48**
COMP 1000	Introduction to Computers	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
MAST 1010	Legal and Ethical Concerns in the Medical Office	2
MAST 1030	Pharmacology in the Medical Office	4

MAST 1060	Medical Office Procedures	4
MAST 1080	Medical Assisting Skills I	4
MAST 1090	Medical Assisting Skills II	4
MAST 1100	Medical Insurance Management	2
MAST 1110	Administrative Practice Management	3
MAST 1120	Human Diseases	3
MAST 1170	Medical Assisting Externship	6
MAST 1180	Medical Assisting Seminar	3
	Total Hours	**63**

MEDICAL ASSISTING (MA22)

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

Selection into the Medical Assisting program major courses is via competitive selection process.

Student Expenses Prior to Externship

- Uniform and accessories for externship
- Background check
- TB test
- Drug screen
- Physical examination
- Immunizations or titers
- Current CPR card
- Malpractice insurance provided by Central Georgia Technical College
- NCCT review book
- Certification test

Academic Progress

- Students must pass all MAST courses with a "C" or above and maintain a GPA of 2.00 or higher in order to progress to the next semester of courses and remain on track. Students who receive a grade below "C" are considered off-track and will be subject to repeat the course upon space availability. Only one course failure is allowed once in the program.
- Medical Assisting students who withdrew with the intent to return will only receive consideration based on space availability regardless of the term. A transfer student attempting to gain admission or readmission to the Medical Assisting Program will only receive consideration after taking the PSB Exam, submitting their official academic transcripts from their previously attended college(s) and completion of the progression form. The Registrar's Office will review such requests and make the admission decision accordingly.
- If the student becomes off track, the student will need to reapply for the program by filling out the progression form. When the student is considered off track, their MAST classes are only acceptable if they are 2 years old or less. If they are older than 2 years, then the student must repeat the class(es).
- Students who have withdrawn, requested to transfer, or students who have taken upper level courses attempting to improve their chance of being re-admitted to the program will not gain/obtain an advantage and will not be

given assurance that space will be allotted. History shows that very few students are admitted/returned/or re-admitted under these circumstances.

- An adverse finding on a student's background check may keep them from participating in externship and CGTC does not guarantee the student a site. The clinical site has the right to refuse a student based on an adverse background check or drug screen.

§ Graduates of the Medical Assisting program will be eligible to take the National Medical Assistant Certification Exam through National Center for Competency Testing. A student who has been convicted of a felony or misdemeanor may be admitted into the program but may prohibit one from taking the certification exam. For more information please visit NCCT's webpage at www.ncctinc.com.

Diploma Program	
Program Length	54 Credit Hours
Education Requirements	High School graduate or GED recipient; minimum age: 17
Entrance Dates	Every Semester
Offered	Macon, Warner Robins and Milledgeville Campuses

Medical Assisting Diploma Curriculum

		Credit Hours
General Education Core Courses		**9**
Area I - Language Arts/Communication		
	Choose one (1) of the following English courses:	
ENGL 1010	Fundamentals of English I	3
	OR	
ENGL 1101	Composition and Rhetoric	(3)
Area II - Social/Behavioral Sciences		
PSYC 1010	Basic Psychology	3
Area III - Natural Sciences/Mathematics		
	Choose one (1) of the following Mathematics courses:	
MATH 1012	Foundations of Mathematics	3
	OR	
MATH 1100	Quantitative Skills and Reasoning	(3)
	OR	
MATH 1101	Mathematical Modeling	(3)
	OR	
MATH 1111	College Algebra	(3)
Occupational Courses		**45**
COMP 1000	Introduction to Computers	3
ALHS 1011	Structure and Function of the Human Body	5
ALHS 1090	Medical Terminology for Allied Health Sciences	2
MAST 1010	Legal and Ethical Concerns in the Medical Office	2
MAST 1030	Pharmacology in the Medical Office	4
MAST 1060	Medical Office Procedures	4
MAST 1080	Medical Assisting Skills I	4
MAST 1090	Medical Assisting Skills II	4

MAST 1100	Medical Insurance Management	2
MAST 1110	Administrative Practice Management	3
MAST 1120	Human Diseases	3
MAST 1170	Medical Assisting Externship	6
MAST 1180	Medical Assisting Seminar	3
	Total Hours	**54**

MEDICAL CODING (MC41)
Technical Certificate of Credit

The Medical Coding Technical Certificate of Credit provides a basic short-term academic credential with potential for future program credit. The curriculum provides advanced training in coding skills for persons wanting to progress in their occupations or who want to prepare for full-time or part-time employment in the medical field. The Medical Coding TCC program provides basic training in anatomy and physiology, medical terminology, medical procedural coding skills, and physician's procedural coding skills.

Technical Certificate of Credit	
Program Length	24 Credit Hours
Education Requirements	Minimum age: 17
Entrance Dates	Every Semester
Offered	Macon and Milledgeville Campuses

		Credit Hours
ALHS 1011	Structure and Function of the Human Body	5
ALHS 1090	Medical Terminology for Allied Health Sciences	2
BUSN 1440	Document Production	4
ENGL 1010	Fundamentals of English I	3
MAST 1120	Human Diseaes	3
MAST 1510	Medical Billing and Coding I	2
MAST 1520	Medical Billing and Coding II	3
MAST 1530	Medical Procedural Coding	2
	Minimum Total Hours	**24**

MEDICAL SKIN CARE SPECIALIST (MS61)
Technical Certificate of Credit

The Medical Skin Care Specialist Technical Certificate of Credit is designed to offer medical training for students to assist in dermatology offices as well as plastic surgery offices. After completing the certificate, students will be trained to assist with minor surgery as well as advanced skin care treatments such as scar removal, microdermabrasion, and chemical peel.

Technical Certificate of Credit	
Program Length	15 Credit Hours
Education Requirements	Minimum age: 16
Entrance Dates	Every Semester
Offered	Macon and Milledgeville Campuses

		Credit Hours
ALHS 1011	Structure and Function of the Human Body	5
ALHS 1040	Introduction to Health Care	3
MAST 1010	Legal and Ethical Concerns in the Medical Office	2
MSCS 1010	Essentials of Medical Esthetics	3
MSCS 1020	Advanced Medical Skin Care Treatment	2
	Total Hours	**15**

ORTHOPEDIC TECHNOLOGY (OT13)

The Orthopedic Technology Associate of Applied Science degree program is a sequence of courses that prepares students to work with orthopedic surgeons to treat patients in a variety of health care environments. The program provides the skills and knowledge needed to become a competent orthopedic 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 orthopedic injuries. Successful completion of the Orthopedic Technology AAS program leads to eligibility for the National Board of Certified Orthopedic Technologists certification exam. Graduates may be employed in hospitals, clinics, and private practice offices.

Selection into the Orthopedic Technology program major courses is via competitive selection process.

Associate Degree	
Program Length	69 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 18
Entrance Dates	Yearly – Progression application due by Midterm of Summer Semester with programmatic courses to begin in the Fall semester
Offered	Macon Campus

Orthopedic Technology Curriculum

		Credit Hours
General Education Core Courses		**18**
Area I - Language Arts/Communication		
ENGL 1101	Composition and Rhetoric	3
ENGL 1102	Literature and Composition	3
SPCH 1101	Public Speaking	3
Area II - Social/Behavioral Sciences		
PSYC 1101	Introduction to Psychology	3
Area III - Natural Sciences/Mathematics		
	Choose one of the following Math courses:	
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1111	College Algebra	(3)
Area IV - Humanities/Fine Arts		
XXXX xxxx	Humanities/Fine Arts Elective	3
Occupational Courses		**51**
COMP 1000	Introduction to Computers	3
ALHS 1040	Introduction to Healthcare	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
ORTT 1010	Orthopedic Anatomy and Physiology	4
ORTT 1020	Orthopedic Techniques I	4
ORTT 1030	Introduction to Orthopedic Surgical Techniques	4
ORTT 1040	Advanced Orthopedic Anatomy and Physiology	4
ORTT 1050	Orthopedic Techniques II	4

ORTT 2010	Orthopedic Technology Clinical I	5
ORTT 2020	Orthopedic Technology Clinical II	7
ORTT 2030	Orthopedic Technology Capstone	3
	Total Hours	**69**

PARAMEDICINE (PT13)

The Paramedicine Associate of Applied 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.

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

Associate Degree	
Program Length	67 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 18
Entrance Dates	Fall Semester
Offered	Macon Campus

Paramedicine Curriculum

		Credit Hours
General Education Core Courses		**15**
Area I - Language Arts/Communication		
ENGL 1101	Composition and Rhetoric	3
Area II - Social/Behavioral Sciences		
XXXX xxxx	Social/Behavioral Sciences Elective	3
Area III - Natural Sciences/Mathematics		
	Choose one Mathematics course:	
MATH 1100	Quantitative Skills and Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	(3)
	OR	
MATH 1111	College Algebra	(3)
Area IV - Humanities/Fine Arts		
XXXX xxxx	Humanities/Fine Arts Elective	3
XXXX xxxx	General Education Core Elective (Areas I - IV)	3
Occupational Courses		**52**
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
	Total Hours	**67**

EMS PROFESSIONS (EP12)

Students who complete the EMS Professions diploma will be able to fluidly move into the paramedicine program at the diploma level. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians AEMT certification examination and to apply for Georgia licensure as an AEMT. 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.

Conditions for Admission:
Criminal background checks and drug screens may be required based on the requirements for participation in clinical experiences. To complete the AEMT portion: Submit documentation of current certification and/or licensure as an: EMT or EMT-Basic (with successful completion of Georgia State Office of Emergency Medical Services and Trauma (SOEMST) EMT-B to EMT update course); or proof of successful completion of EMSP 1110, EMSP 1120, EMSP 1130, EMSP 1140, EMSP 1150, *and* EMSP 1160.

Diploma Program	
Program Length	39 Credit Hours
Education Requirements	High School graduate or GED recipient; Documentation of Medical Examination; Alcohol and Drug Free Affidavit
Entrance Dates	Fall Semester (Macon); Spring Semester (Warner Robins)
Offered	Warner Robins and Macon Campuses

EMS Professions Diploma Curriculum

		Credit Hours
General Education Core Courses		**6**
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
Occupational Courses		**33**
ALHS 1011	Structure and Function of the Human Body	5
ALHS 1090	Medical Terminology for Allied Health Sciences	2
EMSP 1110	Introduction to the EMT Profession	3
EMSP 1120	EMT Assessment/Airway Management and Pharmacology	3
EMSP 1130	Medical Emergencies for the EMT	3
EMSP 1140	Special Patient Populations	3
EMSP 1150	Shock and Trauma for the EMT	3
EMSP 1160	Clinical and Practical Applications for the EMT	1
EMSP 1510	Advanced Concepts for the AEMT	3
EMSP 1520	Advanced Patient Care for the AEMT	3
EMSP 1530	Clinical Applications for the AEMT	1
EMSP 1540	Clinical and Practical Applications for the AEMT	3
	Total Hours	**39**

PARAMEDICINE (PT12)

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.

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

Diploma Program	
Program Length	55 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 18
Entrance Dates	Fall Semester
Offered	Macon Campus

Paramedicine Diploma Curriculum

		Credit Hours
General Education Core Courses		**6**
Area I - Language Arts/Communication		
	Choose one (1) of the following English courses:	
ENGL 1010	Fundamentals of English I	3
	OR	
ENGL 1101	Composition and Rhetoric	(3)
Area III - Natural Sciences/Mathematics		
	Choose one (1) of the following Mathematics courses:	
MATH 1012	Foundations of Mathematics	3
	OR	
MATH 1100	Quantitative Skills and Reasoning	(3)
	OR	
MATH 1101	Mathematical Modeling	(3)
	OR	
MATH 1111	College Algebra	(3)
Occupational Courses		**49**
ALHS 1011	Structure and Function of the Human Body	5
EMSP 2110	Foundations of Paramedicine	3
EMSP 2120	Applications of Pathophysiology for Paramedics	3
EMSP 2130	Advanced Resuscitative Skills for Paramedics	3
EMSP 2140	Advanced Cardiovascular Concepts	4
EMSP 2310	Therapeutic Modalities of Cardiovascular Care	3
EMSP 2320	Therapeutic Modalities of Medical Care	5
EMSP 2330	Therapeutic Modalities of Trauma Care	4

EMSP 2340	Therapeutic Modalities for Special Patient Populations	4
EMSP 2510	Clinical Applications for The Paramedic I	2
EMSP 2520	Clinical Applications for The Paramedic II	2
EMSP 2530	Clinical Applications for The Paramedic III	2
EMSP 2540	Clinical Applications for The Paramedic IV	1
EMSP 2550	Clinical Applications for The Paramedic V	1
EMSP 2560	Clinical Applications for The Paramedic VI	1
EMSP 2570	Clinical Applications for The Paramedic VII	1
EMSP 2710	Field Internship for the Paramedic	2
EMSP 2720	Practical Applications for the Paramedic	3
	Total Hours	**55**

ADVANCED EMERGENCY MEDICAL TECHNICIAN (EMH1)
Technical Certificate of Credit

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(AEMT) 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 (NREMT) AEMT certification examination and apply for Georgia licensure as an AEMT.

Conditional Admission:
Submit documentation of current certification and/or licensure as an: EMT or EMT-Basic (with successful completion of Georgia State Office of Emergency Medical Services and Trauma (SOEMST) EMT-B to EMT update course); or proof of successful completion of EMSP 1110, EMSP 1120, EMSP 1130, EMSP 1140, EMSP 1150, AND EMSP 1160 and be eligible to sit for the NREMT EMT Exam. Criminal background checks and drug screens may be required based on the requirements for participation in clinical experiences.

Technical Certificate of Credit	
Program Length	10 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum Age: 18
Entrance Dates	Spring Semester (Macon); Fall Semester (Warner Robins / Putnam)
Offered	Warner Robins and Macon Campuses and Putnam County Center

		Credit Hours
EMSP 1510	Advanced Concepts for the AEMT	3
EMSP 1520	Advanced Patient Care for the AEMT	3
EMSP 1530	Clinical Applications for the AEMT	1
EMSP 1540	Clinical and Practical Applications for the AEMT	3
	Total Hours	**10**

EMERGENCY MEDICAL RESPONDER (EB71)
Technical Certificate of Credit

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 pre-hospital, 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.

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

Technical Certificate of Credit	
Program Length	11 Credit Hours
Offered	**High School / Dual Enrollment Only**

		Credit Hours
ALHS 1011	Structure and Function of the Human Body	5
ALHS 1090	Medical Terminology for AHS	2
EMSP 1010	Emergency Medical Responder	4
	Total Hours	**11**

EMERGENCY MEDICAL TECHNICIAN (EMT) (EMJ1)
Technical Certificate of Credit

The Emergency Medical Technician (EMT) 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 will possess the basic knowledge and skills necessary to provide patient care and transportation. EMTs function as part of a comprehensive EMS response, under medical oversight. EMTs perform interventions with the basic equipment typically found on an ambulance. The EMT 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.

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

Technical Certificate of Credit	
Program Length	16 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum Age: 18
Entrance Dates	Fall Semester (Macon); Spring Semester (Warner Robins)
Offered	Warner Robins and Macon Campuses

		Credit Hours
EMSP 1110	Introduction to the EMT Profession	3
EMSP 1120	EMT Assessment/Airway Management and Pharmacology	3
EMSP 1130	Medical Emergencies for the EMT	3
EMSP 1140	Special Patient Populations	3
EMSP 1150	Shock and Trauma for the EMT	3
EMSP 1160	Clinical and Practical Applications for the EMT	1
	Total Hours	**16**

PHARMACY TECHNOLOGY (PT22)

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.

Selection into the Pharmacy Technology program major courses is via competitive selection process.

NOTE: A student who has been convicted of a felony or misdemeanor may be admitted to the Pharmacy Technology program, but such a conviction may prohibit one from taking the National Certification Examination. Permission to sit for the examination rests solely with the National Certification Board for Pharmacy Technicians. All Health Technology core courses must be completed prior to Fall semester progression.

Diploma Program	
Program Length	56 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 16
Entrance Date	Fall Semester
Offered	Macon and Milledgeville Campuses

Pharmacy Technology Diploma Curriculum

		Credit Hours
General Education Core Courses		**9**
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
PSYC 1010	Basic Psychology	3
Occupational Courses		**47**
ALHS 1040	Introduction to Health Care	3
ALHS 1090	Medical Terminology for Allied Health Sciences	2
ALHS 1011	Structure and Function of the Human Body	5
COMP 1000	Introduction to Computers	3
PHAR 1000	Pharmaceutical Calculations	4
PHAR 1010	Pharmacy Technology Fundamentals	5
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
	or	
PHAR 1055	Pharmacy Assistant Practicum	(5)
PHAR 2060	Advanced Pharmacy Technology Principles	3
PHAR 2070	Advanced Pharmacy Technology Practicum	5
	Total Hours	**56**

PHARMACIST'S ASSISTANT (PA71)
Technical Certificate of Credit

The Pharmacist's Assistant certificate is designed to provide students with short-term training to prepare them for entry-level employment in a variety of settings such as hospitals, retail pharmacies, nursing homes, medical clinics, etc. Â Students will receive didactic instruction and fundamental concepts and principles of receiving, storing, and dispensing medications.

Technical Certificate of Credit	
Program Length	18 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum Age: 18
Entrance Dates	Every Semester
Offered	Warner Robins, Macon, and Milledgeville Campuses

		Credit Hours
PHAR 1000	Pharmaceutical Calculations	4
PHAR 1010	Pharmacy Technology Fundamentals	5
PHAR 1020	Principles of Dispensing Medications	4
PHAR 1055	Pharmacy Assistant Practicum	5
	or	
PHAR 1050	Pharmacy Technology Practicum	5
	Total Hours	**18**

POLYSOMNOGRAPHIC TECHNOLOGY (PT42)

The Polysomnography Technology Diploma Program prepares individuals to work under the supervision of a physician to provide comprehensive evaluation and treatment of sleep disorders. The program includes instruction in sleep related human anatomy and physiology, neuroanatomy and physiology of sleep, respiratory physiology, polysomnographic technology, polysomnographic record scoring with emphasis on sleep staging, respiratory, electromyographic and electrocardiographic events, Positive Airway Pressure and Oxygen treatment, sleep disorders, sleep related medical terminology, 10-20 measurement and technologist related psychomotor skills. Graduates of this program will enter the field as a Polysomnographic Technologist.

This four to five semester diploma program begins Fall semester. The first one to two semesters (depending on course load) consist of required core curriculum. The remaining three semesters are spent in the polysomnographic occupational courses. This program conducts a rigorous curriculum of lectures, labs, and clinical assignments. Clinical rotations are conducted on-site at a variety of hospitals and free-standing sleep disorders centers. Clinical rotations are 10-hour overnight assignments, with little to no flexibility in schedule. Therefore, holding a full-time job while in the program is not encouraged. A total of 210 clinical hours must be documented for completion of the program. However, the requirements of the program can be completed as a part-time job worker. *Students are encouraged in advance to discuss with their family, the demanding schedule and overnight hours required to complete this program.* Completion of this program is intended to lead to employment as a Sleep Technologist. Before beginning the Polysomnographic Occupational Courses, students are required to successfully complete ENGL 1010, MATH 1012, PSYC 1010, ALHS 1090, and ALHS 1011 with a grade of "C" or above. Students can complete the remaining two required courses, ALHS 1040 and COMP 1000 prior to beginning the occupational classes or while taking PSGT 1111, PSGT 2100 and PSGT 2101. Completion of all courses with a grade "C" or above is required to progress. Students who receive a grade below "C" are considered off-track and will be subject to repeat the course based upon space availability during the next offering.

Program Requirements

Selection into the Polysomnographic Technology program major courses is via competitive selection process.

Criminal Background Checks – Once accepted into the Polysomnography Program, students will be required to complete a criminal background check. Prospective applicants with a conviction history are encouraged to speak with the program coordinator prior to application submission. Criminal backgrounds may prohibit a student or graduate from gaining employment as a Polysomnographic Technologist.

Drug Screening – Once accepted into the program, students will be required to pass a drug screen. Positive drug screen results will prohibit a student from being placed with a clinical site.

Health Physical – Once accepted into the program, students will be required to complete a health physical and be cleared by a licensed Physician to perform the duties of a practicing Sleep Technologist.

Immunization Record – a photocopy of the student's immunization record(s) will be required for clinical sites.

CPR Certification – a photocopy of a current (and for the duration of all clinicals) CPR Certification will be required for clinical sites.

Diploma Program	
Program Length	54 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 18
Entrance Date	Fall Semester
Offered	Macon Campus

Polysomnography Technology Diploma Curriculum

		Credit Hours
General Education Core Courses		**9**
ENGL 1010	Fundamentals of English I	3

MATH 1012	Foundations of Mathematics	3
PSYC 1010	Basic Psychology	3
Occupational Courses		**45**
ALHS 1011	Structure and Function of the Human Body	5
ALHS 1040	Introduction to Healthcare	3
ALHS 1090	Medical Terminology for Allied Health Sciences	2
COMP 1000	Introduction to Computers	3
PSGT 1101	Introduction to Sleep Technology	7
PSGT 1102	Essentials of Sleep Technology	7
PSGT 1111	Polysomnographic Applications	9
PSGT 2100	Polysomnographic Practicum	6
PSGT 2101	Sleep Technology – Special Topics	3
	Total Hours	**54**

PRACTICAL NURSING (PN12)

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

Selection into the Practical Nursing program major courses is via competitive selection process.

Diploma Program	
Program Length	57 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 18
Entrance Date	Every Semester
Offered	Macon, Warner Robins and Milledgeville Campuses

Practical Nursing Diploma Curriculum

		Credit Hours
General Education Core Courses		**9**
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
PSYC 1010	Basic Psychology	3
Occupational Courses		**48**
ALHS 1011	Structure and Function of the Human Body	5
ALHS 1060	Diet and Nutrition for AHS	2
PNSG 2010	Introduction to Pharmacology and Clinical Calculations	2
PNSG 2030	Nursing Fundamentals	6
PNSG 2035	Nursing Fundamentals Clinical	2
PNSG 2210	Medical Surgical Nursing I	4
PNSG 2220	Medical Surgical Nursing II	4
PNSG 2230	Medical Surgical Nursing III	4
PNSG 2240	Medical Surgical Nursing IV	4
PNSG 2250	Maternity Nursing	3
PNSG 2255	Maternity Nursing Clinical	1
PNSG 2310	Medical Surgical Nursing Clinical I	2
PNSG 2320	Medical Surgical Nursing Clinical II	2
PNSG 2330	Medical Surgical Nursing Clinical III	2
PNSG 2340	Medical Surgical Nursing Clinical IV	2
PNSG 2410	Nursing Leadership	1
PNSG 2415	Nursing Leadership Clinical	2
	Total Hours	**57**

ACUTE CARE NURSE AIDE (AC31)
Technical Certificate of Credit

The Acute Care Nurse Aide Technical Certificate of Credit provides students who have completed nurse aide fundamental training with advanced knowledge, skills, and clinical application necessary for carrying out daily patient care activities in the hospital setting. Emphasis is placed on recognizing and reporting changes in the physical and cognitive conditions of hospitalized patients and assisting with specialized care of these patients. Students who successfully complete the Acute Care 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. Graduates who successfully complete their clinical rotation (internship) with Houston Medical Center and who meet additional criteria also qualify for a job interview for potential employment * as a Patient Care Technician.
** To qualify for full-time employment at Houston Healthcare, candidate must be at least 18 years old.*

Technical Certificate of Credit	
Program Length	15 Credit Hours
Education Requirements	High School diploma or GED required; Minimum Age: 16
Entrance Dates	Every Semester
Offered	Macon, Warner Robins and Milledgeville Campuses

Minimum Test Scores			
Test:	Asset	Compass	Not Required
Reading	38	70	
English	35	32	
Mathematics	35	26	
Algebra			

		Credit Hours
ALHS 1040	Introduction to Health Care	3
ALHS 1060	Diet And Nutrition for AHS	2
ALHS 1090	Medical Terminology for AHS	2
NAST 1100	Nurse Aide Fundamentals	6
NAST 1500	Acute Care Internship	2
	Total Hours	**15**

NURSE AIDE (CN21)
Technical Certificate of Credit

The Nurse Aide technical certificate 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 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.

Conditional Admission:
Students enrolled in the Nurse Aide Technical Certificate of Credit may be required to successfully pass both criminal background checks and drug screening procedures to participate in required clinical experiences with patients in licensed facilities. Clinical sites may require liability insurance and proof of immunization status to participate in required clinical experiences. Uniforms/scrubs may be required at required clinical experience facilities. All costs for these items are the responsibility of the student and not CGTC. Specific details will be provided during class orientation to NAST 1100.

Technical Certificate of Credit	
Program Length	13 Credit Hours
Education Requirements	High School diploma or GED **not** required; Minimum Age: 16
Entrance Dates	Every Semester
Offered	Macon, Warner Robins and Milledgeville Campuses; Crawford County and Putnam County Centers

		Credit Hours
ALHS 1040	Introduction to Health Care	3
ALHS 1060	Diet And Nutrition for AHS	2
ALHS 1090	Medical Terminology for AHS	2
NAST 1100	Nurse Aide Fundamentals	6
	Total Hours	**13**

PATIENT CARE ASSISTING (PC21)
Technical Certificate of Credit

The Patient Care Assisting program provides students with the knowledge, skills, and attitudes necessary to succeed as assistants in patient care in nursing homes and other health care facilities. This program includes the Nurse Aide Fundamentals class, as approved by the Georgia Medical Care Foundation, as well as courses currently being taught under State Standards in the general areas of psycho-social needs of patients, work ethics, communications, infection control, patient hygiene, nourishment, taking vital signs, and patient care. The program requires 23-credit hours and 450 contact hours. Students should be able to successfully complete the program in one to two semesters. Program completers are qualified to take the state certification test for CNAs.

Conditional Admission:
Students enrolled in this program may be required to successfully pass both criminal background checks and drug screening procedures to participate in clinical experiences with patients in licensed facilities.

Technical Certificate of Credit	
Program Length	23 Credit Hours
Education Requirements	Minimum Age: 16
Entrance Dates	Every Semester
Offered	Warner Robins and Macon Campuses

		Credit Hours
ALHS 1011	Structure and Function of the Human Body	5
ALHS 1040	Introduction to Health Care	3
ALHS 1060	Diet And Nutrition for AHS	2
ALHS 1090	Medical Terminology for AHS	2
COMP 1000	Introduction to Computers	3
EMPL 1000	Interpersonal Relations and Professional Development	2
NAST 1100	Nurse Aide Fundamentals	6
	Total Hours	**23**

ADVANCED MEDICAL IMAGING DEGREE (AM13)

The Advanced Medical Imaging Associate of Applied Science Degree program provides educational opportunities to the post-graduate registered Radiologic Technologist, registered Radiation Therapist and registered Nuclear Medicine Technologist. It provides the students with the knowledge needed to perform MRI and CT exams and to sit for the Post-Primary Magnetic Resonance Imaging Certification Examination and/or the Post-Primary Computed Tomography Certification Examination. The academic component is designed to meet content specifications of the American Registry of Radiologic Technologists (ARRT) exam in Magnetic Resonance Imaging and Computed Tomography, as well as providing for continuing educational requirements. This Advanced Medical Imaging program consists of classroom-based, web-enhanced didactic courses as well as clinical education for the student. The clinical component is required to complete competency exams needed to sit for the MRI and CT certification exams.

- Applicants must be a registered Radiologic Technologist, registered Radiation Therapist or registered Nuclear Medicine Technologist in good standing.
- Students are selected on a first come, first serve basis. New students are accepted for Fall Semester.
- Clinical slots are limited. Clinical education credit will be considered for prior clinical experience. After applying to CGTC, applicants must contact the CT program faculty to determine clinical credit and/or clinical slot placement.
- In order to begin the clinical requirements, students must complete a physical form, tuberculosis skin test, supply proof of immunization, undergo a background check, and submit to a drug screen test.
- Students completing the CT clinical education courses must provide their radiation dose history.

Associate Degree	
Program Length	64 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 18
Entrance Dates	Fall Semester
Offered	Macon Campus

Advanced Medical Imaging Degree Curriculum

		Credit Hours
General Education Core Courses		**16**
Area I - Language Arts/Communication		
ENGL 1101	Composition and Rhetoric	3
Area II - Social/Behavioral Sciences		
PSYC 1101	Introduction to Psychology	3
Area III - Natural Sciences/Mathematics		
MATH 1111	College Algebra	3
CHEM 1211	Chemistry I	3
CHEM 1211L	Chemistry Lab I	1
Area IV - Humanities/Fine Arts		
HUMN 1101	Introduction to Humanities	3
Occupational Courses		**48**
COMP 1000	Introduction to Computers	3
MRIM 2300	Orientation and Introduction to MRI	3
MRIM 2320	MRI Procedures and Cross-Sectional Anatomy	3
MRIM 2330	MRI Physics and Instrumentation	3

MRIM 2350	Magnetic Resonance Imaging Clinical Education I	6
MRIM 2360	Magnetic Resonance Imaging Clinical Education II	6
MRIM 2370	MRI Review	3
RADT 2201	Introduction to Computed Tomography	2
RADT 2210	Computed Tomography Physics and Instrumentation	5
RADT 2220	Computed Tomography Procedures I	3
RADT 2230	Computed Tomography Procedures II	3
RADT 2250	Computed Tomography Clinical I	4
RADT 2265	Computed Tomography Clinical II	4
	Total Hours	**64**

RADIOLOGIC TECHNOLOGY DEGREE (RT23)

The Radiologic Technology associate degree program is a sequence of courses that prepares students for positions in radiology departments and related businesses and industries. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of didactic and clinical instruction necessary for successful employment. Program graduates receive an associate of applied science degree, have the qualifications of a radiographer, and are eligible to sit for a national certification examination for radiographers.

Selection into the Radiologic Technology program major courses is via competitive selection process.

Associate Degree	
Program Length	77 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 18
Entrance Dates	Spring Semester (Warner Robins); Fall Semester (Macon)
Offered	Warner Robins and Macon Campuses

Radiologic Technology Degree Curriculum

		Credit Hours
General Education Core Courses		**15**
Area I - Language Arts/Communication		
ENGL 1101	Composition and Rhetoric	3
Area II - Social/Behavioral Sciences		
	Choose one (1) of the following courses:	
PSYC 1101	Introduction to Psychology	3
	OR	
SOCI 1101	Introduction to Sociology	(3)
Area III - Natural Sciences/Mathematics		
	Choose one (1) of the following courses:	
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1111	College Algebra	(3)
Area IV - Humanities/Fine Arts		
XXXX xxxx	Humanities/Fine Arts Elective	3
Additional General Education Elective (from Areas I-IV)		
XXXX xxxx	General Education Core Elective	3
Non-General Education Degree Courses		**8**
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		**54**
ALHS 1090	Medical Terminology for Allied Health Sciences	2
RADT 1010	Introduction to Radiology	4
RADT 1030	Radiographic Procedures I	3
RADT 1060	Radiographic Procedures II	3

RADT 1065	Radiologic Science	2
RADT 1075	Radiographic Imaging	4
RADT 1085	Radiologic Equipment	3
RADT 1200	Principles of Radiation Biology and Protection	2
RADT 1320	Clinical Radiography I	4
RADT 1330	Clinical Radiography II	7
RADT 2090	Radiographic Procedures III	2
RADT 2260	Radiologic Technology Review	3
RADT 2340	Clinical Radiography III	6
RADT 2360	Clinical Radiography IV	9
	Total Hours	**77**

COMPUTED TOMOGRAPHY SPECIALIST (CT91)
Technical Certificate of Credit

The Computed Tomography (CT) Specialist technical certificate program provides educational opportunities to the post-graduate registered Radiologic Technologist, registered Radiation Therapist and registered Nuclear Medicine Technologist in good standing. It provides students with the knowledge needed to perform CT exams, and to sit for the Post-Primary Computed Tomography Certification Examination. The academic component is designed to meet competency requirements of the American Registry of Radiologic Technologists (ARRT) exam in Computed Tomography, as well as providing for continuing educational requirements. This Computed Tomography certificate program consists of classroom-based, web-enhanced didactic courses as well as clinical education for the student. The clinical component is required to complete competency exams needed to sit for the CT certification exam.

- Applicants must be a registered Radiologic Technologist, registered Radiation Therapist or registered Nuclear Medicine Technologist in good standing.
- Students are selected on a first come, first serve basis.
- Clinical slots are limited. Clinical education credit will be considered for prior clinical experience. After applying to CGTC, applicants must contact the CT program faculty to determine clinical credit and/or clinical slot placement.
- In order to begin the clinical requirements, students must complete a physical form, tuberculosis skin test, supply proof of immunization, undergo a background check, and submit to a drug screen test.
- Students completing the CT clinical education courses must provide their radiation dose history.

Technical Certificate of Credit	
Program Length	21 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 18
Condition of Admission	Must be a Registered Radiologic Technologist (American Registry of Radiologic Technologists)
Offered	Macon Campus

		Credit Hours
RADT 2201	Introduction to Computed Tomography	2
RADT 2210	Computed Tomography Physics and Instrumentation	5
RADT 2220	Computed Tomography Procedures I	3
RADT 2230	Computed Tomography Procedures II	3
RADT 2250	Computed Tomography Clinical I	4
RADT 2265	Computed Tomography Clinical II	4
	Total Hours	**21**

MAGNETIC RESONANCE IMAGING SPECIALIST (MRI1)
Technical Certificate of Credit

The Magnetic Resonance Imaging technical certificate program provides educational opportunities to the post-graduate registered Radiologic Technologist, registered Radiation Therapist, registered Sonographer, and registered Nuclear Medicine Technologist in good standing. It provides students with the knowledge needed to perform MRI exams, and to sit for the Post-Primary Magnetic Resonance Imaging certification Examination. The academic component is designed to meet competency requirements of the American Registry of Radiologic Technologists (ARRT) exam in Magnetic Resonance Imaging, as well as providing for continuing educational requirements. This Magnetic Resonance Imaging Certificate program consists of classroom-based, web-enhanced didactic courses as well as clinical education for the student. The clinical component is required to complete competency exams needed to sit for the MRI certification exam.

- Applicants must be a registered Radiologic Technologist, registered Radiation Therapist, registered Nuclear Medicine Technologist or registered Sonographer in good standing.
- Students are selected on a first come, first serve basis.
- Clinical slots are limited. Clinical education credit will be considered for prior clinical experience. After applying to CGTC, applicants must contact the MRI program faculty to determine clinical credit and/or clinical slot placement.
- In order to begin the clinical requirements, students must complete a physical form, tuberculosis skin test, supply proof of immunization, undergo a background check, and submit to a drug screen test.

Conditional Admission:
Must be a Registered Radiologic Technologist (American Registry of Radiologic Technologists)

Technical Certificate of Credit	
Program Length	24 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum Age: 18
Entrance Dates	Fall Semester
Offered	Macon Campus

		Credit Hours
MRIM 2300	Orientation and Introduction to MRI	3
MRIM 2320	MRI Procedures and Cross-Sectional Anatomy	3
MRIM 2330	MRI Physics and Instrumentation	3
MRIM 2350	Magnetic Resonance Imaging Clinical Education I	6
MRIM 2360	Magnetic Resonance Imaging Clinical Education II	6
MRIM 2370	MRI Review	3
	Total Hours	**24**

SURGICAL TECHNOLOGY (ST12)

The Surgical Technology program prepares students for employment in a variety of positions in today's surgical technology profession. Students are trained with nurses and surgeons to help provide the best possible care of the surgical patient. Students acquire knowledge and experience with aseptic technique, and they learn to prepare and to use surgical instruments and supplies that are utilized during surgical procedures. This program is designed for the students to obtain entry-level positions in surgical technology and to achieve certification after successful completion of the program.

Program Requirements

Selection into the Surgical Technology program major courses is via competitive selection process. Surgical Technology courses are offered daytime only.

The first semester of Surgical Technology consists of theory classes, laboratory application and clinicals. Second and third semester instruction includes theory classes with lab application on campus and clinicals. All clinical experiences are conducted at various area hospitals and surgery centers.

Prior to clinical rotations, students must submit to the instructor a current physical exam, immunization forms, proof of student professional liability insurance, and school medical insurance. Students will need 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.

Navy scrub clothes are the official Surgical Technology uniform and must be purchased prior to clinicals. Students will not be allowed to begin their clinical affiliation until the above-mentioned forms, uniforms, and evidence of current CPR certification are received.

Surgical technology students must pass all courses each semester with a grade of "C" or above to progress to the next semester and remain on track. Those who receive a grade below a "C" remove themselves from the progression of the program. Those who meet readmission requirements will be placed on a waiting list and may be accepted back into the program the following Fall semester on the basis of exit status, space availability, and GPA.

Diploma Program	
Program Length	57 Credit Hours
Education Requirements	♦ All Health Technology core courses must be completed prior to program selection. ♦ High School graduate or GED recipient; Minimum age: 17 ♦ Birth Certificate on file in Admissions
Entrance Date	Macon Campus: Fall Semester; Warner Robins Campus: Spring Semester
Offered	Warner Robins and Macon Campuses

Surgical Technology Diploma Curriculum

		Credit Hours
General Education Core Courses		**9**
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
PSYC 1010	Basic Psychology	3
Occupational Courses		**48**
ALHS 1011	Structure and Function of the Human Body	5
ALHS 1090	Medical Terminology for Allied Health Sciences	2
SURG 1010	Introduction to Surgical Technology	8
SURG 1020	Principles of Surgical Technology	7

SURG 1080	Surgical Microbiology	2
SURG 1100	Surgical Pharmacology	2
SURG 2030	Surgical Procedures I	4
SURG 2040	Surgical Procedures II	4
SURG 2110	Surgical Technology Clinical I	3
SURG 2120	Surgical Technology Clinical II	3
SURG 2130	Surgical Technology Clinical III	3
SURG 2140	Surgical Technology Clinical IV	3
SURG 2240	Seminar in Surgical Technology	2
	Total Hours	**57**

ADVANCED CENTRAL STERILE PROCESSING TECHNICIAN (CS91)
Technical Certificate of Credit

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 (IAHCSMM) certification exam. Course CSSP 1010 is offered summer term at the Macon Campus and fall term at the Warner Robins Campus with clinicals offered the following semester.

Program Requirements

- ♦ Submit a H.S. Transcript and Birth Certificate
- ♦ Documentation of a Physical Exam and Immunization Record (to include Hepatitis B series)
- ♦ Criminal Background Check and Documentation of a Negative Drug/Alcohol Screen
- ♦ Medical Liability Insurance (one-time charge paid at the time of registration)

Technical Certificate of Credit	
Program Length	20 Credit Hours
Education Requirements	High School diploma or GED required; Minimum Age: 17
Offered	Warner Robins and Macon Campuses

		Credit Hours
EMPL 1000	Interpersonal Relations and Professional Development	2
ALHS 1090	Medical Terminology for Allied Health Sciences	2
CSSP 1010	Central Sterile Supply Processing Technician	5
CSSP 1020	Central Sterile Supply Processing Technician Practicum I	6
CSSP 1022	Central Sterile Supply Processing Technician Practicum II	5
	Total Hours	**20**

Public Safety & Professional Services

- Barbering
- Cosmetology
- Criminal Justice
- Early Childhood Care and Education
- Emergency Management
- Paralegal Studies

BARBERING (BA12)

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.

Diploma Program	
Program Length	52 Credit Hours
Education Requirements	High School graduate or GED recipient; minimum age: 16
Entrance Dates	Every Semester
Offered	Macon and Warner Robins Campuses

Barbering Diploma Curriculum

		Credit Hours
General Education Core Courses		**8**
EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
Occupational Courses		**44**
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
	Total Hours	**52**

BARBERING ASSISTANT (BA71)
Technical Certificate of Credit

This Barbering Assistant technical certificate program provides training to prepare students to work as a Barbering Apprentice at a Barber shop.

Technical Certificate of Credit	
Program Length	14 Credit Hours
Offered	**High School / Dual Enrollment Only**

		Credit Hours
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
	Total Hours	**14**

BARBERING FOR COSMETOLOGISTS (BF21)
Technical Certificate of Credit

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.

Technical Certificate of Credit	
Program Length	19 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum Age: 16
Condition of Admission	Must hold a current Cosmetology license issued by the Georgia State Board of Cosmetology
Entrance Dates	Every Semester
Offered	Macon Campus

		Credit Hours
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 1090	Structures of Skin, Scalp, Hair and Facial Treatments	3
	Total Hours	**19**

BARBERING INSTRUCTOR TRAINING (BI11)
Technical Certificate of Credit

The Barbering Instructor Training TCC provides a course of study for learning the skills needed to teach the theory and practice of skills in Barbering 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 barbering instructors in public or private education and business in Georgia and many other states.

Technical Certificate of Credit	
Program Length	25 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum Age: 16
Condition of Admission	Must hold a valid Master Barbering License from the State of Georgia
Entrance Dates	Every Semester
Offered	Macon Campus

		Credit Hours
BARB 2010	Introduction and Application to Barber Instruction	4
BARB 2020	Program Development	5
BARB 2030	Classroom/Lab Management	5
BARB 2040	Teaching Skills and Techniques	5
BARB 2050	Barbering Practicum I	3
BARB 2060	Barbering Practicum II	3
	Total Hours	**25**

COSMETOLOGY (CO12)

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

Diploma Program	
Program Length	55 Credit Hours
Education Requirements	High School diploma or GED required; Minimum age: 16
Entrance Dates	Every Semester
Offered	Macon, Milledgeville and Warner Robins Campuses; Crawford County Center

Cosmetology Diploma Curriculum

		Credit Hours
General Education Core Courses		**8**
ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development	2
MATH 1012	Foundations of Mathematics	3
Occupational Courses		**47**
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	3
COSM 1030	Haircutting	3
COSM 1040	Styling	3
COSM 1050	Hair Color	3
COSM 1060	Fundamentals of Skin Care	3
COSM 1070	Nail Care and Advanced Techniques	3
COSM 1080	Physical Hair Services Practicum	3
COSM 1090	Hair Services Practicum I	3
COSM 1100	Hair Services Practicum II	3
COSM 1110	Hair Services Practicum III	3
COSM 1115	Hair Services Practicum IV	2
COSM 1120	Salon Management	3
COSM 1125	Skin and Nail Care Practicum	2
	Total Hours	**55**

COSMETOLOGY INSTRUCTOR TRAINING (CI21)
Technical Certificate of Credit

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 a Cosmetology Instructor in public or private education institutions and business in Georgia and many other states.

Technical Certificate of Credit	
Program Length	24 Credit Hours
Education Requirements	High School diploma or GED required; Minimum age: 18
Condition of Admission	Must hold a valid Master Cosmetologist License from the State of Georgia
Entrance Dates	Every Semester
Offered	Crawford County Center

		Credit Hours
COSM 2000	Instructional Theory and Documentation	4
COSM 2010	Salon Management	3
COSM 2020	Principles of Teaching	3
COSM 2030	Lesson Plans	3
COSM 2040	Classroom Management	3
COSM 2050	Instruction and Evaluation	2
COSM 2060	Practicum I	3
COSM 2070	Practicum II	3
	Total Hours	**24**

HAIR DESIGNER (HD21)

Technical Certificate of Credit

The Hair Designer Technical Certificate of Credit is a sequence of courses that prepares students for careers in the field of hair design. 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, hair and scalp diseases and disorders, hair treatments and manipulations, hair shaping, hair styling, artificial hair, braiding/intertwining hair, chemical reformation and application, hair coloring, hair lightening, reception, sales, management, and work ethics. The curriculum meets state licensing requirements of the State Board of Cosmetology.

Technical Certificate of Credit

Program Length	36 Credit Hours
Education Requirements	High School diploma or GED required; minimum age 17
Entrance Dates	Every Semester
Offered	Milledgeville Campus and Crawford County Center

		Credit Hours
COSM 1000	Introduction to Cosmetology Theory	4
COSM 1010	Chemical Texture Services	3
COSM 1020	Hair Care and Treatment	3
COSM 1030	Haircutting	3
COSM 1040	Styling	3
COSM 1050	Hair Color	3
COSM 1080	Physical Hair Services Practicum	3
COSM 1090	Hair Services Practicum I	3
COSM 1100	Hair Services Practicum II	3
COSM 1110	Hair Services Practicum III	3
COSM 1115	Hair Services Practicum IV	2
COSM 1120	Salon Management	3
	Total Hours	**36**

SHAMPOO TECHNICIAN (ST11)
Technical Certificate of Credit

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

Technical Certificate of Credit	
Program Length	12 Credit Hours
Requirements	Minimum age: 16
Offered	**High School / Dual Enrollment Only**

Minimum Test Scores				
Test:	Asset	Compass	Not Required	
Reading		70		
English		32		
Mathematics		26		
Algebra				

		Credit Hours
COSM 1000	Introduction to Cosmetology Theory	4
COSM 1020	Hair Care and Treatment	3
COSM 1120	Salon Management	3
XXXX xxxx	Occupationally-related Elective	3
	OR	
EMPL 1000	Interpersonal Relations and Professional Development	(2)
	Total Hours	**12**

CRIMINAL JUSTICE TECHNOLOGY (CJT3)

The Criminal Justice Technology Associate Degree 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.

Associate Degree	
Program Length	60 Credit Hours
Education Requirements	High School graduate or GED recipient, Minimum age – 16
Entrance Dates	Every Semester
Offered	Macon, Milledgeville and Warner Robins Campuses

Minimum Test Scores			
Test:	Asset	Compass	Not Required
Reading		79	
English		62	
Mathematics			
Algebra		37	

Criminal Justice Technology Curriculum

		Credit Hours
General Education Core Courses		**15**
Area I - Language Arts/Communication		
ENGL 1101	Composition and Rhetoric	3
Area II - Social/Behavioral Sciences		
XXXX xxxx	Social/Behavioral Sciences Elective	3
Area III - Natural Sciences/Mathematics		
MATH 1100	Quantitative Skills and Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	(3)
	OR	
MATH 1111	College Algebra	(3)
Area IV - Humanities/Fine Arts		
XXXX xxxx	Humanities/Fine Arts Elective	3
XXXX xxxx	General/Education Core Elective (Areas I - IV)	3
Occupational Courses		**45**
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
CRJU 2090	Criminal Justice Practicum	3
	OR	
CRJU 2100	Criminal Justice Externship	(3)
Choose 15 hours from the following Occupationally-Guided Electives		
CRJU 1043	Probation and Parole	3
CRJU 1052	Criminal Justice Administration	3
CRJU 1062	Methods of Criminal Investigation	3
CRJU 1065	Community-Oriented Policing	3
CRJU 1075	Report Writing	3
CRJU 2060	Criminology	3
CRJU 2110	Homeland Security	3
CRJU 2201	Criminal Courts	3
EMYT 1124	Principles of Emergency Management	3
EMYT 1126	Hazardous Materials Awareness	3
EMYT 1127	Emergency Planning	3
EMYT 1129	Mass Fatalities Incident Response	3
EMYT 1137	Facility Security	3
FOSC 2037	Victimology	3
FOSC 2150	Case Preparation and Courtroom Testimony	4
	Total Hours	**60**

CRIMINAL JUSTICE TECHNOLOLGY (CJT2)

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

Diploma Program	
Program Length	48 Credit Hours
Education Requirements	High School graduate or GED recipient
Entrance Dates	Every Semester
Offered	Macon, Milledgeville and Warner Robins Campuses

Minimum Test Scores			
Test:	Asset	Compass	Not Required
Reading		70	
English		32	
Mathematics		26	
Algebra			

Criminal Justice Technology Diploma Curriculum

		Credit Hours
General Education Core Courses		**9**
Area I - Language Arts/Communication		
	Choose one (1) of the following English courses:	
ENGL 1010	Fundamentals of English I	3
	OR	
ENGL 1101	Composition and Rhetoric	(3)
Area II - Social/Behavioral Sciences		
PSYC 1010	Basic Psychology	3
Area III - Natural Sciences/Mathematics		
	Choose one (1) of the following Mathematics courses:	
MATH 1012	Foundations of Mathematics	3
	OR	
MATH 1100	Quantitative Skills and Reasoning	(3)
	OR	
MATH 1101	Mathematical Modeling	(3)
	OR	
MATH 1111	College Algebra	(3)
Occupational Courses		**39**
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
CRJU 2090	Criminal Justice Practicum/Internship		3
	OR		
CRJU 2100	Criminal Justice Externship		(3)
Choose 9 hours from the following Occupationally-Guided Electives			
CRJU 1043	Probation and Parole		3
CRJU 1052	Criminal Justice Administration		3
CRJU 1062	Methods of Criminal Investigation		3
CRJU 1065	Community-Oriented Policing		3
CRJU 1075	Report Writing		3
CRJU 2060	Criminology		3
CRJU 2110	Homeland Security		3
CRJU 2201	Criminal Courts		3
EMYT 1124	Principles of Emergency Management		3
EMYT 1126	Hazardous Materials Awareness		3
EMYT 1127	Emergency Planning		3
EMYT 1129	Mass Fatalities Incident Response		3
EMYT 1137	Facility Security		3
FOSC 2037	Victimology		3
FOSC 2150	Case Preparation and Courtroom Testimony		4
		Total Hours	**48**

CRIMINAL JUSTICE FUNDAMENTALS (CJ71)
Technical Certificate of Credit

The Criminal Justice Fundamentals Technical Certificate of Credit is a sequence of courses that prepares students for criminal justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of criminal justice theory and practical application necessary for successful employment. Upon completion of this technical certificate of credit may permit students to pursue entry level opportunities in the criminal justice field.

Technical Certificate of Credit	
Program Length	12 Credit Hours
Education Requirements	High School graduate or GED recipient
Entrance Dates	Every Semester
Offered	Warner Robins Campus and Putnam County Center

Minimum Test Scores				
Test:	Asset	Compass	Not Required	
Reading		70		
English		32		
Mathematics		26		
Algebra				

		Credit Hours
COMP 1000	Introduction to Computers	3
CRJU 1010	Introduction to Criminal Justice	3
CRJU 1030	Corrections	3
CRJU 1040	Principles of Law Enforcement	3
	Total Hours	**12**

CRIMINAL JUSTICE SPECIALIST (CJ21)
Technical Certificate of Credit

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, 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 or officer status in Georgia. Students must seek such certification from the Peace Officer Standards and Training (P.O.S.T.) Council.

Technical Certificate of Credit	
Program Length	15 Credit Hours
Education Requirements	High School graduate or GED recipient
Entrance Dates	Every Semester
Offered	Warner Robins Campus

Minimum Test Scores				
Test:	Asset	Compass	Not Required	
Reading		70		
English		32		
Mathematics		26		
Algebra				

		Credit Hours
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
	Total Hours	**15**

CRIME SCENE FUNDAMENTALS (CZ31)
Technical Certificate of Credit

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

Technical Certificate of Credit	
Program Length	12 Credit Hours
Education Requirements	High School graduate or GED recipient
Entrance Dates	Every Semester
Offered	Warner Robins Campus

Minimum Test Scores				
Test:	Asset	Compass	Not Required	
Reading		70		
English		32		
Mathematics		26		
Algebra				

		Credit Hours
COMP 1000	Introduction to Computers	3
CRJU 1010	Introduction to Criminal Justice	3
CRJU 1062	Methods of Criminal Investigation	3
CRJU 1063	Crime Scene Processing	3
	Total Hours	**12**

INTRODUCTION TO CRIMINAL JUSTICE (IT51)
Technical Certificate of Credit

The Introduction to Criminal Justice Technical Certificate of Credit is a sequence of courses that introduces students to studies which may lead to 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, 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.

Technical Certificate of Credit	
Program Length	12 Credit Hours
Education Requirements	High School graduate or GED recipient
Entrance Dates	Every Semester
Offered	Warner Robins Campus

Minimum Test Scores				
Test:	Asset	Compass	Not Required	
Reading		70		
English		32		
Mathematics		26		
Algebra				

		Credit Hours
CRJU 1010	Introduction to Criminal Justice	3
CRJU 1030	Corrections	3
CRJU 1040	Principles of Law Enforcement	3
CRJU 2050	Criminal Procedure	3
	Total Hours	**12**

LEGAL ISSUES FOR CRIMINAL JUSTICE (LIF1)
Technical Certificate of Credit

The Legal Issues of Criminal Justice Technical Certificate of Credit is a sequence of courses that introduces the student to the legal issues relevant to criminal justice. Learning opportunities develop knowledge that is used as a basis for job related training, as an entry point for a diploma or degree programs, or pursuit of entry level job acquisition. The Legal Issues of Criminal Justice Technical Certificate contains sufficient hours in in-service law enforcement to meet the college requirements of the Intermediate Certificate of the Career Development Program of the Georgia Peace Officers Standards and Training Council.

Technical Certificate of Credit	
Program Length	13 Credit Hours
Education Requirements	High School graduate or GED recipient
Entrance Dates	Every Semester
Offered	Warner Robins, Macon, and Milledgeville Campuses and Putnam County Center

		Credit Hours
CRJU 1068	Criminal Law for Criminal Justice	3
CRJU 2020	Constitutional Law for Criminal Justice	3
CRJU 2201	Criminal Courts	3
FOSC 2150	Case Preparation and Courtroom Testimony	4
	Total Hours	**13**

SELECTED TOPICS FOR CRIMINAL JUSTICE (STI1)
Technical Certificate of Credit

The Selected Topics in Criminal Justice Certificate of Credit is a sequence of courses that introduces the student to specific matters that are of distinctive relevance to criminal justice. Learning opportunities develop knowledge that is used as a basis for job related training as an entry point for a diploma or degree program, or pursuit of entry level job acquisition. The Selected Topics in Criminal Justice Technical Certificate contains sufficient hours for in-service law enforcement to meet the college requirements of the Intermediate Certificate of the Career Development Program of the Georgia Peace Officers Standards and Training Council.

Technical Certificate of Credit	
Program Length	12 Credit Hours
Education Requirements	High School graduate or GED recipient
Entrance Dates	Every Semester
Offered	Warner Robins, Macon, and Milledgeville Campuses and Putnam County Center

		Credit Hours
CRJU 1052	Criminal Justice Administration	3
CRJU 1065	Community-Oriented Policing	3
CRJU 1400	Ethics and Cultural Perspective for Criminal Justice	3
CRJU 2070	Juvenile Justice	3
	Total Hours	**12**

EARLY CHILDHOOD CARE AND EDUCATION (EC13)

The Early Childhood Care and Education Associate of Applied Science Degree program is a sequence of courses designed to prepare students for a variety of careers in the field of early childhood education. The program emphasizes a combination of early childhood care and education theory and practical application as well as general core competencies necessary for successful employment. Graduates have qualifications to be employed in early care and education settings including child care centers, Head Start, Georgia Pre-K programs, and elementary school paraprofessional positions. Graduates of this program will receive one of six areas of specialization. Students will have to submit a satisfactory criminal background check and possible drug screen and/or tuberculosis skin test in order to be placed in an observation, lab, practicum or internship site to complete portions of their educational training.

Associate Degree	
Program Length	72 Credit Hours
Education Requirements	High School Diploma or GED required, Minimum Age: 16
Entrance Dates	Every semester
Offered	Macon, Milledgeville and Warner Robins Campuses

Early Childhood Care and Education Curriculum

		Credit Hours
General Education Core Courses		**18**
Area I - Language Arts/Communication		
ENGL 1101	Composition and Rhetoric	3
XXXX xxxx	Language Arts/Communication Elective	3
Area II - Social/Behavioral Sciences		
PSYC 1101	Introduction to Psychology	3
Area III - Natural Sciences/Mathematics		
MATH 1100	Quantitative Skills and Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	(3)
	OR	
MATH 1111	College Algebra	(3)
Area IV - Humanities/Fine Arts		
XXXX xxxx	Humanities/Fine Arts Elective	3
XXXX xxxx	General Education Core Elective (Areas I - IV)	3
Occupational Courses		**48**
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

SELECT ONE SPECIALIZATION

Paraprofessional Specialization (8PS3)

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

Program Administration (8P13)

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

Infant/Toddler Development (8ID3)

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

Exceptionalities (8EX3)

ECCE 2360	Classroom Strategies for Exceptional Children	3
ECCE 2362	Exploring Your Role in the Exceptional Environment	3

Total Hours **72**

EARLY CHILDHOOD CARE AND EDUCATION (ECC2)

The Early Childhood Care and Education diploma program is a sequence of courses designed to prepare students for a variety of careers in the field of early childhood education. The program emphasizes a combination of early childhood care and education theory and practical application as well as limited general core competencies necessary for successful employment. Graduates have qualifications to be employed in early care and education settings including child care centers and Head Start. Students will have to submit a satisfactory criminal background check and possible drug screen and/or tuberculosis skin test in order to be placed in an observation, lab, practicum or internship site to complete portions of their educational training.

Diploma Program	
Program Length	53 Credit Hours
Education Requirements	High School Diploma or GED required, Minimum Age: 16
Entrance Dates	Every semester
Offered	Macon, Milledgeville and Warner Robins Campuses

Early Childhood Care and Education Diploma Curriculum

		Credit Hours
General Education Core Courses		**8**
Area I - Language Arts/Communication		
	Choose one (1) of the following English courses:	
ENGL 1010	Fundamentals of English I	3
	OR	
ENGL 1101	Composition and Rhetoric	(3)
Area III - Natural Sciences/Mathematics		
	Choose one (1) of the following Mathematics courses:	
MATH 1012	Foundations of Mathematics	3
	OR	
MATH 1100	Quantitative Skills and Reasoning	(3)
	OR	
MATH 1101	Mathematical Modeling	(3)
	OR	
MATH 1111	College Algebra	(3)
	Choose one (1) of the following two courses:	
EMPL 1000	Interpersonal Relations and Professional Development	2
PSYC 1010	Basic Psychology	(3)
Occupational Courses		**45**
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
	Total Hours	**53**

EARLY CHILDHOOD CARE AND EDUCATION BASICS (EC31)
Technical Certificate of Credit

The Early Childhood Care and Education (ECCE) Basics 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. Students will have to submit a satisfactory criminal background check and possible drug screen and/or tuberculosis skin test in order to be placed in an observation, lab, practicum or internship site to complete portions of their educational training.

Technical Certificate of Credit	
Admission Requirements	High School Diploma or GED required, Minimum Age: 16
Program Length	9 Credit Hours
Entrance Dates	Every semester
Offered	Macon, Milledgeville and Warner Robins Campuses; Putnam and Pulaski County Centers

		Credit Hours
ECCE 1101	Introduction to Early Childhood Care and Education	3
ECCE 1103	Child Growth and Development	3
ECCE 1105	Health, Safety, and Nutrition	3
	Total Hours	**9**

Macon Campus

EARLY CHILDHOOD EXCEPTIONALITIES (EC41)
Technical Certificate of Credit

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. Students will have to submit a satisfactory criminal background check and possible drug screen and/or tuberculosis skin test in order to be placed in an observation, lab, practicum or internship site to complete portions of their educational training.

Technical Certificate of Credit	
Admission Requirements	High School Diploma or GED required, Minimum Age: 16
Program Length	9 Credit Hours
Entrance Dates	Every semester
Offered	Warner Robins, Macon, and Milledgeville Campuses

		Credit Hours
ECCE 2201	Exceptionalities	3
ECCE 2360	Classroom Strategies for Exceptional Children	3
ECCE 2362	Exploring Your Role in the Exceptional Environment	3
	Total Hours	**9**

EARLY CHILDHOOD PROGRAM ADMINISTRATION (ECP1)
Technical Certificate of Credit

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. Students will have to submit a satisfactory criminal background check and possible drug screen and/or tuberculosis skin test in order to be placed in an observation, lab, practicum or internship site to complete portions of their educational training.

Technical Certificate of Credit	
Program Length	9 Credit Hours
Education Requirements	High School Diploma or GED required, Minimum Age: 18
Offered	Macon Campus

		Credit Hours
ECCE 1103	Child Growth and Development	3
ECCE 2320	Program Administration and Facility Management	3
ECCE 2322	Personnel Management	3
	Total Hours	**9**

INFANT/TODDLER CHILD CARE SPECIALIST (IC31)
Technical Certificate of Credit

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. Students will have to submit a satisfactory criminal background check and possible drug screen and/or tuberculosis skin test in order to be placed in an observation, lab, practicum or internship site to complete portions of their educational training.

Technical Certificate of Credit	
Program Length	15 Credit Hours
Education Requirements	High School Diploma or GED required, Minimum Age: 16
Offered	Warner Robins, Macon, and Milledgeville Campuses and Putnam County Center

		Credit Hours
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
	Total Hours	**15**

EMERGENCY MANAGEMENT (EM13)

The Emergency Management Associate Degree program is a sequence of courses that prepares students for positions in the emergency management profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Emergency managers work in a variety of professional settings. There is a critical and growing need for emergency management personnel in public and private areas. The student obtaining a degree in Emergency Management is prepared for employment as an Emergency Management Director for government agencies, private corporations and industry, and education or health care institutions.

Associate Degree	
Program Length	60 Credit Hours
Education Requirements	High School/GED required, minimum age - 17, satisfactory criminal background check
Entrance Dates	Every Semester
Offered	Macon Campus, Online

Emergency Management Curriculum

		Credit Hours
General Education Core Courses		**18**
Area I - Language Arts/Communication		
ENGL 1101	Composition and Rhetoric	3
SPCH 1101	Public Speaking	3
Area II - Social/Behavioral Sciences		
PSYC 1101	Introduction to Psychology	3
XXXX xxxx	Social/Behavioral Sciences Elective	3
Area III - Natural Sciences/Mathematics		
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1111	College Algebra	(3)
Area IV - Humanities/Fine Arts		
XXXX xxxx	Humanities/Fine Arts Elective	3
Occupational Courses		**42**
COMP 1000	Introduction to Computers	3
EMYT 1124	Principles of Emergency Management	3
EMYT 1125	Exercise Design and Evaluation	3
EMYT 1126	Hazardous Materials Awareness	3
EMYT 1127	Emergency Planning	3
EMYT 1129	Mass Fatalities Incident Response	3
EMYT 1130	Infection Control	3
EMYT 1137	Facility Security	3
EMYT 1138	Effective Communication for Emergency Management	3
EMYT 2210	Hazardous Materials Contingency Planning	3
EMYT 2212	Developing Community Resources	3
EMYT 2214	Modular Emergency Response Radiological Transportation Training	3
MGMT 1100	Principles of Management	3
MGMT 1115	Leadership	3
	Total Hours	**60**

EMERGENCY MANAGEMENT (EM12)

The Emergency Management diploma is a sequence of courses that prepares students for positions in the emergency management profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Emergency managers work in a variety of professional settings. There is a critical and growing need for emergency management personnel in public and private areas. The student obtaining a diploma in Emergency Management is prepared for employment as an Emergency Management coordinator for government agencies, private corporations and industry, and education or health care institutions. Program graduates receive an Emergency Management diploma.

Diploma Program	
Program Length	50 Credit Hours
Education Requirements	High School/GED required, minimum age - 17, satisfactory criminal background check
Entrance Dates	Every Semester
Offered	Macon Campus, Online

Emergency Management Diploma Curriculum

		Credit Hours
General Education Core Courses		**8**
Area I - Language Arts/Communication		
	Choose one (1) of the following English courses:	
ENGL 1010	Fundamentals of English I	3
	OR	
ENGL 1101	Composition and Rhetoric	(3)
Area III - Natural Sciences/Mathematics		
	Choose one (1) of the following Mathematics courses:	
MATH 1012	Foundations of Mathematics	3
	OR	
MATH 1100	Quantitative Skills and Reasoning	(3)
	OR	
MATH 1101	Mathematical Modeling	(3)
	OR	
MATH 1111	College Algebra	(3)
EMPL 1000	Interpersonal Relations and Professional Development	2
Occupational Courses		**42**
COMP 1000	Introduction to Computers	3
EMYT 1124	Principles of Emergency Management	3
EMYT 1125	Exercise Design and Evaluation	3
EMYT 1126	Hazardous Materials Awareness	3
EMYT 1127	Emergency Planning	3
EMYT 1129	Mass Fatalities Incident Response	3
EMYT 1130	Infection Control	3
EMYT 1137	Facility Security	3
EMYT 1138	Effective Communication for Emergency Management	3
EMYT 2210	Hazardous Materials Contingency Planning	3
EMYT 2212	Developing Community Resources	3
EMYT 2214	Modular Emergency Response Radiological Transportation Training	3
MGMT 1100	Principles of Management	3
MGMT 1115	Leadership	3
	Total Hours	**50**

PUBLIC/PRIVATE CRISIS MANAGER (PCF1)
Technical Certificate of Credit

The Public/Private Crisis Manager technical certificate program provides the necessary courses for any person to explore and assure business continuity planning in the event of a disaster. In addition, it will serve as an introduction program to the growing area of emergency management; including an academic foundation in emergency planning, exercise design and evaluation, facility security, dealing with the media during a crisis situation, and an overview of emergency management at the local, state, and federal level.

Technical Certificate of Credit	
Program Length	15 Credit Hours
Education Requirements	High School/GED required, minimum age - 17, satisfactory criminal background check
Entrance Dates	Every Semester
Offered	Macon Campus, Online

		Credit Hours
EMYT 1124	Principles Of Emergency Management	3
EMYT 1125	Exercise Design and Evaluation	3
EMYT 1127	Emergency Planning	3
EMYT 1137	Facility Security	3
EMYT 1138	Effective Communication for Emergency Management	3
	Total Hours	**15**

PARALEGAL STUDIES (PS13)

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. **Note: Paralegals may not provide legal services directly to the public except as permitted by law.**

Persons who have been convicted of a felony offense are not employable in the legal field. Evidence of a current satisfactory criminal record background check is required at the student's expense prior to participation in the internship.

Associate Degree	
Program Length	69 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 16
Entrance Dates	Every Semester
Offered	Macon and Warner Robins Campuses

Paralegal Studies Curriculum

		Credit Hours
General Education Core Courses		**18**
Area I - Language Arts/Communication		
ENGL 1101	Composition and Rhetoric	3
ENGL 1102	Literature and Composition	3
SPCH 1101	Public Speaking	3
Area II - Social/Behavioral Sciences (choose one)		
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	Introduction to Psychology	3
SOCI 1101	Introduction to Sociology	3
Area III - Natural Sciences/Mathematics (choose one)		
MATH 1100	Quantitative Skills and Reasoning	3
MATH 1101	Mathematical Modeling	3
MATH 1111	College Algebra	3
MATH 1113	Pre-Calculus	3
MATH 1127	Introduction to Statistics	3
Area IV - Humanities/Fine Arts (choose one)		
ARTS 1101	Art Appreciation	3
ENGL 2130	American Literature	3
HUMN 1101	Introduction to Humanities	3
MUSC 1101	Music Appreciation	3
Occupational Courses		**51**
COMP 1000	Introduction to Computers	3

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

Choose nine (9) hours from the following Specific Occupational-Guided Electives:

ENGL 1105	Technical Communications	3
PARA 1200	Bankruptcy/Debtor-Creditor Relations	3
PARA 1205	Constitutional Law	3
PARA 1215	Administrative Law	3
PARA 2205	Advanced Legal Research and Writing	3
PARA 2215	Paralegal Internship II	6

	Total Hours	**69**

PARALEGAL STUDIES (PS12)

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; criminal law and procedure, and tort law. This program emphasizes opportunities that provide students with specialized legal knowledge and skills required to aid lawyers in the delivery of legal services.

Diploma	
Program Length	38 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 16
Entrance Dates	Every Semester
Offered	Warner Robins Campus

Minimum Test Scores			
Test:	Asset	Compass	Not Required
Reading		79	
English		62	
Mathematics			
Algebra		37	

Paralegal Studies Diploma Curriculum

		Credit Hours
General Education Core Courses		**8**
ENGL 1101	Composition and Rhetoric	3
Choose one (1) of the following Mathematics courses:		
MATH 1100	Quantitative Skills and Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1111	College Algebra	3
PSYC 1101	Introduction to Psychology	3
Occupational Courses		**30**
COMP 1000	Introduction to Computers	3
PARA 1100	Introduction to Law And Ethics	3
PARA 1105	Legal Research and Legal Writing I	3
PARA 1110	Legal Research and Legal Writing II	3
PARA 1115	Family Law	3
PARA 1125	Criminal Law and Criminal Procedure	3
PARA 1140	Tort Law	3
PARA 1145	Law Office Management	3
Choose six (6) hours from the following courses:		
PARA 1135	Wills, Trusts, Probate, and Administration	3
PARA 1200	Bankruptcy/Debtor-Creditor Relations	3
PARA 1205	Constitutional Law	3
	Total Hours	**38**

ADVANCED LEGAL ASSISTANT (AL41)

The Advanced Legal Assistant certificate is a sequence of technical courses targeted to students with bachelor's degrees who wish to prepare for paralegal positions in the law office. Learning opportunities develop technical and professional knowledge and skills required for job acquisition, retention, and advancement. This TCC in addition to a bachelor's degree will make students eligible to sit for the Certified Paralegal exam by the National Association of Legal Assistants.

Technical Certificate of Credit	
Program Length	27 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 16
Entrance Dates	Every Semester
Offered	Warner Robins Campus

Minimum Test Scores			
Test:	Asset	Compass	Not Required
Reading		70	
English		32	
Mathematics		26	
Algebra			

		Credit Hours
COMP 1000	Introduction to Computers	3
PARA 1100	Introduction to Law And Ethics	3
PARA 1105	Legal Research and Legal Writing I	3
PARA 1115	Family Law	3
PARA 1120	Real Estate Law	3
PARA 1125	Criminal Law and Criminal Procedure	3
PARA 1130	Civil Litigation	3
PARA 1140	Tort Law	3
PARA 1150	Contracts, Commercial Law and Business Organizations	3
	Total Hours	**27**

General Studies

TECHNICAL STUDIES (TS23)

The Technical Studies Associate Degree program is designed to prepare students for employment in a variety of positions in today's technical industry fields. This program offers students learning opportunities that develop higher level academic skills required for job acquisition, retention, and advancement. It is specifically open to students who have already completed another approved technical or industrial program of study. The program emphasizes a continuation of technical studies theory and practical applications necessary for successful employment. Program graduates receive an Associate of Applied Science degree in Technical Studies and will be qualified for employment as technicians.

Associate Degree	
Program Length	60 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum age: 16
Special Requirements	Completion of a Diploma program or Dean approval
Entrance Dates	Every Semester
Offered	Warner Robins, Macon and Milledgeville Campuses and Putnam County Center

Minimum Test Scores				
Test:	Asset	Compass	Not Required	
Reading			79	
English			62	
Mathematics				
Algebra			37	

AAS in Technical Studies Curriculum

		Credit Hours
General Education Core Courses		**15**
Area I - Language Arts/Communication		
ENGL 1101	Composition and Rhetoric	3
Area II - Social/Behavioral Sciences		
XXXX xxxx	Social/Behavioral Sciences Elective	3
Area III - Natural Sciences/Mathematics		
MATH 1100	Quantitative Skills and Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	(3)
	OR	
MATH 1111	College Algebra	(3)
Area IV - Humanities/Fine Arts		
XXXX xxxx	Humanities/Fine Arts Elective	3
XXXX xxxx	General Education Core Elective (Areas I - IV)	3
Block Transfer* of Occupational Preparation Courses		**45**
	Total Hours	**60**

** Students can transfer occupational course credit from an earned diploma. Students may need additional occupationally-related coursework to meet the 45 credit hour requirement.*

TECHNICAL SPECIALIST (TC31)
Technical Certificate of Credit

The purpose of the Technical Specialist technical certificate of credit 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.

Technical Certificate of Credit	
Program Length	36 Credit Hours
Education Requirements	High School graduate or GED recipient; Minimum Age: 16
Entrance Dates	Every Semester
Offered	Warner Robins, Macon and Milledgeville Campuses

		Credit Hours
COMP 1000	Introduction to Computers	3
ENGL 1101	Composition and Rhetoric	3
XXXX xxxx	Occupationally-Guided Electives	9-12
Humanities/Fine Arts - select 6 Hours from the Following:		
ARTS 1101	Art Appreciation	3
MUSC 1101	Music Appreciation	3
HUMN 1101	Introduction to Humanities	3
ENGL 2130	American Literature	3
Social/Behavioral Science - Select 6 Hours from the Following:		
PSYC 1101	Introductory Psychology	3
ECON 1101	Principles of Economics	3
ECON 2105	Macroeconomincs	3
ECON 2106	Microeconomincs	3
SOCI 1101	Introduction to Sociology	3
POLS 1101	American Government	3
HIST 1111	World History I	3
HIST 1112	World History II	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
Natural Sciences/Mathematics - Select 3 Hours from the Following:		
MATH 1101	Mathematical Modeling	3
MATH 1112	College Trigonometry	3
MATH 1113	Precalculus	3
MATH 1111	College Algebra	3
(Science Elective Courses – Lab required for each course)		
BIOL 1111	Biology I	3
BIOL 1111L	Biology Lab I	1
PHYS 1110	Conceptual Physics	3
PHYS 1110L	Conceptual Physics Lab	1
Electives – Select 6 to 12 hours:		
XXXX xxxx	General Education Core Electives (Areas I - IV)	6-12
	Total Hours	**36**

Course Descriptions

- Legend of Course Descriptions
- Credit Course Descriptions
- Learning Support Course Descriptions

Course Descriptions

Legend of Course Descriptions

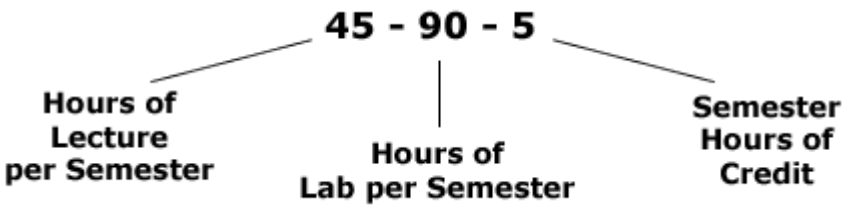
Since Central Georgia Technical College is continuously expanding and updating its programs and services, material in the CGTC catalog is subject to change without prior notice.

Following are descriptions of courses offered by CGTC. Courses are grouped alphabetically.

Each course title is preceded by a four-letter prefix and the course number. The three numbers on the right indicate lecture hours per week, lab hours per week and total credit hours, as shown below.

IDSY 1100 BASIC CIRCUIT ANALYSIS (45-90-5)

IDSY	**1100**	**BASIC CIRCUIT ANALYSIS**
Course Prefix	Course Number	Course Title



Some courses have prerequisites or co-requisites listed. A prerequisite must be taken prior to entering a course. A co-requisite must be taken prior to, or concurrently with, the course. In individual cases, prerequisites or co-requisites may be waived upon recommendation of the instructor or approval of the department chairperson.

For a list of suggested courses in specific programs of study, refer to the appropriate program in the Business Technology, Health Technology, Information Technology, Public Services, Technical or Trade and Industrial sections of this catalog.

One semester equals a minimum of seventy-five (75) instructional days. One contact hour equals a minimum of seven hundred fifty (750) minutes of instruction.

One (1) semester hour of credit is defined as follows:

1. Lecture - One contact hour of class per week for the duration of a semester equals one semester hour of credit; Lecture is defined as instruction which emphasizes group or individualized classroom learning. Lecture instruction normally requires extensive out-of-class preparations by the student and follow-up out-of-class practice assignments.
2. Lab 2 - Two contact hours of Lab 2 per week for the duration of a semester equals one semester hour of credit; Lab 2 is defined as instruction which emphasizes teacher-assisted learning activities. Lab 2 instruction normally requires some out-of-class preparation by the student and may require some out-of-class practice assignments.

3. Lab 3 - Three contact hours of Lab 3 laboratory per week for the duration of a semester equals one semester hour of credit; Lab 3 is defined as instruction which emphasizes structured activities requiring the application and practice of occupational competencies. Lab 3 instruction normally requires only limited out-of-class preparation by the student and no out-of-class practice assignments.
4. Practicum/Internship Instruction - Three contact hours of Practicum/Internship instruction per week for the duration of a semester equals one semester hour of credit; Practicum/Internship instruction is defined as instruction which emphasizes supervised work-experience activities requiring the application of occupational competencies. Practicum/Internship instruction normally requires only limited out-of-class preparation by the student and no out-of-class practice assignments.

Accounting

ACCT 1100 FINANCIAL ACCOUNTING I (45-30-4)
Prerequisite: Program admission or Advisor Approval
Introduces the basic financial accounting concepts of the complete accounting cycle and provides the student with the necessary skills to maintain a set of books for a sole proprietorship. Topics include: accounting vocabulary and concepts, the accounting cycle for a personal service business, the accounting cycle for a merchandising business, inventory, cash control and receivables. Laboratory work demonstrates theory presented in class.

ACCT 1105 FINANCIAL ACCOUNTING II (45-30-4)
Prerequisite: ACCT 1100 and Instructor Approval for Provisional Students
Introduces the intermediate financial accounting concepts that provide the student with the necessary skills to maintain a set of books for a partnership and corporation. Topics include: fixed and intangible assets, current and long-term liabilities (notes payable), payroll, accounting for a partnership, accounting for a corporation, statement of cash flows, and financial statement analysis. Laboratory work demonstrates theory presented in class.

ACCT 1110 MANAGERIAL ACCOUNTING (30-30-3)
Prerequisite: ACCT 1105
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.

ACCT 1115 COMPUTERIZED ACCOUNTING (15-60-3)
Prerequisite: ACCT 1100, COMP 1000
Emphasizes operation of computerized accounting systems from manual input forms. Topics include: company creation (service and merchandising), chart of accounts, customers transactions, banking activities, merchandise inventory, employees and payroll, and financial reports. Laboratory work includes theoretical and technical application.

ACCT 1120 SPREADSHEET APPLICATIONS (30-60-4)
Prerequisites: COMP 1000
This course covers the knowledge and skills to use spreadsheet software through course demonstrations, laboratory exercises and projects. Topics and assignments will include: spreadsheet concepts, creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually and collaborating and securing data.

ACCT 1125 INDIVIDUAL TAX ACCOUNTING (30-30-3)
Prerequisites: None
Provides instruction for the preparation of individual federal income tax returns. Topics include: taxable income, income adjustments, schedules, standard deductions, itemized deductions, exemptions, tax credits, and tax calculations.

ACCT 1130 PAYROLL ACCOUNTING (30-30-3)
Prerequisite: ACCT 1100
Provides an understanding of the laws that affect a company's payroll structure and practical application skills in maintaining payroll records. Topics include: payroll tax laws, payroll tax forms, payroll and personnel records, computing wages and salaries, taxes affecting employees and employers, and analyzing and journalizing payroll transactions.

ACCT 2120 BUSINESS TAX ACCOUNTING (30-30-3)
Prerequisite: ACCT 1125
This course provides instruction for preparation of both state and federal partnership, corporation and other business tax returns. Topics include: organization form, overview of taxation of partnership, special partnership issues, corporate tax elections, adjustments to income and expenses, tax elections, forms and schedules, tax credits, reconciliation of book and tax income, tax depreciation methods, and tax calculations.

ACCT 2135 INTRODUCTION TO GOVERNMENTAL AND NONPROFIT ACCOUNTING (45-0-3)
Prerequisite: ACCT 1105
This course provides an introduction to financial reporting and accounting principles for state/local governments and nonprofit entities.

ACCT 2140 LEGAL ENVIRONMENT OF BUSINESS (45-0-3)
Prerequisite: Program Admission
Introduces law and its relationship to business. Topics include legal ethics, legal processes, business contracts, business tort and crimes, real and personal property, agency and employment, risk-bearing devices, and Uniform Commercial Code.

ACCT 2145 PERSONAL FINANCE (45-0-3)
Prerequisite: None
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.

ACCT 2150 PRINCIPLES OF AUDITING (45-0-3)
Prerequisite: ACCT 1105
Introduces the student to the auditors' 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.

ACCT 2155 PRINCIPLES OF FRAUD EXAMINATION (45-0-3)
Prerequisite: Program Admission
This course 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.

Automotive Collision Repair

ACRP 1000 INTRODUCTION TO AUTO COLLISION REPAIR (54-12-4)
Prerequisite: Provisional admission
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.

ACRP 1005 AUTOMOBILE COMPONENT REPAIR AND REPLACEMENT (26-79-4)
Prerequisite: Provisional admission
Co-requisite: ACRP 1000
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.

ACRP 1010 FOUNDATIONS OF COLLISION REPAIR (29-111-5)
Prerequisite: Provisional admission
Co-requisites: ACRP 1000, ACRP 1005
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.

ACRP 1015 FUNDAMENTALS OF AUTOMOTIVE WELDING (34-56-4)
Prerequisite: Program admission
Co-requisite: ACRP 1000
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.

ACRP 1017 MECHANICAL AND ELECTRICAL SYSTEMS I (30-60-4)
Prerequisite: Program admission
Co-requisite: ACRP 1000
This course introduces suspension and steering, braking, and drive train systems found on vehicles typically requiring repair of damages incurred through automobile collisions.

ACRP 1018 MECHANICAL AND ELECTRICAL SYSTEMS (34-55-4)
Prerequisite: Program admission
Co-requisite: ACRP 1000
This course introduces the various mechanical and electrical systems found on vehicles typically requiring repair of damages incurred through automobile collisions.

ACRP 1019 MECHANICAL AND ELECTRICAL SYSTEMS II (40-70-5)
Prerequisite: Program admission
Co-requisite: ACRP 1000
This course introduces the various electrical, heating and AC, engine cooling, fuel and intake, and restraint systems found on vehicles typically requiring repair of damages incurred through automobile collisions.

ACRP 2000 INTRODUCTION TO REFINISHING (20-130-5)
Prerequisite: Provisional admission
Co-requisites: ACRP 1000, ACRP 1010
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.

ACRP 2001 INTRODUCTION TO AUTO PAINTING AND REFINISHING (45-62-5)
Prerequisite: Provisional admission
Co-requisites: ACRP 1000, ACRP 1010
This course covers the safety precautions followed during the painting and refinishing processes used in a shop during collision repairs. Basic surface preparations will be discussed and practiced. Spray gun types and basic operations will also be introduced.

ACRP 2002 PAINTING AND REFINISHING TECHNIQUES (39-71-5)
Prerequisite: Provisional admission
Co-requisites: ACRP 1000, ACRP 2001
This course covers the fundamental refinishing tasks of mixing, matching and applying various types of automotive paints. Paint defect causes and cures will be examined in depth. Final delivery detailing and tasks will also be practiced and discussed.

ACRP 2005 FUNDAMENTALS OF REFINISHING I (35-90-5)
Prerequisite: Provisional admission
Co-requisites: ACRP 1000, ACRP 2000
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.

ACRP 2008 FUNDAMENTALS OF REFINISHING II (12-80-3)
Prerequisite: Provisional admission
Co-requisites: ACRP 2005
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.

ACRP 2009 REFINISHING INTERNSHIP (0-90-2)
Prerequisite: ACRP 1000
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.

ACRP 2010 MAJOR COLLISION REPAIR (43-66-5)
Prerequisite: ACRP 1000
Co-requisite: ACRP 1005
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.

ACRP 2015 MAJOR COLLISION REPLACEMENTS (47-56-5)
Prerequisite: ACRP 1000
Co-requisite: ACRP 2010
This course provides instruction in conventional/unibody automobile body structural panel repairs emphasizing a variety of removal and replacement techniques.

ACRP 2019 MAJOR COLLISION REPAIR INTERNSHIP (0-90-2)
Prerequisite: ACRP 1000
Co-requisites: ACRP 2010, ACRP 2015
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.

Apartment Industry/Property Management

AIPM 1101 APARTMENT INDUSTRY FOUNDATIONS (45-0-3)
Prerequisite: Program Admission
This course is designed to orient the student to the management responsibilities of the apartment industry. Topics include an introduction to the apartment industry, apartment marketing and leasing, financial reporting, legal and legislative issues, fair housing, risk management, property management, professional enrichment, and career development.

AIPM 1115 APARTMENT INDUSTRY INTERNSHIP (0-135-3)
Prerequisite: AIPM 1101, MGMT 1100, MGMT 2120, MKTG 1130
This course is designed to give students an opportunity to experience the industry work environment and to apply the skills learned in the classroom. Topics include the application of classroom knowledge and skills, use of interpersonal skills, adaptability to the workplace environment, problem solving techniques, and safety.

Air Conditioning Technology

AIRC 1005 REFRIGERATION FUNDAMENTALS (45-45-4)
Prerequisite: Provisional Admission
Introduces the basic concepts, theories, and safety regulations and procedures of refrigeration. Topics include an introduction to OSHA, safety, first aid, laws of thermodynamics, pressure and temperature relationships, heat transfer, the refrigerant cycle, refrigerant identification, and types of AC systems.

AIRC 1010 REFRIGERATION PRINCIPLES AND PRACTICES (45-45-4)
Co-requisite: AIRC 1005
This course introduces the student to basic refrigeration system principles and practices, and the major component parts of the refrigeration system. Topics include refrigeration tools, piping practices, service valves, leak testing, refrigerant recovery, recycling, and reclamation, evacuation, charging, and safety.

AIRC 1020 REFRIGERATION SYSTEMS COMPONENTS (45-45-4)
Prerequisite: AIRC 1005

This course provides the student with the skills and knowledge and skills to install, test, and service major components of a refrigeration system. Topics include compressors, condensers, evaporators, metering devices, service procedures, refrigeration systems and safety.

AIRC 1030 HVACR ELECTRICAL FUNDAMENTALS (45-45-4)
Prerequisite: Provisional Admission
This course provides an introduction to fundamental electrical concepts and theories as applied to the air conditioning industry. Topics include AC and DC theory, electric meters, electrical diagrams, distribution systems, electrical panels, voltage circuits, code requirements, and safety.

AIRC 1040 HVACR ELECTRICAL MOTORS (45-45-4)
Prerequisite: AIRC 1030
This course provides the student with the skills and knowledge necessary for application and service of electric motors commonly used by the refrigeration and air conditioning industry. Topics include diagnostic techniques, capacitors, installation procedures, types of electric motors, electric motor service, and safety.

AIRC 1050 HVACR ELECTRICAL COMPONENTS AND CONTROLS (45-45-4)
Co-requisite: AIRC 1030
This course provides instruction in identifying, installing, and testing commonly used electrical components in an air conditioning system. Topics include: pressure switches, transformers, other commonly used controls, diagnostic techniques, installation procedures, solid state controls, and safety.

AIRC 1060 AIR CONDITIONING SYSTEMS APPLICATION AND INSTALLATION (45-45-4)
Co-requisite: AIRC 1010, AIRC 1030
This course provides instruction on the installation and service of residential air conditioning systems. Topics include: installation procedures, split-systems, add-on systems, packaged systems, system wiring, control circuits, and safety.

AIRC 1070 GAS HEAT (45-45-4)
Prerequisite: AIRC 1030
This course introduces principles of combustion and service requirements for gas heating systems. Topics include servicing procedures, electrical controls, piping, gas valves, venting, code requirements, principles of combustion, and safety.

AIRC 1080 HEAT PUMPS AND RELATED SYSTEMS (45-45-4)
Prerequisite: AIRC 1010, AIRC 1030
This course provides instruction on the principles, applications, and operation of a residential heat pump system. Topics include installation and servicing procedures, electrical components, geothermal ground source energy supplies, dual fuel, valves, and troubleshooting techniques.

AIRC 1090 TROUBLESHOOTING AIR CONDITIONING SYSTEMS (45-45-4)
Prerequisite: AIRC 1010, AIRC 1030
This course provides instruction on the troubleshooting and repair of major components of a residential air conditioning system. Topics include troubleshooting techniques, electrical controls, air flow, the refrigeration cycle, electrical servicing procedures, and safety.

AIRC 2070 COMMERCIAL REFRIGERATION DESIGN (30-30-3)
Co-requisite: AIRC 1090
Provides an increased level of concepts and theory beyond ACT 102. Students are introduced to more design theory in commercial refrigeration. Topics include: refrigeration heat calculation, equipment selection, refrigeration piping, codes, and safety.

AIRC 2080 COMMERCIAL REFRIGERATION APPLICATION (45-60-5)
Co-requisite: AIRC 1090
Introduces the application of fundamental theories and concepts of refrigeration. Emphasis will be placed on equipment application and installation procedures. Topics include: equipment application, installation procedures, cycle controls, energy management, and safety.

AIRC 2090 TROUBLESHOOTING AND SERVICE COMMERCIAL REFRIGERATION (30-30-3)
Co-requisite: AIRC 1090
Continues to provide experience in maintenance techniques in servicing light commercial refrigeration systems. Topics include: system clearing, troubleshooting procedures, replacement of components, and safety.

Allied Health Science

ALHS 1010 INTRODUCTION TO ANATOMY AND PHYSIOLOGY (60-0-4)
Prerequisite: Regular Admission
This course 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.

ALHS 1011 STRUCTURE AND FUNCTION OF THE HUMAN BODY (75-0-5)
Prerequisite: Regular Admission
Focuses on basic normal structure and function of the human body. Topics include general plan and function of the human body, integumentary system, skeletal system, muscular system, nervous and sensory systems, endocrine system, cardiovascular system, lymphatic system, respiratory system, digestive system, urinary system, and reproductive system.

ALHS 1040 INTRODUCTION TO HEALTH CARE (30-45-3)
Prerequisite: Provisional Admission
This course introduces a grouping of fundamental principles, practices, and issues common in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Topics include: basic life support/CPR, basic emergency care/first aid and triage, vital signs, infection control/blood and air-borne pathogens.

ALHS 1060 DIET AND NUTRITION FOR ALLIED HEALTH SCIENCES (30-0-2)
Prerequisite: Program Admission
A study of the nutritional needs of the individual. Topics include: nutrients, standard and modified diets, nutrition throughout the lifespan, and client education.

ALHS 1090 MEDICAL TERMINOLOGY FOR ALLIED HEALTH SCIENCES (30-0-2)
Prerequisite: Provisional Admission
This course 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.

ALHS 1126 HEALTH SCIENCE PHYSICS (45-30-4)
Prerequisite: Appropriate Degree-Level Math Placement Test Score
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.

Advanced Machine Tool

AMCA 2110 CNC FUNDAMENTALS (15-75-3)
Prerequisite: MCHT 1011, MCHT 1012
This course 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 computer-aided design (CAD) and computer-aided manufacturing (CAM).

AMCA 2130 CNC MILL MANUAL PROGRAMMING (45-60-5)
Prerequisite: None
Co-requisite: AMCA 2110
This course 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.

AMCA 2150 CNC LATHE MANUAL PROGRAMMING (45-60-5)
Prerequisite: None
Co-requisite: AMCA 2110
This course 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.

AMCA 2170 CNC PRACTICAL APPLICATIONS (0-90-3)
Prerequisites: AMCA 2110, AMCA 2130, AMCA 2150
This course 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.

AMCA 2190 CAD/CAM PROGRAMMING (30-60-4)
Prerequisite: None
Co-requisite: AMCA 2110
This course emphasizes the development of skills in CAD/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.

Arts

ARTS 1101 ART APPRECIATION (45-0-3)
Prerequisite: Appropriate Degree Level Writing (English) and Reading Placement Test Scores
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.

Aircraft Structural Technology

ASTT 1010 BASIC BLUEPRINT READING (60-0-4)
Prerequisite: Provisional admission
This course introduces basic blueprint reading. Emphasis will be placed on reading and interpreting blueprints found in a manufacturing environment. Topics include: lines and symbols, orthographic drawings, views, material, form and position, title blocks, sketching, features, and sections.

ASTT 1020 AIRCRAFT BLUEPRINT READING (45-0-3)
Prerequisite: ASTT 1010
This course introduces aerospace specific blueprint information which builds on a basic knowledge of blueprint terminology and symbols. Topics include: dimensioning standards and practices, blueprint components, interpretation of reference planes and coordinate systems, engineering numbering and revision system, body/field of the drawing, detail drawings, and configurated/method/undimensioned drawings.

ASTT 1030 STRUCTURAL FUNDAMENTALS (42-104-6)
Prerequisite: Provisional admission
Co-requisite: ASTT 1010
Introduces the fundamental concepts required in aerospace manufacturing and repair. Emphasis is placed on safety, quality, and precision. Topics include: safety, flat pattern layout, quality standards, fasteners, hand tools, and precision measuring instruments.

ASTT 1040 STRUCTURAL LAYOUT AND FABRICATION (29-122-5)
Prerequisites: ASTT 1010, ASTT 1030
Co-requisite: ASTT 1020

Continues the development of knowledge and skills required to perform basic aerospace layout and fabrication. Emphasizes the safe use of stationary equipment. Topics include: machine safety, stationary equipment, bend allowance, fasteners layout, parts fabrication, special fasteners, and geometric functions.

ASTT 1050 AEROSPACE QUALITY MANAGEMENT (45-0-3)
Prerequisite: Program admission
Introduces the student to the concept of Aerospace Quality Management Systems used in the American workplace. Topics include: history of quality management, principles of quality, tools used in quality systems, quality team building.

ASTT 1070 AERODYNAMICS (30-0-2)
Prerequisite: Provisional admission
This course presents the theory of flight and aircraft design as it applies to the manufacturing and repair processes. Topics include: terminology, theory of flight, structural design, control surfaces, and stress and fatigue.

ASTT 1090 COMPOSITES AND BONDED STRUCTURES (40-50-4)
Prerequisite: None
Co-requisite: ASTT 1040
Emphasizes the development of knowledge and skills necessary to fabricate and repair bonded and composite aircraft parts. Topics include: safety, terms, classifications and characteristics, inspection techniques, and application.

ASTT 1100 SEALANTS (10-40-2)
Prerequisite: Provisional admission
Co-requisite: ASTT 1030
Provides instruction in the surface preparation, application, and safe handling of sealants used in the aerospace structures repair and manufacturing industry. Topics include: safety, surface preparation, sealants application, sealants shelf life, sealants cure times, and sealants removal.

ASTT 1110 CORROSION CONTROL (50-60-5)
Prerequisite: None
Co-requisite: ASTT 1040
Emphasizes the development of knowledge and skills necessary to assess damage due to corrosion and take corrective action. Topics include: safety; corrosion theory; corrosion removal, repair, and treatment; and corrosion prevention.

ASTT 1120 AIRCRAFT METALLURGY (39-54-4)
Prerequisites: ASTT 1040, MATH 1012
Introduces the types of metals used in aircraft construction and provides a study of their properties and working characteristics. Topics include: safety, types of metals, properties of metals, methods of identification, heat treatments, temper designations, and working characteristics.

ASTT 1180 AIRCRAFT TECHNICAL PUBLICATIONS (45-0-3)
Prerequisite: ASTT 1020
Co-requisite: ENGL 1010
Continues the study of aircraft technical publications found in the manufacturing and repair process. Research skills necessary to locate information in technical publications will be emphasized. Topics include: document control numbers, technical publications, instructional repair manuals, aircraft transport association (ATA) codes, technical orders, tech orders, tech order system, general tech order, aircraft specific, and industry specific manuals.

ASTT 1190 AIRCRAFT STRUCTURAL TECHNOLOGY INTERNSHIP (0-45-1)
Prerequisite: Co-op selection or instructor approval
During the internship/co-operative work experience, the student gains practical knowledge and hands-on training necessary for career advancement in the field. The student will be required to satisfactorily perform tasks assigned by the internship/co-op supervisor.

ASTT 2010 METAL WORKING TOOLS (39-57-4)
Prerequisite: None
This course continues the development of knowledge and skills required to use tools and equipment found in the Aircraft

Maintenance and Repair Industry. Topics include: safety, measuring tools, cutting tools and equipment, forming tools and equipment, and tool and equipment maintenance.

ASTT 2020 AIRCRAFT HARDWARE (44-37-4)
Prerequisite: None
This course continues the development of knowledge and skills required to identify, install and replace fasteners used in the Aircraft Maintenance and Repair Industry. Topics include: safety, aircraft rivets, mechanical fasteners, and aircraft hardware.

ASTT 2030 FABRICATION AND REPAIR OF STRUCTURAL PARTS (34-63-4)
Prerequisite: None
This course continues the development of knowledge and skills required in fabrication, assembly, and repair of the aircraft or aircraft parts. Topics include: safety, repair planning, parts duplication, removal and replacement.

ASTT 2040 INTERNSHIP (0-360-8)
Prerequisite: Advisor approval
This course provides students with occupational-based instruction that applies learned skills to actual work experiences. Topics include: perform riveting repair on aircrafts, cutting, bending, shaping and forming sheet metal, identify, inspect, remove and treat corrosion of aircraft, use blueprints to find dimensions, parts, tolerances and fasteners, communicate effectively. The Aircraft Structural Maintenance Internship is implemented through student internship is an approved occupational setting or through student work in an occupational setting.

Automated Manufacturing Technology

AUMF 1150 INTRODUCTION TO ROBOTICS (30-45-3)
Prerequisite: AUMF 1120
Explores basic robotic concepts. Studies robots in typical application environments. Topics include robot history and fundamentals, robot classification, power sources, robot applications in the workplace, robot control techniques, path control, end of arm tooling, robot operation and robot controllers, controller architecture in a system, robotic language programming, and human interface issues.

AUMF 1520 MANUFACTURING ORGANIZATIONAL PRINCIPLES (15-0-1)
Prerequisite: Program admission
This course provides learners with an overview of the functional and structural composition of organizations. Topics include supply and demand, product flow, types of manufacturing processes, plant safety, structure of manufacturing organizations, manufacturing business principles, employee impact on the bottom line, and workplace ethics.

AUMF 2060 WORK CELL DESIGN LABORATORY (15-30-2)
Prerequisite: Program admission
Allows students to work in instructor-supervised teams, assembling and operating an automated production system's cell. Students will select equipment, write specifications, design fixtures and interconnects, integrate systems/provide interfaces, and operate the assigned system. Topics include work cell requirement analysis, work cell specifications, work cell assembly, work cell programming, work cell debugging/troubleshooting, and prototype or demonstration work cell operation.

Automotive Technology

AUTT 1010 AUTOMOTIVE TECHNOLOGY INTRODUCTION (15-30-2)
Prerequisite: Provisional admission
Introduces basic concepts and practices necessary for safe and effective automotive shop operations. Topics include: safety procedures; legal/ethical responsibilities; general service; hand tools; shop organization, management, and work flow systems.

AUTT 1011 BASIC AUTO MAINTENANCE AND LIGHT REPAIR I (50-85-6)
Prerequisite: Provisional admission
Co-requisite: AUTT 1010
This course introduces students to basic automotive system checks and inspection procedures practiced in virtually all service shops. Fundamental service procedures are also covered.

AUTT 1012 AUTO MAINTENANCE AND LIGHT REPAIR II (27-152-6)
Prerequisite: AUTT 1010, AUTT 1011
This course exposes students to the basic maintenance procedures and light repair operations performed by auto technicians on a regular basis on all eight areas of the vehicle.

AUTT 1013 AUTO MAINTENANCE AND LIGHT REPAIR III (27-152-6)
Prerequisite: AUTT 1012
This course allows students to further study and practice basic maintenance procedures and diagnostic tests in all eight areas of light vehicle service.

AUTT 1020 AUTOMOTIVE ELECTRICAL SYSTEMS (30-210-7)
Prerequisite: None
Co-requisite: AUTT 1010
Introduces automotive electricity, emphasizes the basic principles, diagnosis, and service/repair of batteries, starting systems, starting system components, alternators and regulators, lighting system, gauges, horn, wiper/washer, and accessories.

AUTT 1021 AUTOMOTIVE ELECTRICAL SYSTEMS I (17-120-4)
Prerequisite: None
Co-requisite: AUTT 1010
Introduces automotive electricity, emphasizes the basic principles, diagnosis, and service/repair of batteries, starting systems, starting system components, and basic lighting systems.

AUTT 1022 AUTOMOTIVE ELECTRICAL SYSTEMS II (13-89-3)
Prerequisite: None
Co-requisite: AUTT 1021
This course emphasizes the basic principles, diagnosis, and service/repair of alternators and regulators, advanced lighting systems, gauges, horn, wiper/washer, and accessories.

AUTT 1030 AUTOMOTIVE BRAKE SYSTEMS (30-75-4)
Prerequisite: None
Co-requisite: AUTT 1010
Introduces brake systems theory and its application to automotive systems and anti-lock brake system (ABS) to include ABS components and ABS operation, testing, and diagnosis. Topics include: hydraulic system diagnosis and repair; drum brake diagnosis and repair; disc brake diagnosis and repair; power assist units diagnosis and repair; miscellaneous brake components (wheel bearings, parking brakes, electrical, etc.) diagnosis and repair; test, diagnose, and service electronic brake control system.

AUTT 1040 AUTOMOTIVE ENGINE PERFORMANCE (30-200-7)
Prerequisite: AUTT 1020
This course introduces basic engine performance systems which support and control four stroke gasoline engine operations and reduce emissions. Topics include: general engine diagnosis, computerized engine controls and diagnosis, ignition system diagnosis and repair, fuel and air induction, exhaust systems, emission control systems diagnosis and repair, and other related engine service.

AUTT 1041 AUTOMOTIVE ENGINE PERFORMANCE I (13-87-3)
Prerequisite: AUTT 1020
This course introduces basic engine performance systems which support and control four stroke gasoline engine operations and reduce emissions. Topics include: general engine diagnosis, fuel and air induction, exhaust systems, PCV control system diagnosis and repair, and other related engine service.

AUTT 1042 AUTOMOTIVE ENGINE PERFORMANCE II (17-113-4)
Prerequisite: AUTT 1020, AUTT 1022
This course continues basic engine performance systems which support and control four stroke gasoline engine operations and reduce emissions. Topics include: computerized engine controls and diagnosis, ignition system diagnosis and repair, and advanced emission control systems diagnosis and repair.

AUTT 1050 AUTOMOTIVE SUSPENSION AND STEERING SYSTEMS (15-110-4)
Prerequisite: None
Co-requisite: AUTT 1010
This course introduces students to principles of steering, suspension, wheel alignment, electronic steering, and electronic active suspension. Topics include: general suspension and steering systems diagnosis; steering systems diagnosis and repair; suspension systems diagnosis and repair; related suspension and steering service; wheel alignment diagnosis, adjustment and repair, wheel and tire diagnosis and repair.

AUTT 1060 AUTOMOTIVE CLIMATE CONTROL SYSTEMS (50-60-5)
Prerequisite: AUTT 1020
This course introduces the theory and operation of automotive heating and air conditioning systems. Students attain proficiency in inspection, testing, service, and repair of heating and air conditioning systems and related components. Topics include: a/c system diagnosis and repair; refrigeration system component diagnosis and repair; heating, ventilation, and engine cooling systems diagnosis and repair; operating systems and related controls diagnosis and repair; refrigerant recovery, recycling, and handling.

AUTT 1070 AUTOMOTIVE TECHNOLOGY INTERNSHIP (0-180-4)
Prerequisites: AUTT 1010, AUTT 1020, AUTT 1030
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.

AUTT 2010 AUTOMOTIVE ENGINE REPAIR (30-145-6)
Prerequisite: None
Co-requisite: AUTT 1010
This course introduces the student to automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques for both 2 cycle and 4 cycle internal combustion engines. Topics include general engine diagnosis; removal and reinstallation; cylinder heads and valve trains diagnosis and repair; engine blocks assembly diagnosis and repair; lubrication and cooling systems diagnosis and repair.

AUTT 2011 AUTOMOTIVE ENGINE REPAIR I (15-75-3)
Prerequisite: None
Co-requisite: AUTT 1010
This course introduces the student to automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques for both 2 cycle and 4 cycle internal combustion engines. Topics include general engine diagnosis; removal and reinstallation; basic cylinder heads and valve trains diagnosis and repair; and lubrication and cooling systems diagnosis and repair.

AUTT 2012 AUTOMOTIVE ENGINE REPAIR II (15-70-3)
Prerequisite: None
Co-requisite: AUTT 2011
This course continues 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 advanced cylinder heads and valve trains diagnosis and repair; and engine blocks assembly, diagnosis and repair.

AUTT 2020 AUTOMOTIVE MANUAL DRIVE TRAIN AND AXLES (31-69-4)
Prerequisite: None
Co-requisite: AUTT 1010
This course introduces basics of rear-wheel drive, front-wheel drive, and four-wheel drive line related operation, diagnosis, service and related electronic controls. Topics include: drive shaft and half shaft, universal and constant-velocity (CV) joint diagnosis and repair; ring and pinion gears and differential case assembly; limited slip differential; drive axle shaft; four-wheel drive/all-wheel drive component diagnosis and repair. Introduces basics of front and rear-wheel drive. Clutch operation,

diagnosis and service is included. Electronic controls related to transmission/transaxles operation are discussed. Topics include: clutch diagnosis and repair; transmission/transaxles diagnosis and repair.

AUTT 2030 AUTOMOTIVE AUTOMATIC TRANSMISSIONS AND TRANAXLES (30-105-5)
Prerequisite: AUTT 1020
Introduces students to basic automatic transmission/transaxle theory, operation, inspection, service, and repair procedures as well as electronic diagnosis and repair. Topics include: general automatic transmission and transaxle diagnosis; in vehicle and off vehicle transmission and transaxle maintenance, adjustment and repair.

AUTT 2100 AUTOMOTIVE ALTERNATIVE FUEL VEHICLES (50-20-4)
Prerequisite: AUTT 1020
This course will give students the basic knowledge to understand Electric Drive Vehicles, Hybrid Electric Vehicles, and Alternative Fuel Vehicles. The course will cover components, operation, precautions, and diagnostics of BEV, HEV, Fuel Cell Vehicles, and other fuel vehicles. The student will become familiar with the unique hybrid systems and repair procedures on various hybrid vehicles. This course is a program elective which can be used as a substitute for AUTT 1070 (Internship).

Aviation Maintenance Technology

AVMT 1000 AVIATION MATHEMATICS (30-0-2)
Prerequisite: Program admission
This course provides students with the knowledge necessary to use and apply mathematical procedures and processes that are applicable to aviation maintenance functions. Topics include performing algebraic operations, extract roots and raise numbers to a given power, determine area and volume of geometrical shapes, and solve ratio, proportion, and percentage problems.

AVMT 1010 AIRCRAFT MAINTENANCE REGULATIONS (20-30-2)
Prerequisite: Program admission
This course provides students with the knowledge and skills necessary to select and use FAA and manufacturers' specifications, data sheets, manuals, related regulations, and technical data, write descriptions of aircraft conditions, record work performed, and complete maintenance forms and inspection reports, interpret federal regulations regarding mechanic privileges and limitations. Topics include maintenance publications, maintenance forms and records, and mechanic privileges and limitations.

AVMT 1020 AIRCRAFT APPLIED SCIENCES I (56-59-5)
Prerequisite: Program admission
This course provides students with the fundamentals of aircraft materials and processes, ground operations and servicing, and aircraft cleaning and corrosion control.

AVMT 1025 AIRCRAFT APPLIED SCIENCES II (44-41-4)
Prerequisite: Program admission
This course provides students with the fundamentals of aircraft drawings, weight and balance, and fluid lines and fittings.

AVMT 1030 AIRCRAFT ELECTRICITY AND ELECTRONICS (50-50-5)
Prerequisite: None
Co-requisite: AVMT 1000
This course provides a study of the relationships of voltage, current, and resistance in aircraft electrical systems, and the use of meters. Alternators, generators, starters, motors, charging systems, basic AC and DC systems, and semiconductor, solid state, and integrated circuit fundamentals are introduced. Topics include determine the relationship of voltage, current, and resistance in electrical circuits, read and interpret electrical circuit diagrams, measure voltage, current, resistance, and continuity, calculate and measure electrical power, calculate and measure capacitance and inductance, inspect and service batteries, and solid state devices applications.

AVMT 1210 AVIATION PHYSICS (30-0-2)
Prerequisite: None
Co-requisite: AVMT 1000
This course provides students with an introduction to the theory and application of physics to aerospace vehicles and their subsystems. Topics include temperature and heat, pressure, temperature, and volume of air mass, basic aerodynamics and

theory of flight, physical factors affecting engine output, relationship of pressure, area, and force, origin of sound, principles of simple machines, and centrifugal and centripetal force.

AVMT 2010 AIRCRAFT AIRFRAME STRUCTURES (20-30-2)
Prerequisite: Program admission
This course presents a survey of aircraft airframe structures used in aircraft. Topics include wood structures, aircraft covering, and aircraft finishes.

AVMT 2011 AIRCRAFT WOOD STRUCTURES, COVERINGS AND FINISHES (10-15-1)
Prerequisite: Program admission
This course presents a survey of aircraft airframe structures used in various aircraft. Topics include wood structures, aircraft covering, and aircraft finishes.

AVMT 2020 AIRFRAME SHEET METAL (20-42-2)
Prerequisite: Program admission
This course provides a study of sheet metal airframes. Topics include sheet metal structures, install conventional rivets, install special rivets and fasteners, sheet metal form, lay out and bend, inspect and repair sheet metal structures.

AVMT 2025 AIRFRAME NON-METALLIC STRUCTURES (10-53-2)
Prerequisite: Program admission
This course provides a study of non-metallic tube and riveted sheet monocoque or semi-monocoque. Topics include identify non-metallic structures, inspect bonded structures, fiberglass structures, composite and honeycomb structures, inspect, check, service and repair windows, doors, and interior furnishings, and laminated structures.

AVMT 2030 AIRFRAME WELDING (10-10-1)
Prerequisite: Program admission
Provides an introduction to welding skills and tasks used on airframes. Topics include: welding principles; soldering, brazing, gas-welding, and arc-welding steel; welding aluminum and stainless steel; fabricating tubular structures; soldering stainless steel; and welding titanium and magnesium.

AVMT 2040 AIRFRAME ASSEMBLY AND RIGGING (20-30-2)
Prerequisite: Program admission
This course provides a study of aircraft assembly and rigging configurations. Topics include: use assembly and rigging hand tools and equipment; rig fixed wing aircraft; rig rotary wing aircraft; check alignment of structures; assemble aircraft components, including flight control surfaces; balance, rig, and inspect movable primary and secondary control surfaces; and jack aircraft.

AVMT 2050 AIRFRAME INSPECTION (30-70-4)
Prerequisite: None
Co-requisite: AVMT 1010, AVMT 1020, AVMT 1025, AVMT 2010
This course provides instruction for performing airframe inspections with emphasis on developing the skills related to conformity and air worthiness evaluations. Topics include airframe conformity inspection and airframe air worthiness inspection.

AVMT 2060 AIRCRAFT HYDRAULIC AND PNEUMATIC SYSTEMS (20-30-2)
Prerequisite: Program Admission
This course provides a study of the principles of generation, distribution, and management of hydraulic and pneumatic power throughout the aircraft. Topics include identify hydraulic fluids; repair hydraulic and pneumatic power system components; inspect, check, service, troubleshoot, and repair hydraulic and pneumatic power systems; hydraulic and pneumatic position and warning systems; and inspect, check, troubleshoot, service, and repair aircraft position and warning systems.

AVMT 2070 AIRCRAFT LANDING GEAR SYSTEMS (30-50-3)
Prerequisite: Program Admission
This course provides a study of aircraft landing gear systems with emphasis on inspection and maintenance procedures of hydraulic and pneumatic power throughout the aircraft structure. Topics include inspect, check, service, and repair landing

gear retraction systems and shock struts; inspect, check, service, and repair brakes, wheels, and tires; and inspect, check, service, and repair steering systems.

AVMT 2080 AIRCRAFT ENVIRONMENTAL CONTROL SYSTEMS (35-45-3)
Prerequisite: Program Admission
This course provides a study of aircraft environmental control systems. Topics include: inspect, check, troubleshoot, service, and repair cabin atmosphere control systems; inspect, check, troubleshoot, service, and repair ice and rain control systems; and inspect, check, troubleshoot, service, and repair fire protection systems.

AVMT 2085 AIRCRAFT FUEL AND INSTRUMENT SYSTEMS (40-30-3)
Prerequisite: Program Admission
This course provides a study of airframe fuel and instrument systems. Topics include: inspect, check, troubleshoot, service and repair aircraft fuel systems; and inspect, check, troubleshoot, service and repair aircraft instrument systems.

AVMT 2090 AIRCRAFT ELECTRICAL SYSTEMS (45-55-4)
Prerequisite: None
Co-requisite: AVMT 1030
This course provides a study of aircraft electrical systems. Topics include: install, check, and service airframe electrical wiring, controls, switches, indicators, and protective devices; inspect, check, troubleshoot, service, and repair alternating and direct current electrical systems; repair and inspect aircraft electrical system components, crimp and splice wiring to manufacturer's specifications, and repair pins and sockets of aircraft connectors; and inspect, check, and troubleshoot constant speed and integrated speed drive generators.

AVMT 2095 AIRCRAFT COMMUNICATION AND NAVIGATION SYSTEMS (25-25-2)
Prerequisite: None
Co-requisite: AVMT 1030
This course provides a study of aircraft communication and navigation systems. Topics include: inspect, check, and troubleshoot autopilot servos and approach coupling systems; inspect, check, and service aircraft electronic communication and navigation systems including VHF passenger address interphones and static discharge devices, aircraft VOR, ILS LORAN, radar beacon transponders, flight management computers, and GPWS; and inspect and repair antenna and electronic equipment installations.

AVMT 2210 RECIPROCATING ENGINE POWERPLANTS I (50-0-3)
Prerequisite: Program Admission
This course provides a study of piston engine theory and maintenance including air and water cooled aircraft engines. Topics include: aircraft reciprocating engine theory, and inspect and repair radial engines.

AVMT 2220 RECIPROCATING ENGINE POWERPLANTS II (20-120-4)
Prerequisite: None
Co-requisite: AVMT 2210
This course continues a study of piston engine theory and maintenance including air and water cooled aircraft engines. Topics include: overhaul a reciprocating engine; inspect, check, service, and repair reciprocating engines and engine installations; install, troubleshoot, and remove reciprocating engines; and perform an aircraft powerplant conformity and air worthiness inspection.

AVMT 2230 GAS TURBINE POWERPLANTS I (50-0-3)
Prerequisite: None
This course provides a study of the fundamentals and evolution of the jet engine and jet propulsion. Topics include aircraft gas turbine engine theory and inspect and troubleshoot unducted fan systems and components.

AVMT 2240 GAS TURBINE POWERPLANTS II (24-76-3)
Prerequisite: None
Co-requisite: AVMT 2230
This course continues a study of the fundamentals and evolution of the jet engine and jet propulsion. Topics include: overhaul a turbine engine; install, troubleshoot, and remove turbine engines; inspect, check, service, and repair turbine engines and turbine engine installations; and perform an aircraft powerplant conformity and air worthiness inspection.

AVMT 2260 AIRCRAFT ENGINE FUEL AND FUEL METERING SYSTEMS (35-75-4)
Prerequisite: Program Admission
This course provides a study of aircraft engine fuel and fuel metering systems. Topics include: repair engine fuel system components; inspect, check, service, troubleshoot, and repair engine fuel systems; troubleshoot and adjust turbine engine fuel metering systems and electronic engine fuel controls; inspect check, service, troubleshoot, and repair reciprocating and turbine engine fuel metering systems; overhaul carburetors; repair engine fuel metering system components; and inspect, check, and service water injection systems.

AVMT 2270 POWERPLANT INSTRUMENTS, FIRE PROTECTION AND ELECTRICAL SYSTEMS (36-39-3)
Prerequisite: AVMT 1030
This course provides a study of powerplant instruments, fire protection and electrical systems. Topics include: troubleshoot, service, and repair electrical and mechanical fluid rate-of-flow indicating systems; inspect, check, service, troubleshoot, and repair electrical and mechanical engine temperature, pressure, and RPM indicating systems; inspect, check, service, troubleshoot, and repair engine fire detection and extinguishing systems; install, check, and service engine electrical wiring, controls, switches, indicators, and protective devices; and repair engine electrical system components.

AVMT 2275 POWERPLANT IGNITION AND STARTING SYSTEMS (43-32-4)
Prerequisite: AVMT 1030
This course provides a study of powerplant ignition and starting systems. Topics include: overhaul magneto and ignition harness; inspect, service, troubleshoot, and repair reciprocating and turbine engine ignition systems and components; inspect, service, troubleshoot, and repair turbine electrical starting systems; and inspect, service, and troubleshoot turbine engine pneumatic starting systems.

AVMT 2280 AIRCRAFT POWERPLANT ACCESSORY SYSTEMS (30-45-3)
Prerequisite: AVMT 2210, AVMT 2230
This course provides a study of aircraft powerplant accessory systems. Topics include: inspect and maintain aircraft engine lubrication systems; inspect and maintain aircraft engine induction systems; inspect and maintain aircraft engine cooling systems; and inspect and maintain aircraft engine exhaust systems.

AVMT 2285 AIRCRAFT PROPELLER SYSTEMS (30-45-3)
Prerequisite: AVMT 2210
This course provides a study of aircraft propeller systems. Topics include propeller theory and fundamentals, inspect and maintain propellers, install, troubleshoot, and remove propellers.

Banking and Finance

BAFN 1100 INTRODUCTION TO BANKING AND FINANCE (45-0-3)
Prerequisite: Program Admission
This course introduces the student to the history, documents, and operational functions of the banking industry.

BAFN 1105 BANK BUSINESS AND INFORMATION SYSTEMS (15-60-3)
Prerequisite: MATH 1011 or MATH 1111
The course emphasizes basic calculator functions with problem solving, types of banking equipment, teller skills and duties and procedures for bank reconciliations.

BAFN 1110 MONEY AND BANKING (45-0-3)
Prerequisite: Program Admission
The course emphasizes the relevance of monetary instruments, financial intermediaries, and the central banks as they impact local, state, national, and international economics. Topics include the history and evolution of financial institutions, monetary instruments and flow; and central banking, operations, and policies.

BAFN 1115 PERSONAL FINANCIAL PLANNING (30-30-3)
Prerequisite: Program Admission
This course provides knowledge and applications in the management of personal and consumer finance. Topics include record keeping, budgeting, credit principles, investment principles, and forecasting.

BAFN 1300 INTERNSHIP (0-135-3)
Prerequisite: BAFN 1110, ENGL 1010 or ENGL 1101
This course introduces the application and reinforcement of banking and finance and employability principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into banking and finances applications on the job. The occupation-based instruction is implemented through the use of written individualized training plans, written performance evaluations, required weekly seminars, and required practiced or on-the-job training.

BAFN 2200 FINANCE (45-0-3)
Prerequisite: ACCT 1100
This course provides an introduction to financial markets, institutions, and management in contemporary society. Emphasis is placed on developing an understanding of the financial markets in which funds are traded, the financial institutions participating in facilitating the trade of such funds, and the financial principles and concepts behind sound financial management. Topics include financial systems of the United States, business finance management, and financing other sectors of the economy.

BAFN 2205 REAL ESTATE FINANCE (45-0-3)
Prerequisite: None
Emphasizes the relevance of land value, legal titles, legal descriptions, types of real estate finance, leverage of real estate, bank funding requirement, mortgage amortizations, financial theory, and real estate markets.

BAFN 2210 CONTEMPORARY BANK MANAGEMENT (45-0-3)
Prerequisites: BAFN 1100, BAFN 1110, BAFN 1115
This course emphasizes the relevance of banks and the economy, bank regulations and policy, bank organizational structure, bank management, the financial institutions environment, bank deregulation, and asset/liability management.

BAFN 2215 INVESTMENTS (45-0-3)
Prerequisite: BAFN 1115
This course introduces the student to the fundamentals concepts of personal investment planning, personal investments, the various financial investments available for use, and their relative applicability. Emphasis is placed on developing a full understanding of the types of investments available to individuals, how these investments can be used and how to evaluate their performance. Topics include stocks, bonds, mutual funds, retirement planning, retirement plans and investment advisors.

Barbering

BARB 1000 INTRODUCTION TO BARBER/STYLING IMPLEMENTS (15-75-3)
Prerequisite: Provisional Admission
Co-requisites: BARB 1010, BARB 1020, BARB 1030, MATH 1012, COMP 1000
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.

BARB 1010 SCIENCE: STERILIZATION, SANITATION, AND BACTERIOLOGY (30-45-3)
Prerequisite: Provisional Admission
Co-requisites: BARB 1000, BARB 1020, BARB 1030, MATH 1012, COMP 1000
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.

BARB 1020 INTRODUCTION TO HAIRCUTTING AND SHAMPOOING (45-90-5)
Prerequisites: Provisional Admission
Co-requisites: BARB 1000, BARB 1010, BARB 1030, MATH 1012, COMP 1000
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.

BARB 1030 HAIRCUTTING/BASIC STYLING (15-90-3)
Prerequisite: Provisional Admission
Co-requisites: BARB 1000, BARB 1010, BARB 1020, MATH 1012, COMP 1000
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

BARB 1040 SHAVING (15-45-2)
Prerequisite: BARB 1000
Co-requisites: BARB 1050, BARB 1060, BARB 1070
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.

BARB 1050 SCIENCE: ANATOMY AND PHYSIOLOGY (45-0-3)
Prerequisite: BARB 1010
Co-requisites: BARB 1040, BARB 1060, BARB 1070
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.

BARB 1060 INTRODUCTION TO COLOR THEORY/COLOR APPLICATION (15-75-3)
Prerequisite: Program Admission
Co-requisites: BARB 1040, BARB 1050, BARB 1070
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.

BARB 1070 CHEMICAL RESTRUCTURING OF HAIR (30-135-5)
Prerequisite: BARB 1050
Co-requisites: BARB 1040, BARB 1060
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.

BARB 1080 ADVANCED HAIRCUTTING/STYLING (15-180-5)
Prerequisite: BARB 1030, BARB 1040, BARB 1070
Co-requisites: BARB 1090, BARB 1100, BARB 1110
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.

BARB 1090 STRUCTURES OF SKIN, SCALP, HAIR AND FACIAL TREATMENTS (15-90-3)
Prerequisite: BARB 1050
Co-requisites: BARB 1100, BARB 1110
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.

BARB 1100 BARBER/STYLING PRACTICUM NAD INTERNSHIP (0-135-3)
Prerequisite: BARB 1080
Co-requisites: BARB 1090, BARB 1110
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.

BARB 1110 SHOP MANAGEMENT/OWNERSHIP (15-90-3)
Prerequisite: BARB 1080
Co-requisites: BARB 1090, BARB 1100
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.

BARB 2010 INTRODUCTION AND APPLICATION TO BARBER INSTRUCTION (30-60-4)
Prerequisite: Program Admission
Co-requisite: BARB 2020
Introduces the fundamental theory and practices and basic record keeping concepts of the barbering instructor profession. Emphasis will be placed on fostering and providing educational training in the field of Barbering. Topics include: state and local laws, rules and regulations, professional image, effective communication, theory of instruction, Hazardous Duty Standards Act Compliance, various career opportunities, attendance, grades, student service and theory hours, basic record keeping and effective use of advisory committee.

BARB 2020 PROGRAM DEVELOPMENT (30-105-5)
Prerequisite: None
Co-requisite: BARB 2010
Emphasizes the steps involved in the development of a great lesson plan and measuring the knowledge of learners. Topics include: development of curriculum, instructional outcomes, components of a lesson plan, using printed materials and visual aids in a lesson plan, purpose of testing, academic policy, developing rubics, multiple-category grading system and special learner needs.

BARB 2030 CLASSROOM/LAB MANAGEMENT (30-90-5)
Prerequisite: None
Co-requisite: BARB 2040
Emphasizes the steps involved in the operation of a barbering program, teaching skills, classroom management and dynamic clinic teaching. Topics include: identify entry-level practitioners in hair, skin and nails, teaching effective communication skills, inventory, networking, portfolio design, managing learner behavior, managing difficult learners, classroom arrangements, role of the clinic environment and basic principles of academic advising and counseling.

BARB 2040 TEACHING SKILLS AND TECHNIQUES (30-105-5)
Prerequisite: None
Co-requisite: BARB 2030
Provides knowledge and application on the principles of teaching and identifies the characteristics of the different learner types and teaching methods. Topics include: educator to learner relationships, effective and reflective listening skills, emotional influences and needs of today's learner, destructive verses constructive tactics, learner motivation, cultivating positive relationships, challenges for all learner styles, timed lecturing, and preparing for a lecture method of teaching.

BARB 2050 BARBERING PRACTICUM (0-135-3)
Prerequisites: BARB 2010, BARB 2020, BARB 2030, BARB 2040
Provides a 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 laboratory setting. Topics include

monitoring and evaluating in the following areas: 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.

BARB 2060 BARBERING PRACTICUM II (0-135-3)
Prerequisite: BARB 2050
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 laboratory setting. Topics include monitoring and evaluating in the following areas: 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.

Building and Facility Maintenance

BFMT 1040 BUILDING CLIMATE CONTROLS (30-30-3)
Prerequisite: None
Provides instruction in heating and cooling control systems used in modern residential and commercial structures. Topics include thermostats, valves and dampers, pneumatic controls, and refrigeration system schematics and symbols.

Biology

BIOL 1111 BIOLOGY I (45-0-3)
Prerequisite: Regular Admission
Co-requisite: BIOL 1111L
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.

BIOL 1111L BIOLOGY LAB I (0-45-1)
Prerequisite: Regular Admission
Co-requisite: BIOL 1111
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.

BIOL 1112 BIOLOGY II (45-0-3)
Prerequisite: BIOL 1111, BIOL 1111L
Co-requisite: BIOL 1112L
Provides an introduction to basic evolutionary concepts. Also, the course emphasizes animal and plant diversity, structure and function including reproduction and development, and the dynamics of ecology as it pertains to populations, communities, ecosystems, and biosphere. Topics include principles of evolution, classification and characterizations of organisms, plant structure and function, animal structure and function, principles of ecology, and biosphere.

BIOL 1112L BIOLOGY LAB II (0-45-1)
Prerequisite: BIOL 1111, BIOL 1111L
Co-requisite: BIOL 1112
Selected laboratory exercises paralleling the topics in BIOL 1112. The laboratory exercises for this course include principles of evolution, classification and characterizations of organisms, plant structure and function, animal structure and function, principles of ecology, and biosphere.

BIOL 2107 BIOLOGICAL PRINCIPLES I (45-0-3)
Prerequisite: Program Admission
Co-requisite: BIOL 2107L
This course is intended for students majoring in biological or other sciences. The course provides an introduction to fundamental biological processes and interactions occurring at the molecular, cellular levels, and organismal, and population levels of organization. Topics include: history of science and the scientific method; scientific literature; basic biochemistry, cell

biology; bioenergetics; molecular genetics; principles of inheritance; evolution and natural selection; current trends and biotechnology.

BIOL 2107L BIOLOGICAL PRINCIPLES LAB I (0-45-1)
Prerequisite: Program Admission
Co-requisite: BIOL 2107
This course is comprised of selected laboratory exercises that parallel the topics covered in BIOL2107 and is intended for students majoring in biological or other sciences. The course provides a hands-on approach to fundamental biological processes and interactions occurring at the molecular, cellular levels, and organismal, and population levels of organization. The laboratory exercises for this course include: laboratory safety; scientific method and investigation; microscopy; basic biochemistry; cell biology; bioenergetics; molecular genetics; principles of inheritance; evolution and natural selection.

BIOL 2113 ANATOMY AND PHYSIOLOGY I (45-0-3)
Prerequisite: Regular Admission
Co-requisite: BIOL 2113L
Introduces the anatomy and physiology of the human body. Emphasis is placed on the development of a systemic perspective of anatomical structures and physiological processes. Topics include body organization, cell structure and functions, tissue classifications, integumentary system, skeletal system, muscular system, and nervous and sensory systems.

BIOL 2113L ANATOMY AND PHYSIOLOGY LAB I (0-45-1)
Prerequisite: Regular Admission
Co-requisite: BIOL 2113
Selected laboratory exercises paralleling the topics in BIOL 2113. The laboratory exercises for this course include body organization, cell structure and functions, tissue classifications, integumentary system, skeletal system, muscular system, and nervous sensory systems.

BIOL 2114 ANATOMY AND PHYSIOLOGY II (45-0-3)
Prerequisite: BIOL 2113, BIOL 2113L
Co-requisite: BIOL 2114L
Continues the study of the anatomy and physiology of the human body. Topics include the endocrine system, cardiovascular system, blood and lymphatic system, immune system, respiratory system, digestive system, urinary system, and reproductive system.

BIOL 2114L ANATOMY AND PHYSIOLOGY LAB II (0-45-1)
Prerequisite: BIOL 2113, BIOL 2113L
Co-requisite: BIOL 2114
Selected laboratory exercises paralleling the topics in BIOL 2114. The laboratory exercises for this course include the endocrine system, cardiovascular system, blood and lymphatic system, immune system, respiratory system, digestive system, urinary system, and reproductive system.

BIOL 2117 INTRODUCTORY MICROBIOLOGY (45-0-3)
Prerequisite: BIOL 2113 and BIOL 2113L or BIOL 1111 and BIOL 1111L
Co-requisite: BIOL 2117L
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.

BIOL 2117L INTRODUCTORY MICROBIOLOGY LAB (0-45-1)
Prerequisite: BIOL 2113 and BIOL 2113L or BIOL 1111 and BIOL 1111L
Co-requisite: BIOL 2117
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.

Biomedical Electronics Technology

BMET 1231 MEDICAL EQUIPMENT FUNCTION AND OPERATION I (45-45-4)
Prerequisite: ALHS 1010
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.

BMET 2242 MEDICAL EQUIPMENT FUNCTION AND OPERATION II (45-45-4)
Prerequisite: BMET 1231
This course continues the study of electromechanical systems currently in use throughout the health care field. Topics include: life support equipment, respiratory instrumentation, measuring brain parameters, medical ultrasound, electrosurgery units, and hemodialysis machines.

BMET 2343 INTERNSHIP MEDICAL SYSTEMS (15-90-3)
Prerequisite: ALHS 1010, ALHS 1090, BMET 1231, BMET 2242
This course introduces the student to an on-site learning experience at an operating biomedical equipment section of a health care facility. Supervision of the intern is shared by the working environment supervisor and the faculty advisor. Internist performance is evaluated at weekly seminars. Topics include: problem solving, use of proper interpersonal skills, interpreting work authorizations, identifying logistical support requirements, servicing biomedical instruments, evaluating operating cost, and professional development.

Biotechnology

BTEC 1010 INTRODUCTION TO BIOTECHNOLOGY (30-0-2)
Prerequisite: Program admission
Introduces students to biotechnology. Topics include an overview of biotechnology, the basics of cell biology, genetic engineering, manufacturing, and plant anatomy and tissue culture.

BTEC 2010 BIOTECHNOLOGY MATH APPLICATIONS (64-31-5)
Prerequisite: MATH 1111
This course trains students on mathematical applications applicable to biotechnology. Topics include calculations involving concentration, dilution, solution preparation, cell growth, serial dilution, molarity and oligonucleotides.

BTEC 2050 BIOTECH LAB METHODS AND TECHNIQUES (60-30-5)
Prerequisites: CHEM 1211, CHEM 1211L or CHEM 1212, CHEM 1212L
Co-requisite or prerequisite: BTEC 2010
Introduces the basic skills and knowledge required in biological and chemical laboratories. Emphasis is placed on safety, documentation, measurement, spectrophotometry, polymerase chain reaction and laboratory solutions.

BTEC 2100 CELL CULTURE (30-60-4)
Prerequisite: BIOL 2117, BIOL 2117L
Covers the culturing and maintenance of various cell types. Examples include culturing and maintenance of bacteria, yeast, animal and plant cells.

BTEC 2105 ORGANIC AND BIOCHEMISTRY (45-30-4)
Prerequisite: CHEM 1212, CHEM 1212L
Introduces students to organic and biochemistry. Topics include naming organic compounds, reactivities of organic functional groups, and the structure and function of biomolecules such as carbohydrates, lipids, proteins, nucleic acids and enzymes.

BTEC 2110 BIOPROCESSING/PRODUCTION (45-22-4)
Prerequisites: BTEC 2100, BIOL 2117, BIOL 2117L
Provides training on how biological products are produced and purified. Topics include fermentation, cell culture, product separation and product purification.

BTEC 2150 MOLECULAR BIOLOGY (45-30-4)
Prerequisite: BIOL 2117, BIOL 2117L
This is an introductory molecular biology course. It includes introduction to cells and cell research with a molecular biology approach. It will include chapters in fundamental molecular biology and flow of genetic information.

BTEC 2200 IMMUNOLOGY (45-60-5)
Prerequisites: BTEC 2100, BTEC 2150
Provides students with a foundation in basic human immunology with emphasis on the use of immunology in research. Surveys of innate and acquired immunity, humoral and cell mediated immunity, gene expression associated with immunity and protein synthesis and structure. In addition, topics concerning specific immune disorders are covered. Laboratory topics emphasize the isolation of proteins, including precipitation techniques, chromatography, gel electrophoresis, dialysis, and immune techniques including western blotting and enzyme-linked immunosorbant assays; concentration calculations, making dilutions, solution make-up, good record keeping and laboratory safety are also emphasized.

BTEC 2300 ENVIRONMENTAL TECHNOLOGY (60-0-4)
Prerequisite: BTEC 2010
This course provides an overview of the environmental technology arena with emphasis on water supply, waste management and pollution control. Topics include pollution of air, water, and soil, pollution prevention, basic concepts of environmental technology, storm water management and wastewater treatment.

BTEC 2500 BIOTECHNOLOGY INTERSHIP (0-135-3)
Prerequisites: BIOL 2117 , BIOL 2117L, BTEC 2100, Advisor approval.
This course is an internship course in which students practice skills in a laboratory and/or processing environment.

Business Administrative Technology

BUSN 1015 INTRODUCTION TO MEDICAL INSURANCE (60-0-4)
Prerequisite: ALHS 1090
This course is designed to increase efficiency and streamline administrative procedures for insurance coding and billing. Topics include documentation in the medical record, diagnostic code selections, types of insurance, Medicare compliance policies related to documentation and confidentiality, and HIPAA and other compliance regulations.

BUSN 1100 INTRODUCTION TO KEYBOARDING (15-60-3)
Prerequisite: None
This course introduces the touch system of keyboarding placing emphasis on correct techniques. Topics include: computer hardware, computer software, file management, learning the alphabetic keyboard, the numeric keyboard and keypad building speed and accuracy and proofreading. Students attain a minimum of 25 GWAM (gross words a minute) on 3-minute timings with no more than 3 errors.

BUSN 1180 COMPUTER GRAPHICS AND DESIGN (15-60-3)
Prerequisite: COMP 1000
Introduces how to design and transmit electronic communications, create graphics on-line, and insert animation and sound to computer-generated charts graphs and diagrams.

BUSN 1190 DIGITAL TECHNOLOGIES IN BUSINESS (15-30-2)
Prerequisite: COMP 1000
Provides an overview of digital technology used for conducting business. Students will learn the application of business activities using various digital platforms.

BUSN 1200 MACHINE TRANSCRIPTION (15-30-2)
Prerequisite: BUSN 1440, COMP 1000, ENGL 1010
This course emphasizes transcribing mailable documents from dictation using word processing software. Topics include: equipment and supplies, maintenance and usage, work area management, transcription techniques, productivity, and accuracy proofreading and language arts skills.

BUSN 1210 ELECTRONICS CALCULATORS (15-30-2)
Prerequisite: None
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.

BUSN 1220 TELEPHONE TRAINING (15-30-2)
Prerequisite: None
This course familiarizes the student with the proper use of current telephone technology to include equipment techniques and attributes.

BUSN 1230 LEGAL TERMINOLOGY (45-0-3)
Prerequisite: Provisional Admission
This course introduces the spelling, pronunciation, definition, and usage of basic legal terms. The course broadly covers general law terms as well as specialized legal terminology. Topics include: word origins, word building, abbreviations and symbols correct spelling, pronunciation and meanings of terminology related to the court system, contracts, family law, real estate, litigation, wills/probate, bankruptcy and other areas of the law.

BUSN 1240 OFFICE PROCEDURES (30-30-3)
Prerequisite: COMP 1000
Emphasizes essential skills required for the business office.

BUSN 1250 RECORDS MANAGEMENT (30-30-3)
Prerequisite: None
This course introduces records management concepts for use in any office environment. Topics include: basic records management concepts, alphabetic numeric subject and geographic filing, records retention, transfer and disposition of records.

BUSN 1300 INTRODUCTION TO BUSINESS (45-0-3)
Prerequisite: Program Admission
This course 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.

BUSN 1310 INTRODUCTION TO BUSINESS CULTURE (45-0-3)
Prerequisite: Program Admission
This course 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.

BUSN 1320 BUSINESS INTERACTION SKILLS (45-0-3)
Prerequisite: None
This course equips students 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. Topics include: language of business, communication skills, working with information, business writing, team and collaborative skills, and resolving interpersonal conflict.

BUSN 1330 PERSONAL EFFECTIVENESS (45-0-3)
Prerequisite: None
This course focuses on the skills needed to be effective in the corporate environment. Students 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.

BUSN 1340 CUSTOMER SERVICE EFFECTIVENESS (30-30-3)
Prerequisite: None
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.

BUSN 1400 WORD PROCESSING APPLICATIONS (30-60-4)
Prerequisite: COMP 1000
This course covers the knowledge and skills required to use word processing software through course demonstrations, laboratory exercises, and projects. Minimal document keying will be necessary as students will work with existing documents to learn the functions and features of the word processing application. Topics and assignments will include: word processing concepts, customizing documents, formatting content, working with visual content, organizing content, reviewing documents, sharing and securing content.

BUSN 1410 SPREADSHEET CONCEPTS AND APPLICATIONS (30-60-4)
Prerequisite: COMP 1000
This course covers the knowledge and skills required to use spreadsheet software through course demonstrations, laboratory exercises, and projects. Topics and assignments will include: spreadsheet concepts, creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually, and collaborating and securing data.

BUSN 1420 DATABASE APPLICATIONS (30-60-4)
Prerequisite: COMP 1000
This course covers the knowledge and skills required to use database management software through course demonstrations, laboratory exercises, and projects. Topics and assignments will include: database concepts, structuring databases, creating and formatting database elements, entering and modifying data, creating and modifying queries, presenting and sharing data, and managing and maintaining databases.

BUSN 1430 DESKTOP PUBLISHING AND PRESENTATION APPLICATIONS (30-60-4)
Prerequisite: COMP 1000
This course covers the knowledge and skills required to use desktop publishing (DTP) software and presentation software to create business publications and presentations. Course work will include course demonstrations, laboratory exercises, and projects. Topics include: desktop publishing concepts, basic graphic design, publication layout, presentation design, and practical applications.

BUSN 1440 DOCUMENT PRODUCTION (15-90-4)
Prerequisite: The ability to key 28 GWAM on 3-minute timings with no more than 3 errors or BUSN 1100.
This course reinforces the touch system of keyboarding placing emphasis on correct techniques with adequate speed and accuracy and producing properly formatted business documents. Topics include: reinforcing correct keyboarding technique, building speed and accuracy, formatting business documents, language arts, proofreading, and work area management.

BUSN 2160 ELECTRONIC MAIL APPLICATIONS (15-30-2)
Prerequisite: COMP 1000
This course provides instruction in the fundamentals of communicating with others inside and outside the organization via a personal information management program. Emphasizes the concepts necessary for individuals and workgroups to organize, find, view, and share information via electronic communication channels. Topics include: internal and external communication, message management calendar management, navigation, contact and task management, and security and privacy.

BUSN 2170 WEB PAGE DESIGN (15-30-2)
Prerequisite: Program Admission, COMP 1000
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.

BUSN 2180 SPEED AND ACCURACY KEYING (0-30-1)
Prerequisite: BUSN 1100 or the ability to key 25 GWAM on 3-minute timings with no more than 3 errors.
Further develops speed and accuracy through analysis of keying and prescribed practice drills. Topics include: building speed, accuracy, and straight-copy proofreading.

BUSN 2190 BUSINESS DOCUMENT PROOFREADING AND EDITING (15-60-3)
Prerequisite: ENGL 1010 or ENGL 1101
Co-requisite: BUSN 1440
This course emphasizes proper proofreading and editing for business documents. Topics include: applying proofreading techniques and proofreaders marks with business documents, proper content, clarity, and conciseness in business documents; and business document formatting.

BUSN 2200 OFFICE ACCOUNTING (45-30-4)
Prerequisite: Program Admission
This course introduces fundamental concepts of the accounting cycle for a sole proprietor service business. Topics include: accounting equation, analyzing business transactions, journalizing and posting transactions, accounts receivable and accounts payable subsidiary ledgers, financial statements, cash control, and payroll concepts.

BUSN 2210 APPLIED OFFICE PROCEDURES (15-60-3)
Prerequisite: BUSN 1240, BUSN 1400, BUSN 1410, BUSN 1440
Co-requisite: BUSN 2200 or ACCT 1100, BUSN 2190
This course focuses on applying knowledge and skills learned in prior courses taken in the program. Topics include: communications skills, telecommunications skills, records management skills, office equipment/supplies, and integrated programs/applications. Serves as a capstone course.

BUSN 2220 LEGAL ADMINISTRATIVE PROCEDURES (15-60-3)
Prerequisite: BUSN 1230
Co-requisite: BUSN 1440
Emphasizes essential skills required for the legal office. Topics include: legal terminology, preparation of legal documents and correspondence, ethics, and legal office tasks.

BUSN 2230 OFFICE MANAGEMENT (45-0-3)
Prerequisite: BUSN 1240
This course provides 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.

BUSN 2240 BUSINESS ADMINISTRATIVE ASSISTANT INTERNSHIP I (0-180-4)
Prerequisite: Must be in last semester of program. With advisor approval may take concurrently with last semester courses. Provides student work experience in a professional environment. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Administrative Technology program faculty and/or persons designated to coordinate work experience arrangements.

BUSN 2250 BUSINESS ADMINISTRATIVE ASSISTANT INTERNSHIP II (0-270-6)
Prerequisite: Must be in last semester of program. With advisor approval may take concurrently with last semester courses. Provides student work experience in a professional environment. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Administrative Technology program faculty and/or persons designated to coordinate work experience arrangements.

BUSN 2300 MEDICAL TERMINOLOGY (30-0-2)
Prerequisite: Program Admission
This course 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.

BUSN 2310 ANATOMY AND TERMINOLOGY FOR THE MEDICAL ADMINSTRATIVE ASSISTANT (45-0-3)
Prerequisite: Program Admission
This course 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.

BUSN 2320 MEDICAL DOCUMENT PROCESSING/TRANSCRIPTION (15-90-4)
Prerequisite: BUSN 2300 or ALHS 1090 and ALHS 1010 or ALHS 1011 or BUSN 2310; BUSN 1440; ENGL 1010
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.

BUSN 2330 ADVANCED MEDICAL DOCUMENT PROCESSING/TRANSCRIPTION (15-90-4)
Prerequisite: BUSN 2320
This course 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.

BUSN 2340 MEDICAL ADMINISTRATIVE PROCEDURES (30-60-4)
Prerequisite: BUSN 2300 or ALHS 1090 and BUSN 2310 or ALHS 1010 or ALHS 1011; BUSN 1440; COMP 1000
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.

BUSN 2350 COMPUTERIZED MEDICAL OFFICE SKILLS (15-30-2)
Prerequisite: BUSN 2300 or ALHS 1090 and BUSN 2310 or ALHS 1010 or ALHS 1011; BUSN 1440; COMP 1000
This course provides a study of the content, code sets, storage, retrieval, control, flow, retention, and 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.

BUSN 2360 ACUTE CARE MEDICAL TRANSCRIPTION (30-60-4)
Prerequisite: BUSN 2300 or ALHS 1090 and BUSN 2310 or ALHS 1010 or ALHS 1011; BUSN 1440; BUSN 2320; ENGL 1010
This course helps develop 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.

BUSN 2370 MEDICAL OFFICE BILLING/CODING/INSURANCE (30-30-3)
Prerequisite: BUSN 2300 or ALHS 1090 and BUSN 2310 or ALHS 1010 or ALHS 1011
This course 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.

BUSN 2380 MEDICAL ADMINISTRATIVE ASSISTANT INTERNSHIP I (0-180-4)
Prerequisite: Must be in last semester of program. With advisor approval may take concurrently with last semester courses.
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.

BUSN 2390 MEDICAL ADMINISTRATIVE ASSISTANT INTERNSHIP II (0-270-6)
Prerequisite: Must be in last semester of program. With advisor approval may take concurrently with last semester courses.
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.

Cabinetmaking

CABT 1080 CABINET DESIGN AND LAYOUT (15-60-3)
Prerequisites: COFC 1030, COFC 1050
This course 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.

CABT 1110 WOOD JOINTS AND FASTENING METHODS (30-120-5)
Prerequisites: COFC 1030, COFC 1050
Introduces the fundamentals of wood joint identification, layout, cutting, and assembly, and the variety of fastening methods used in cabinetmaking. Emphasis will be placed on the safe construction of wood joints used.

CABT 1114 CABINET COMPONENTS (30-30-3)
Prerequisites: CABT 1110, COFC 1030, COFC 1050
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.

CABT 1116 CABINET ASSEMBLY I (30-120-5)
Prerequisites: CABT 1110, CABT 1114
Provides instruction in the fundamental procedures used for assembly of cabinet bases, wall units, and face frames.

CABT 1117 CABINET ASSEMBLY II (30-120-5)
Prerequisite: CABT 1116
This course is a continuation of Cabinet Assembly I and provides instruction in the assembly of door assembly, ends assembly, back assembly, joint assembly, and bracing. Further instruction is also included in the assembly of base cabinets and wall units.

CABT 1118 DOOR, DRAWER, AND HARDWARE INSTALLATION (15-45-2)
Prerequisite: None
Co-requisites: CABT 1116, CABT 1117
This course introduces procedures for the installation of assembled drawers, doors, and related hardware. Emphasis will be placed on the safe use of hand and power tools. Topics include: tool safety, hardware identification and installation, door installation, and drawer installation.

CABT 1120 LAMINATES AND VENEERS (15-45-2)
Prerequisite: None
Co-requisites: CABT 1116, CABT 1117
This course introduces procedures for the application of plastic laminates and wood veneers. Topics include: laminate, veneer, and glue identification; cutting and fitting procedures; gluing procedures; trimming and edge banding; special tool use; safety precautions; and counter top cutting.

CABT 1122 CABINET FINISHING AND INSTALLATION (15-75-3)
Prerequisite: None
Co-requisites: CABT 1116, CABT 1117
Provides instruction in surface preparation, wood finishing procedures, and transporting and installation of cabinets. Finishing procedures will emphasize the use of spray equipment. Topics include: fire prevention, air pollutant, reduction, abrasives identification, finishing materials identification, surface preparation, surface treatment application, repair and touch up procedures, hazardous material disposal, safe use of ladders and scaffolds, cabinet transporting and installation, cabinet trim procedures, and finishing techniques.

CABT 1340 CNC WOODWORKING I (15-90-3)
Prerequisite: CABT 1117
Provides instruction in the use of computer software packages dealing with cabinet and millwork part design. Topics include: programming methods for creating parts, use of geometric drawings, tool selection, saving files, and parts production.

CABT 1350 CNC WOODWORKING II (15-90-3)
Prerequisite: CABT 1340
Provides instruction in use of CAD files with CNC machines, machine operation, and maintenance. Topics include: overview of software, machine operation safety, CNC machine operation, material preparation, tooling, data manipulation, production analysis, and maintenance of equipment.

CABT 1360 EUROPEAN 32mm CONSTRUCTION (15-75-3)
Prerequisite: CABT 1117
Provides instruction in European 32mm design and construction. Topics include: tool and equipment safety, design and layout, machining operations, construction, and hardware installation.

CABT 1370 SHOP MANAGEMENT (15-30-2)
Prerequisite: None
This course will introduce the students to principles and practices required in the operation of a custom cabinet and architectural millwork shop. Topics include: health and safety regulations, workflow and shop organization, job estimation, equipment maintenance, and shop safety.

CABT 1380 FURNITURE FABRICATION (15-45-2)
Prerequisite: CABT 1117
Provides instruction in the layout and assembly of furniture. Topics include tool safety, furniture drawings interpretation, furniture components, assembly, and special techniques.

CABT 2300 CABINETMAKING INTERNSHIP/PRACTICUM (0-225-5)
Prerequisite: Advisor Approval
This course provides the student the opportunity for occupational-based instruction in either an off-site internship or on-site project experience. The student will be expected to demonstrate all of the applicable skills learned during program study.

Carpentry

CARP 1070 SITE LAYOUT, FOOTINGS, AND FOUNDATIONS (30-30-3)
Prerequisite: COFC 1020, COFC 1030, COFC 1050
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.

CARP 1105 FLOOR AND WALL FRAMING (45-30-4)
Prerequisite: COFC 1020, COFC 1030, COFC 1050
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.

CARP 1110 CEILING AND ROOF FRAMING COVERING (45-60-5)
Prerequisite: COFC 1020, COFC 1030, COFC 1050
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.

CARP 1112 EXTERIOR FINISHES AND TRIM (30-90-5)
Prerequisite: COFC 1020, COFC 1030, COFC 1050
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.

CARP 1114 INTERIOR FINISHERS I (30-60-4)
Prerequisite: COFC 1020, COFC 1030, COFC 1050
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.

CARP 1190 INTERIOR FINISHES II (15-30-2)
Prerequisite: COFC 1020, COFC 1030, COFC 1050
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.

CARP 1260 STAIRS (15-90-4)
Prerequisite: COFC 1020, COFC 1030, COFC 1050
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.

CARP 1310 DOORS AND DOOR HARDWARE (15-30-2)
Prerequisite: COFC 1020, COFC 1030, COFC 1050
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.

CARP 1320 SITE DEVELOPMENT, CONCRETE FORMING, AND RIGGING AND REINFORCEMENT (30-60-4)
Prerequisite: COFC 1020, COFC 1030, COFC 1050
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.

Cardiovascular Technology

CAVT 1002 MEDICAL PHYSICS (15-30-2)
Prerequisite: Program Admission; MATH 1111, ENGL 1101, PHYS 1110, PHYS 1110L,
BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L
In this course the student is introduced to theory of medical instrumentation and physics found in the cardiovascular sciences. Performance of laboratory procedure is used to reinforce understanding of biomedical applications of equipment and uses as well as proper technique in safety. Topics include: electrical circuit theory, hospital equipment safety and medical instruments and equipment.

CAVT 1020 CARDIAC CATHETERIZATON I (15-90-4)
Prerequisite: None
Co-requisites: CAVT 1021, CAVT 1080
This course includes an intensive study of the role of the Cardiovascular Technology student in the various diagnostic invasive cardiac catheterization procedures such as right and left heart procedures, temporary pacemakers, Swan-Ganz catheters, and coronary angioplasty. This includes identification of angiographic images and data as well as basic principles, special techniques in cardiac catheterization, and interventional techniques. Additional topics include emergency life support, cardiac pharmacology, and cardiac pathology and advance cardiac life support.

CAVT 1021 CARDIAC CATHETERIZATION CLINICAL I (0-135-3)
Prerequisite: None
Co-requisites: CAVT 1020, CAVT 1080
Clinical prep will provide hands-on experience and will serve as an introduction to the competencies, rotations, and expectations of the student while in the cardiac catheterization lab in a student capacity. Topics include: ethical and legal behavior in the catheterization laboratory, environmental safety in the catheterization laboratory, clinical orientation, monitoring skills, and basic life support. The student will perform and complete various competencies to prepare for the clinical experience in each rotation.

CAVT 1030 ELECTROPHYSIOLOGY AND CARDIAC ANATOMY (15-60-3)
Prerequisite: Program Admission; MATH 1111, ENGL 1101, BIOL 2113, BIOL 2113L,
BIOL 2114, BIOL 2114L
This course introduces the concepts essential in the performance and interpretation of 12-lead EKG and heart sounds. As a study of the anatomy, physiology, structural relationships, and the pathophysiology of the human heart and vascular system, the course concentrates on specialized terminology, cardiac and vascular anatomy, and electrophysiology. Topics include: heart anatomy, circulatory system, heart electrical system, physical heart defects, electrocardiograph, preparation for various electrocardiographic examinations, physical principles and pathophysiology of heart sounds, exercise physiology, stress testing, Holter monitoring, cardiac pacemakers, and cardiac rehabilitation programs. Laboratory experience will be provided.

CAVT 1080 ADVANCED HEMODYNAMICS AND CARDIAC PHYSIOLOGY (15-60-3)
Prerequisite: CAVT 1030
The student is introduced to various forms of invasive monitoring. Various forms of invasive access are studied, including right and left heart catherization, arterial line setups, and appropriate care. Emphasis is placed on the basics of hemodynamic monitoring and interpretation. Also provides an overview of cardiovascular physiology and pathophysiology. Topics include: hemodynamics, aseptic technique, infection control, biochemistry of the cardiac muscle, conduction system, electrocardiogram, pathophysiology of acquired diseases, embryological development, and pathophysiology of congenital diseases.

CAVT 1090 DRUG CALCULATIONS AND ADMINISTRATION (15-30-2)
Prerequisites: MATH 1101, MATH 1111
This course uses basic mathematical concepts and includes basic drug administration and emphasizes critical thinking skills. Topics include: systems of measurement, calculating drug problems, resource materials usage, basic pharmacology, administering medications in a simulated clinical environment, principles of IV therapy techniques, and client education.

CAVT 1100 CARDIAC CATHETERIZATION FUNDAMENTALS (15-60-3)
Prerequisite: Program Admission; MATH 1111, ENGL 1101, BIOL 2113, BIOL 2113L,
BIOL 2114, BIOL 2114L
This course provides an overview of cardiovascular invasive diagnosis and therapy and includes an introduction of the cardiac catheterization lab. Topics include: ex-ray therapy, safety, positioning, coronary arteriography, pharmacology, invasive cardiac measurements and calculations, and specialty procedures.

CAVT 2020 CARDIAC CATHETERIZATION II (15-90-4)
Prerequisites: CAVT 1020, CAVT 1021
Co-requisite: CAVT 2030
An intensive study of the role of the CV Technologist in the various Cardiac Catheterization procedures such as: right and left heart catheterization, temporary pacemakers, Swan-Ganz, and coronary angioplasty. Topics include: general principles of acid-base and blood gas collection, interpretation and analogies, cardiac surgery and peripheral vascular disease, basic principles of electrophysiology and pacemaker technology, congenital heart disease and corrective surgeries, and basic hemodynamic review. Lab experience will be provided.

CAVT 2030 CARDIAC CATHETERIZATION CLINICAL II (0-270-6)
Prerequisites: CAVT 1020, CAVT 1021
Co-requisite: CAVT 2020
Provides hands-on experience in performing invasive cardiac catheterization procedures while being monitored by a registered preceptor. Topics include: policies and procedures class, ethical and legal behavior in the catheterization laboratory, scrubbing skills, monitoring skills, and advanced cardiac life support (ACLS) certification.

CAVT 2050 CARDIAC CATHETERIZATION CLINICAL III (0-495-11)
Prerequisites: CAVT 2020, CAVT 2030
Co-requisite: CAVT 2040
This course provides a culminating clinical experience which allows students to analyze information and procedural instruction provided throughout the program. Offers an intensive study of the hands-on experience in the role of the cardiac catheterization technologist in advanced cardiovascular procedures related to the catheterization lab while being monitored by a registered preceptor with emphasis on continuing to develop skills in scrubbing, monitoring and circulating during diagnostic and interventional procedures. Topics include: professional conduct, infection control, scrubbing skills, monitoring skills and circulation skills.

CAVT 2070 CARDIAC CATHETERIZATIION REGISTRY REVIEW I (0-60-2)
Prerequisites: CAVT 1020, CAVT 1021, CAVT 2020, CAVT 2030
This course is an intensive review to prepare the student for the national examination. Topics include: cardiovascular anatomy and physiology, cardiovascular disease and pathophysiology hemodynamic data, diagnostic techniques and patient care assessments.

Chemistry

CHEM 1211 CHEMISTRY I (45-0-3)
Prerequisite: MATH 1101 or MATH 1111
Co-requisite: CHEM 1211L
Provides an introduction to basic chemical principles and concepts which explain the behavior of matter. Topics include measurement, physical and chemical properties of matter, atomic structure, chemical bonding, nomenclature, chemical reactions, and stoichiometry and gas laws.

CHEM 1211L CHEMISTRY LAB I (0-45-1)
Prerequisite: MATH 1101 or MATH 1111
Co-requisite: CHEM 1211
Selected laboratory exercises paralleling the topics in CHEM 1211. The laboratory exercises for this course include measurement, physical and chemical properties of matter, atomic structure, chemical bonding, nomenclature, chemical reactions, stoichiometry and gas laws.

CHEM 1212 CHEMISTRY II (45-0-3)
Prerequisite: CHEM 1211, CHEM 1211L
Co-requisite: CHEM 1212L
Continues the exploration of basic chemical principles and concepts. Topics include equilibrium theory, kinetics, thermodynamics, solution chemistry, acid-base theory, and nuclear chemistry.

CHEM 1212L CHEMISTRY LAB II (0-45-1)
Prerequisite: CHEM 1211, CHEM 1211L
Co-requisite: CHEM 1212
Selected laboratory exercises paralleling the topics in CHEM 1212. The laboratory exercises for this course include equilibrium theory, kinetics, thermodynamics, solution chemistry, acid-base theory, and nuclear chemistry.

Computer Information Systems

CIST 1001 COMPUTER CONCEPTS (30-60-4)
Prerequisite: None
This course provides an overview of information systems, computers and technology. Topics include: information systems and technology terminology, computer history, data representation, data storage concepts, fundamentals of information processing, fundamentals of information, security, information technology ethics, fundamentals of hardware operation, fundamentals of networking, fundamentals of the internet, fundamentals of software design concepts, fundamentals of software, (system and application), system development methodology, computer number systems conversion (binary and hexadecimal), and mobile computing.

CIST 1101 WORKING WITH MICROSOFT WINDOWS (15-60-3)
Prerequisite: None
Working with Microsoft Windows provides students with the interface concepts of Microsoft Windows software and the opportunity to develop basic computer skills. Topics include: getting started with Microsoft Windows, managing programs and files with Microsoft Windows, using Microsoft Windows applications, data transfer with Microsoft Windows, printing with Microsoft Windows, and customizing with Microsoft Windows.

CIST 1102 KEYBOARDING (15-60-3)
Prerequisite: Provisional Admission
This course introduces the touch system of keyboarding placing emphasis on correct techniques. Topics include learning the

alphabetic keyboard, the numeric keyboard and keypad, building speed and accuracy, and proofreading. Students attain a minimum of 20 gross words a minute (GMAW).

CIST 1122 HARDWARE INSTALLATION AND MAINTENANCE (30-75-4)
Prerequisite: Program Admission
This course serves to provide students with the knowledge of the fundamentals of computer technology, networking, and security along with the skills required to identify hardware, peripheral, networking, and security components with an introduction to the fundamentals of installing and maintaining computers. Students will develop the skills to identify the basic functionality of the operating system, perform basic troubleshooting techniques, utilize proper safety procedures, and effectively interact with customers and peers. This course is designed to help prepare students for the CompTIA A+ certification examination.

CIST 1130 OPERATING SYSTEMS CONCEPTS (15-60-3)
Prerequisite: None
This course provides an overview of modern operating systems and their use in home and small business environments. Activities will utilize the graphical user interface (GUI) and command line environment (CLI). This will include operating system fundamentals; installing, configuring, and upgrading operating systems; managing storage, file systems, hardware and system resources; troubleshooting, diagnostics, and maintenance of operating systems; and networking.

CIST 1180 ADVANCED TOPICS IN OPERATING SYSTEMS (15-60-3)
Prerequisite: CIST 1130
This course provides an in-depth study of operating system functions, utilities, and commands across multiple platforms. Topics include: Command Line interface (CLI), file systems and directory structures, boot sequence, temp files, swap files, page files, memory dumps, registry, .ini files, system configuration files, and the recycle bin.

CIST 1220 STRUCTURED QUERY LANGUAGE (SQL) (30-60-4)
Prerequisite: CIST 1001, COMP 1000
This course includes basic database design concepts and solving database retrieval and modification problems using the SQL language. Topics include: database vocabulary, relational database design, data retrieval using SQL, data modification using SQL, developing and using SQL procedures.

CIST 1305 PROGRAM DESIGN AND DEVELOPMENT (30-30-3)
Prerequisite: None
This is an introductory course which provides problem solving and programming concepts for those that develop user applications. An emphasis is placed on developing logic, troubleshooting, and using tools to develop solutions. Topics include: problem solving and programming concepts, structured programming, the four logic structures, file processing concepts, and arrays.

CIST 1401 COMPUTER NETWORKING FUNDAMENTALS (30-60-4)
Prerequisite: Program Admission
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.

CIST 1510 WEB DEVELOPMENT (30-30-3)
Prerequisite: None
Explores the concepts of Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), XML, and HTML following the current standards set by the World Wide Web Consortium (W3C) for developing inter-linking web pages that include graphical elements, hyperlinks, tables, forms, and image maps.

CIST 1520 SCRIPTING TECHNOLOGIES (30-30-3)
Prerequisite: CIST 1510
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.

CIST 1530 WEB GRAPHICS (30-30-3)
Prerequisite: Program Admission
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.

CIST 1540 WEB ANIMATION (30-30-3)
Prerequisite: Program Admission
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.

CIST 1601 INFORMATION SECURITY FUNDAMENTALS (30-30-3)
Prerequisite: None
This course provides a broad overview of information security. It covers terminology, history, security systems development and implementation. Topics also include the legal, ethical, and professional issues in information security.

CIST 2122 A+ PREPARATION (15-60-3)
Prerequisite: CIST 1122
This course serves to prepare students to complete the CompTIA A+ certification examination and provides students with advanced knowledge of computer technology, networking, and security fundamentals. Students will possess the skills required to identify hardware, peripherals, networking components, and security components. Students will understand basic operating system functionality and troubleshooting methodology while practicing proper safety procedures and effective interaction skills with customers and peers.

CIST 2127 COMPREHENSIVE WORD PROCESSING (15-60-3)
Prerequisite: COMP 1000
This course provides students with knowledge in word processing software. Word processing topics include creating, customizing, and organizing documents by using formatting and visual content that is appropriate for the information presented.

CIST 2128 COMPREHENSIVE SPREADSHEET TECHNIQUES (15-60-3)
Prerequisite: COMP 1000
This course provides students with knowledge in spreadsheet software. Spreadsheet topics include creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually, and collaborating on and securing data.

CIST 2129 COMPREHENSIVE DATABASE TECHNIQUES (15-90-4)
Prerequisite: None
This course provides a study of databases beginning with introductory topics and progressing through advanced development techniques. Topics include advanced database concepts, advanced development techniques, data integration concepts, and troubleshooting and supporting databases.

CIST 2130 DESKTOP SUPPORT CONCEPTS (15-60-3)
Prerequisite: None
This course is designed to give an overview to desktop support management.

CIST 2311 VISUAL BASIC I (30-75-4)
Prerequisite: CIST 1305
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.

CIST 2312 VISUAL BASIC II (30-75-4)
Prerequisites: CIST 1305, CIST 2311
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.

CIST 2313 VISUAL BASIC III (30-75-4)
Prerequisites: CIST 2311, CIST 2312
This course provides a look at advanced Web Programming techniques using Microsoft Visual Basic. Topics include class and object creation, advanced data access, communicating with server side programs, security, and advanced topics.

CIST 2341 C# PROGRAMMING I (30-75-4)
Prerequisite: CIST 1305
This course is designed to teach the basic concepts and methods of objected-oriented design and C#.Net programming. Use practical problems to illustrate C#.Net application building techniques and concepts. Develop an understanding of C#.Net vocabulary. Create an understanding of where C#.Net fits in the application development landscape. Create an understanding of the C#.Net Development Environment, Visual Studio and how to develop, debug, and run C#.Net applications using the Visual Studio. Continue to develop student's programming logic skills. Topics include: C#.NET Language History, C#.NET Variable Definitions, C#.NET Control Structures, C#.NET Functions, C#.NET Classes, C#.NET Objects, and C#.NET Graphics.

CIST 2351 PHP PROGRAMMING I (30-75-4)
Prerequisite: CIST 1305, CIST 1510
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.

CIST 2361 C++ PROGRAMMING I (30-75-4)
Prerequisite: CIST 1305
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.

CIST 2371 JAVA PROGRAMMING I (30-75-4)
Prerequisite: CIST 1305
This course is designed to teach the basic concepts and methods of objected-oriented design and Java programming. Use practical problems to illustrate Java application building techniques and concepts. Develop an understanding of Java vocabulary. Create an understanding of where Java fits in the application development landscape. Create an understanding of the Java Development Kit and how to develop, debug, and run Java applications using the JDK. Continue to develop student's programming logic skills. Topics include: JAVA Language History, JAVA Variable Definitions, JAVA Control Structures, JAVA Methods, JAVA Classes, JAVA Objects, and JAVA Graphics.

CIST 2372 JAVA PROGRAMMING II (30-75-4)
Prerequisite: CIST 2371
This course is an intermediate course in Java Programming. It is assumed that the student knows the Java syntax as well as basic object oriented concepts. The student will use classes and objects provided by the core Java API. They will use these classes to accomplish tasks such as Database access, File access, exception handling, running threads, using sockets to talk across a network, and remotely calling methods using RMI techniques.

CIST 2373 JAVA PROGRAMMING III (30-75-4)
Prerequisite: CIST 2372
This course is a course in building Web Applications using Java Enterprise Edition (JEE). It is assumed that the student knows Java Standard Edition as the concepts and techniques build on that foundation. The student will install Web, Application and Database servers. The student will learn to build Web Applications using JEE technologies, such as Servlets, Java Server Pages and Enterprise JavaBeans.

CIST 2381 MOBILE APPLICATION DEVELOPMENT (30-60-4)
Prerequisite: CIST 1305

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.

CIST 2411 MICROSOFT CLIENT (30-60-4)
Prerequisite: Program Admission
Provides the ability to implement, administrate, and troubleshoot Windows Professional Client as a desktop operating system in any network environment.

CIST 2412 WINDOWS SERVER DIRECTORY SERVICES (30-60-4)
Prerequisite: Program Admission
Provides students with knowledge and skills necessary to install, configure, manage, support and administer Microsoft Directory Services.

CIST 2413 MICROSOFT SERVER INFRASTRUCTURE (30-60-4)
Prerequisite: Program Admission
Provides students with knowledge and skills necessary to install, configure, manage, support and administer a Microsoft network infrastructure.

CIST 2414 MICROSOFT SERVER ADMINISTRATOR (30-60-4)
Prerequisite: Program Admission
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.

CIST 2431 UNIX/LINUX INTRODUCTION (30-60-4)
Prerequisite: Program Admission
This course introduces the UNIX/Linux operating system skills necessary to perform entry-level user functions. Topics include: history of UNIX/Linux, login and logout, the user environment, user password change, the file system, hierarchy tree, editors, file system commands as they relate to navigating the file system tree, UNIX/Linux manual help pages, using the UNIX/Linux graphical desktop, and command options. In addition, the student must be able to perform directory and file displaying, creation, deletion, redirection, copying, moving, linking files, wildcards, determining present working directory and changing directory locations.

CIST 2432 UNIX/LINUX SERVER (30-60-4)
Prerequisite: Program Admission
This course covers UNIX/Linux operating system administration skills necessary to perform administrative functions. Topics include: installing UNIX/Linux, configuring and building a custom kernel, adding and removing software packages, managing run levels, managing users and groups, implementing security permissions, introduction to shell programming, managing and fixing the file system, managing memory and swap space, managing and scheduling jobs, managing system logs, understanding the boot process, system configuration files, file backup and restore, file compression, fault tolerance, and printing.

CIST 2433 UNIX/LINUX ADVANCED SERVER (30-60-4)
Prerequisite: CIST 2432
This course covers UNIX/Linux operating system advanced administration skills necessary to perform advanced administrative functions. Topics include: understanding UNIX/Linux networking, managing network printing, configuring and troubleshooting TCP/IP on UNIX/Linux, configuring DHCP, DNS, a Web server, an FTP server, an E-mail server, and understanding NIS (yp) and NFS. Also, includes the following: understanding advanced security issues such as firewalls and NAT, using network commands, use of graphical system such as X Windows, sharing files and printers, and advanced shell programming.

CIST 2434 UNIX/LINUX SCRIPTING (30-60-4)
Prerequisite: CIST 2431
Course covers UNIX/Linux shell programming techniques necessary for UNIX/Linux System Administrators to understand and create shell script programs in a UNIX/Linux environment. Topics include: shell variables, running shell script program, conditional processing, looping structures, arithmetic operators, logical operators such as AND, OR, and NOT, positional parameters and process variables, redirection, piping and standard error, use of backslash, quotes and back quotes.

CIST 2441 CISCO NETWORKING FOR HOME AND SMALL BUSINESSES (30-60-4)
Prerequisite: Program Admission
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.

CIST 2442 CISCO WORKING AT A SMALL-TO-MEDIUM BUSINESS OR ISP (30-60-4)
Prerequisite: CIST 2441
This course prepares students for jobs as network technicians and helps them develop additional skills required for computer technicians and help desk technicians. It provides a basic overview of routing and remote access, addressing, and security. It also familiarizes students with servers that provide email services, web space, and authenticated access. Students learn about the soft skills required for help desk and customer service positions, and the final chapter helps them prepare for the CCENT certification exam. Network monitoring and basic troubleshooting skills are taught in context.

CIST 2443 CISCO ROUTING AND SWITCHING (30-60-4)
Prerequisite: CIST 2441
The students will be familiarized with the equipment applications and protocols installed in enterprise networks, with a focus on switched networks, IP Telephony requirements, and security. It also introduces advanced routing protocols such as Enhanced Interior Gateway Routing Protocol (EIGRP) and Open Shortest Path First (OSPF) Protocol.

CIST 2444 CISCO DESIGNING AND SUPPORTING COMPUTER NETWORKS (30-60-4)
Prerequisites: CIST 2442, CIST 2443
This course introduces students to network design processes using two examples; a large stadium enterprise network and a medium-sized film company network. Students follow a standard design process to expand and upgrade each network, which includes requirements gathering, proof-of-concept, and project management. Lifecycle services, including upgrades, competitive analyses, and system integration, are presented in the context of pre-sale support. In addition to the Packet Tracer and lab exercises found in the previous courses, there are many pen-and-paper and role laying exercises that students complete while developing their network upgrade proposals.

CIST 2450 INTERACTIVE AND SOCIAL APPS INTEGRATION (42-38-4)
Prerequisite: CIST 1305
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.

CIST 2451 INTRODUCTION TO NETWORKS - CISCO (30-60-4)
Prerequisite: Program Admission
This course provides students with classroom and laboratory experience in current and emerging network technology. Topics include basics of communication, converged networks, OSI and TCP/IP network models, Application layer protocols, services, and applications, Transport layer protocols and services, Network layer addressing and routing concepts, IPv4 and IPv6, calculating IPv4 subnets, Data Link layer and the encapsulation process, Physical layer components and data encoding, Ethernet and network protocol analysis, network cabling, and basic network configuration.

CIST 2452 CISCO ROUTING AND SWITCHING ESSENTIALS(30-60-4)
Prerequisite: CIST 2451
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.

CIST 2453 CISCO SCALING NETWORKS (30-60-4)
Prerequisite: CIST 2451
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.

CIST 2454 CISCO CONNECTING NETWORKS (30-60-4)
Prerequisites: CIST 2452, CIST 2453
This course provides students with classroom and laboratory experience in current and emerging network technology. Topics include: introduction to WANs, WAN protocols, basic network security and ACLs, remote access, IP addressing services, and network troubleshooting.

CIST 2455 CISCO CCNA SECURITY (30-60-4)
Prerequisite: CIST 2444 or CIST 2454
Cisco Networking Academy CCNA Security course provides a next step to build upon the concepts and skills acquired in the four Cisco Networking Academy CCNA courses. It is for individuals who want to enhance their CCNA-level skill set and help meet the growing demand for network security professionals. It covers network security principles, tools, and configuration practices to enhance network security. Students will acquire the skills needed to design, implement, and support network security.

CIST 2471 CCNP ROUTE: IMPLEMENTING IP ROUTING (30-60-4)
Prerequisite: CIST 2454 or CIST 2444 or CCNA Certification
Teaches students how to implement, monitor, and maintain routing services in an enterprise network. The course covers how to plan, configure, and verify the implementation of complex enterprise LAN and WAN routing solutions using a range of routing protocols in IPv4/IPv6 environments. The course includes configuration of secure routing solutions. Comprehensive labs emphasize hands-on learning and practice to reinforce configuration skills.

CIST 2472 CCNP SWITCH: IMPLEMENTING IP SWITCHING (30-60-4)
Prerequisite: CIST 2454 or CIST 2444 or CCNA Certification
Teaches students how to implement, monitor, and maintain switching in converged enterprise campus networks. The course covers how to plan, configure, and verify the implementation of complex enterprise switching solutions. The course also covers the secure integration of VLANs, WLANs, voice and video into campus networks. Comprehensive labs emphasize hands-on learning and practice to reinforce configuration skills.

CIST 2473 CCNP TSHOOT: MAINTAINING AND TROUBLSHOOTING IP NETWORKS (30-60-4)
Prerequisite: CIST 2471 or CIST 2472
Teaches students how to monitor and maintain complex enterprise routed and switched IP networks. Skills learned include the planning and execution of regular network maintenance as well as support and troubleshooting using technology-based process and best practices based on systematic and industry recognized approaches. Extensive labs emphasize hands-on learning and practice to reinforce troubleshooting techniques.

CIST 2510 WEB TECHNOLOGIES (30-30-3)
Prerequisite: Program Admission
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.

CIST 2531 WEB GRAPHICS II (30-30-3)
Prerequisite: CIST 1530
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.

CIST 2550 WEB DEVELOPMENT II (30-30-3)
Prerequisites: CIST 1220, CIST 1510, CIST 1520
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.

CIST 2601 IMPLEMENTING OPERATING SYSTEMS SECURITY (30-60-4)
Prerequisites: CIST 1401 or CIST 2451 or CIST 2441; CIST 1601

This course will provide knowledge and the practical experience necessary to configure the most common server platforms. Lab exercises will provide students with experience of establishing operating systems security for the network environment.

CIST 2602 NETWORK SECURITY (30-60-4)
Prerequisites: CIST 1401 or CIST 2451 or CIST 2441
This course provides knowledge and the practical experience necessary to evaluate, implement and manage secure information transferred over computer networks. Topics include network security, intrusion detection, types of attacks, methods of attacks, security devices, basics of cryptography and organizational security elements.

CIST 2611 IMPLEMENTING INTERNET/INTRANET FIREWALLS (30-60-4)
Prerequisites: CIST 1401 or CIST 2451 or CIST 2441
Students will learn how to plan, design, install and configure firewalls that will allow key services while maintaining security. This will include protecting the Internal IP services, configuring a firewall for remote access and managing a firewall.

CIST 2612 COMPUTER FORENSICS (30-60-4)
Prerequisites: CIST 1122, CIST 1601
This course examines the use of computers in the commission of crimes, collection, analysis and production of digital evidence. Students will use computer resources to explore basic computer forensic investigation techniques.

CIST 2630 COMPUTER FORENSICS & DATA IDENTIFICATION (15-60-3)
Prerequisites: CIST 1122, CIST 1130, CIST 1180
Provides a study of computer forensic techniques that will teach the techniques needed to harvest, identify, and analyze data while maintaining the legal and ethical standards needed to produce evidence that is admissible in court. Topics include: Computer Forensics, Ethical practices, Sterile Media, Computer Forensic Tools, Evidence Collection, Evidence Analysis, and Documentation.

CIST 2631 CYBER CRIME TECHNOLOGY (15-60-3)
Prerequisites: CIST 1130, CIST 2630
This course prepares the student to search and investigate web based criminal activity into a computer system or a network. Identify, separate, and investigate web files and data that are suspicious. Through utilization of forensic tools, track route of travel, sender, and destination of suspected files and data. Harvest data from web browsers and email clients. Harvest data from cell phones and PDAs. Prepare suspected files and data for presentation at a legal proceeding.

CIST 2632 COMPUTER FORENSICS PROJECT (15-60-3)
Prerequisite: CIST 1180
This is a capstone course project providing a realistic experience for students working in an environment to locate evidence of a crime within a computer system and prepare it for presentation at a trial or legal proceeding. Topics include: search warrants and chain/control of evidence, operating system tools and techniques, data recovery and safeguard, and presentation for trial/legal proceeding.

CIST 2921 IT ANALYSIS, DESIGN, AND PROJECT MANAGEMENT (30-75-4)
Prerequisite: CIST 1305
IT Analysis, Design, and Project Management will provides a review and application of systems life cycle development methodologies and project management. Topics include: Systems planning, systems analysis, systems design, systems implementation, evaluation, and project management.

CIST 2950 WEB SYSTEMS PROJECT (15-60-3)
Prerequisite: Advisor Approval
This course is a capstone course providing a realistic experience for students working in a team to develop a complete web systems project.

CIST 2991 CIST INTERNSHIP I (0-135-3)
Prerequisite: Advisor Approval
This course 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.

Clinical Laboratory Technology

CLBT 1010 INTRODUCTION TO CLINICAL LABORATORY TECHNOLOGY (15-45-2)
Prerequisite: Program Admission
This course introduces students to the terms, concepts, procedures, and equipment used in a professional clinical laboratory. Topics include: professional ethics and regulatory agencies; laboratory safety, equipment, and techniques; phlebotomy/specimen processing; related lab math, quality control concepts; process improvement; documentation and computer usage; and point of care testing. Practical experience in phlebotomy will be provided in the institution laboratory and/or the clinical setting.

CLBT 1030 URINALYSIS/BODY FLUIDS (15-45-2)
Prerequisites: BIOL 2113, BIOL 2113L
Co-requisites: CLBT 1010
This course provides theory and techniques required to conduct tests on urine and various body fluids. Theory and tests are related to disease states and diagnosis. Topics include: fundamental theory of urinalysis; basic urinalysis tests; correlation of urinalysis to disease states; related lab math; body fluid tests; special urinalysis and related testing; and safety and quality control.

CLBT 1040 HEMATOLOGY/COAGULATION (45-90-5)
Prerequisite: BIOL 2113, BIOL 2113L
Co-requisites: CLBT 1010
This course introduces the fundamental formation, function, and degradation of blood cells. Topics include: reticuloendothelial system and blood cell formation, complete blood count and differential, other related blood test, related lab math, correlation of test results to disease states, coagulation and fibrinolysis, instrumentation for hematology and coagulation, critical values and blood cell dycrasias, safety and quality control, and process improvement.

CLBT 1050 SEROLOGY/IMMUNOLOGY (30-45-3)
Co-requisite: CLBT 1010
This course introduces the fundamental theory and techniques applicable to serology and immunology practice in the medical laboratory. Topics include: immune system, antigen and antibody reactions, immunological diseases, related lab math, common serological techniques, safety and quality control, and process improvement.

CLBT 1060 IMMUNOHEMATOLOGY (30-90-4)
Prerequisite: CLBT 1050
This course provides an in-depth study of immunohematology principles and practices as applicable to medical laboratory technology. Topics include: genetic theory and clinical applications, immunology, donor unit collection, related lab math, pre-transfusion testing, management of disease states and transfusion reactions, safety and quality control, and process improvement.

CLBT 1070 CLINICAL CHEMISTRY (30-90-4)
Prerequisites: BIOL 2114, BIOL 2114L, CLBT 1010
This course develops concepts and techniques of clinical chemistry applicable to medical laboratory technology. Topics include: carbohydrates, electrolytes and acid-base balance, nitrogenous compounds, related lab math, enzymes and endocrinology, liver functions, lipids, toxicology and therapeutic drug monitoring, safety and quality control, correlation of disease states, process improvement (team approach), and critical thinking skills.

CLBT 1080 MICROBIOLOGY (60-90-5)
Prerequisite: CLBT 1010
This course introduces fundamental microbiology and parasitology theory and techniques applicable to disease state identification. Topics include: microbiology fundamentals; basic techniques; clinical microbiology; related lab math; anti-microbial sensitivity; safety and quality control; parasitology; mycology, mycobacteriology, and virology; correlation of disease states; and process improvement.

CLBT 2090 CLINICAL URINALYSIS, SEROLOGY, AND PREANYALYTIC SPECIMEN PROCESS PRACTICUM (0-135-3)
Prerequisites: CLBT 1010, CLBT 1030, CLBT 1050
This course provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a

professional level of technical application and requires concentration, practice, and follows through. Topics include: urinalysis tests, serological tests and techniques, blood and specimen processing, correlation of test results to disease states, safety and quality control, and quality assurance. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

CLBT 2100 CLINICAL IMMUNOHEMATOLOGY PRACTICUM (0-180-4)
Prerequisite: CLBT 1060
This course provides students with an opportunity for in-depth application and reinforcement of immunohematology principles and techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follows through. Topics include: specimen processing; slide and tube immunological techniques; criteria for special techniques; component and therapy practices; management of disease states; transfusion complications; safety; documentation/quality control; and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

CLBT 2110 CLINICAL HEMATOLOGY/COAGULATION PRACTICUM (0-180-4)
Prerequisite: CLBT 1040
This course provides students with an opportunity for in-depth application and reinforcement of hematology/coagulation principles and techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follows through. Topics include: complete blood count and differentials; other related blood tests; coagulation and fibrinolysis tests; correlation of test results to disease states and critical values; instrumentation; safety; documentation/quality control; and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

CLBT 2120 CLINICAL MICROBIOLOGY PRACTICUM (0-180-4)
Prerequisite: CLBT 1080
This course provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follows through. Topics include: specimen inoculations; stains; culture work-ups; bacterial identification; anti-microbial sensitivity; media preparation; safety; documentation/quality control; and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

CLBT 2130 CLINICAL CHEMISTRY PRACTICUM (0-180-4)
Prerequisite: CLBT 1070
This course provides students with an opportunity for in-depth application and reinforcement of chemistry principles and techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follows through. Topics include: therapeutic drugs and toxicology; automated and manual chemistry; immune-chemistry; special chemistry; safety; correlation of test results to disease states and critical values; instrumentation; documentation/quality control; and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

CLBT 2200 CLT CERTIFICATION REVIEW (0-60-2)
Prerequisites: CLBT 1030, CLBT 1040, CLBT 1050, CLBT 1060, CLBT 1070, CLBT 1080
Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for the medical laboratory technician level. Topics include review of: professional ethics, regulatory agencies, safety, and fundamental techniques; phlebotomy and specimen collection and processing; quality control concepts; computer applications; urinalysis and body fluids; hematology and coagulation; immunology and serology; immunohematology; clinical chemistry in solutions; microbiology; parasitology, mycology, mycobacteriology, and virology; and test taking skills.

Construction Management

CMTT 2010 RESIDENTIAL ESTIMATING REVIEW (45-0-3)
Prerequisite: None
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.

CMTT 2020 CONSTRUCTION DRAFTING I (15-60-3)
Prerequisite: COMP 1000
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.

CMTT 2050 RESIDENTIAL CODE REVIEW (30-30-3)
Prerequisite: CMTT 2010
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.

CMTT 2130 COMPUTERIZED CONSTRUCTION SCHEDULING (30-30-3)
Prerequisite: COMP 1000
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.

CMTT 2170 CONSTRUCTION CONTRACTING (60-0-4)
Prerequisite: CMTT 2130
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.

Construction Fundamentals Core

COFC 1000 SAFETY (30-0-2)
Prerequisite: None
Co-requisites: COFC 1010, COFC 1020, COFC 1030
This course provides a review of general safety rules and practices giving students' 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.

COFC 1010 INTRODUCTION TO CONSTRUCTION (30-0-2)
Prerequisite: None
Co-requisites: COFC 1000, COFC 1020, COFC 1030
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.

COFC 1011 OVERVIEW OF BUILDING CONSTRUCTION PRACTICES (30-0-2)
Prerequisite: Provisional Admission
This course covers the introduction to a residential construction project from start to finish. Topics to include preparing to build, tools and equipment, building foundations, wood frame construction, completing the structure, finish carpentry and construction specialties.

COFC 1020 PROFESSIONAL TOOL USE AND SAFETY (15-60-3)
Prerequisite: None
Co-requisites: COFC 1000, COFC 1010, COFC 1030

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.

COFC 1030 MATERIALS AND FASTENERS (30-0-2)
Prerequisite: None
Co-requisites: COFC 1000, COFC 1010, COFC 1020
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.

COFC 1050 CONSTRUCTION PRINT READING FUNDAMENTALS (45-0-3)
Prerequisites: COMP 1000, MATH 1012
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.

COFC 1080 CONSTRUCTION TRADES CORE (45-45-4)
Prerequisites: None
This course introduces the student to the basic fundamentals of the construction trades. Topics include basic safety, construction math, hand and power tools, construction drawings, rigging, materials handling, and job-site communication and work ethic skills.

College Life

COLL 1000 COLLEGE SUCCESS AND SURVIVAL SKILLS (30-0-2)
Prerequisite: None
This course is designed to provide tools to assist students to acquire skills necessary to achieve academic and professional success in their chosen occupational/technical program of study. Topics include: Getting off to a Good Start, Learning and Personality Styles, Time and Money Management, Study and Test Taking Skills, Stress Management and Wellness, Communication Skills, and Career Exploration.

COLL 1500 STUDENT SUCCESS (45-0-3)
Prerequisite: None
This course is designed to provide tools to assist students to acquire skills necessary to achieve academic and professional success in their chosen occupational/technical program of study. Topics include: Getting off to a Good Start, Learning and Personality Styles, Time and Money Management, Study and Test Taking Skills, Stress Management and Wellness, Communication Skills, Career Exploration, Research Skills, College Campus Knowledge, Memory and Reading Skills, Presentation and Interview Skills, and Group Skills.

Introduction to Computers

COMP 1000 INTRODUCTION TO COMPUTERS (15-60-3)
Prerequisite: Provisional Admission
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. When advisors determine remediation is appropriate, students are advised to take CIST 1101, Working With Microsoft Windows, before attempting COMP 1000.

Cosmetology

COSM 1000 INTRODUCTION TO COSMETOLOGY THEORY (60-0-4)
Prerequisite: Program admission
Introduces fundamental theory and practices in the cosmetology profession. Emphasis will be placed on professional practices and safety. Topics include: state rules and regulations; state regulatory agency, image; bacteriology;

decontamination and infection control, chemistry fundamentals, safety, Hazardous Duty Standards Act compliance, and anatomy and physiology.

COSM 1010 CHEMICAL TEXTURE SERVICES (15-75-3)
Prerequisite: None
Co-requisite: COSM 1000
Provides instruction in the chemistry and chemical reactions of permanent wave solutions and relaxers, application of permanent waves and relaxers. Precautions and special problems involved in applying permanent waves and relaxers will be emphasized. Topics include: permanent wave techniques, chemical relaxer techniques, chemistry, physical and chemical change, safety procedures, permanent wave and chemical relaxer application procedures, hair analysis, scalp analysis, permanent wave procedures (in an acceptable time frame), relaxer application (in an acceptable time frame), and Hazardous Duty Standards Act Compliance.

COSM 1020 HAIR CARE AND TREATMENT (15-60-3)
Prerequisite: None
Co-requisite: COSM 1000
Introduces the theory, procedures and products used in the care and treatment of the scalp and hair, disease and disorders and their treatments and the fundamental theory and skills required to shampoo, condition, and recondition the hair and scalp.

COSM 1030 HAIRCUTTING (15-90-3)
Prerequisite: None
Co-requisite: COSM 1000
Introduces the theory and skills necessary to apply haircutting techniques, advanced haircutting techniques, proper safety and decontamination precautions, hair design elements, cutting implements, head, hair and body analysis, and client consultation.

COSM 1040 STYLING (15-75-3)
Prerequisite: None
Co-requisite: COSM 1000
Introduces the fundamental theory and skills required to create shapings, pin curls, fingerwaves, roller placement, blow dry styling, thermal curling, thermal pressing, thermal waving, artificial hair and augmentation, and comb-outs. Laboratory training includes styling training on manikin. Topics include: braiding/intertwining hair, styling principles, pin curls, roller placement, fingerwaves, skip waves, ridge curls, blow dry styling, thermal curling, thermal pressing, thermal waving, artificial hair and augmentation, comb-outs, and safety precautions.

COSM 1050 HAIR COLOR (15-75-3)
Prerequisite: None
Co-requisite: COSM 1000
Introduces the theory and application of temporary, semipermanent, demipermanent-deposit only, and permanent hair coloring, hair lightening, and color removal products and application. Topics include: principles of color theory, hair structure, color, tone, classifications of color, hair lightening, color removal, application procedures, safety precautions, client consultation, product knowledge, haircolor challenges, corrective solutions, and special effects.

COSM 1060 FUNDAMENTALS OF SKIN CARE (15-90-3)
Prerequisite: None
Co-requisite: COSM 1000
This course provides a comprehensive study in care of the skin for theory and practical application. Emphasis will be placed on client consultation, safety precautions, skin conditions, product knowledge, basic facials, facial massage, corrective facial treatments, hair removal, and make-up application. Other topics in this course include advanced skin treatments in electrotherapy, light therapy, galvanic current, high frequency, and microdermabrasion.

COSM 1070 NAIL CARE AND ADVANCED TECHNIQUES (15-90-3)
Prerequisite: None
Co-requisite: COSM 1000
Provides training in manicuring, pedicuring and advanced nail techniques. Topics include: implements, products and supplies, hand and foot anatomy and Physiology, diseases and disorders, manicure techniques, pedicure techniques, nail product chemistry, safety precautions and practices, and advanced nail techniques (wraps/tips/acrylics).

COSM 1080 PHYSICAL HAIR SERVICES PRACTICUM (15-90-3)
Prerequisites: COSM 1000, COSM 1020, COSM 1030, COSM 1040
Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is required by the Georgia State Board of Cosmetology. This course includes a portion of the required hours for licensure. Topics include: scalp, and hair treatments; haircutting; styling; dispensary; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

COSM 1090 HAIR SERVICES PRACTICUM I (15-90-3)
Prerequisite: COSM 1000, COSM 1010, COSM 1020, COSM 1030, COSM 1040, COSM 1050
Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is prescribed by the Georgia State Board of Cosmetology. This course includes a portion of the hours required for licensure. Topics include: permanent waving and relaxers; hair color, foiling, lightening, hair and scalp treatments; haircutting; clipper design, precision cutting, styling; dispensary; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; product knowledge, customer service skills, client retention, State Board Rules and Regulations guidelines, and State Board foundation prep.

COSM 1100 HAIR SERVICES PRACTICUM II (15-90-3)
Prerequisite: None
Co-requisite: COSM 1090
Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications for completion of state board service credit requirements for this course may be met in a laboratory setting. Topics include: texture services; permanent waving and relaxers; hair color and lightening; skin, scalp, and hair treatment; haircutting; styling; dispensary; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

COSM 1110 HAIR SERVICES PRACTICUM III (15-90-3)
Prerequisite: None
Co-requisite: COSM 1100
Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting. Topics include: permanent waving and relaxers; hair color and lightening; scalp, and hair treatments; haircutting; dispensary; styling; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; and state licensure preparation.

COSM 1115 HAIR SERVICES PRACTICUM IV (0-90-2)
Prerequisite: None
Co-requisite: COSM 1110
This course provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting. Topics include: permanent waving and relaxers; hair color and lightening; hair and scalp treatments; haircutting; dispensary; styling; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; and state licensure preparation.

COSM 1120 SALON MANAGEMENT (45-0-3)
Prerequisite: None
Co-requisite: COSM 1000
Emphasizes the steps involved in opening and operating a privately owned salon. Topics include: law requirements regarding employment, tax payer education / federal and state responsibilities, law requirements for owning and operating a salon business, business management practices, and public relations and career development.

COSM 1125 SKIN AND NAIL CARE PRACTICUM (0-90-2)
Prerequisite: None
Co-requisite: COSM 1060, COSM 1070
This course provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications for completion of state board service credit requirements for this course may be met in a laboratory setting. Topics include: skin treatment; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

COSM 2000 INSTRUCTIONAL THEORY AND DOCUMENTATION (30-60-4)
Prerequisite: Program Admission
Introduces the fundamental theory and practices of the cosmetology instructor profession. Emphasis will be placed on fostering and providing educational training in the field of Cosmetology. Topics include: state and local laws, rules and regulations, professional image, effective communication, theory of instruction, Hazardous Duty Standards Act Compliance, career opportunities, documentation for attendance, grades, student service and theory hours, basic record keeping, and effective use of an advisory committee.

COSM 2010 SALON MANAGEMENT (15-75-3)
Prerequisite: None
Co-requisite: COSM 2000
Emphasizes the steps involved in the operation of a cosmetology program. Topics include: entry-level skills, communication skills, inventory, networking, and portfolio design.

COSM 2020 PRINCIPLES OF TEACHING (15-75-3)
Prerequisite: None
Co-requisite: COSM 2000
Provides knowledge and application on the principles of teaching. Topics include: educator to learner relationships, communication skills, emotional influences, needs of today's learner, destructive verses constructive tactics, learner motivation, and cultivating positive relationships.

COSM 2030 LESSON PLANS (15-75-3)
Prerequisite: None
Co-requisite: COSM 2000
Emphasizes the steps in involved in the development of a lesson plan. Topics include: development of curriculum, instructional outcomes, components of a lesson plan, using visual aids, print materials and audio visuals in a lesson plan.

COSM 2040 CLASSROOM MANAGEMENT (15-75-3)
Prerequisite: None
Co-requisite: COSM 2000
Emphasis will be placed on classroom management, professionalism in the classroom and dynamic clinic teaching. Topics include: classroom management, managing learner behavior, managing difficult learners, classroom arrangements, clinic environment, and academic advising and counseling.

COSM 2050 INSTRUCTION AND EVALUATION (0-90-2)
Prerequisite: None
Co-requisite: COSM 2000
Identify the characteristics of the different learner types, teaching methods, and measuring student learning outcomes. Topics include: challenges for all learner styles, lecturing, preparing for a lecture method of teaching, testing, academic policy, rubrics, special learner needs, and multiple-category grading system.

COSM 2060 PRACTICUM I (0-135-3)
Prerequisites: COSM 2000, COSM 2010, COSM 2020, COSM 2030, COSM 2040, COSM 2050
Provides experience necessary for professional development and completion of requirements for Instructor training state licensure. Emphasis will be placed on the student's display of professional conduct, positive attitude, and evaluation of learners in a classroom/lab setting. The requirements for this course may be met in a classroom/laboratory setting. Topics include monitoring and evaluating in the following areas: theory/online testing; permanent waving and relaxers; hair color and bleaching; skin, scalp, and hair treatments; haircutting; dispensary; styling; manicure/pedicure/advanced nail techniques; dispensary; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance.

COSM 2070 PRACTICUM II (0-135-3)
Prerequisite: None
Co-requisite: COSM 2060
Provides experience necessary for professional development and completion of requirements for instructor training state licensure requirements. Emphasis will be placed on the student's display of professional conduct, positive attitude, and evaluation of learners in a lab setting. The requirements for this course may be met in a classroom/laboratory setting. Topics include monitoring and evaluating in the following areas: permanent waving and relaxers; hair color and lightening; skin,

scalp, and hair treatments; haircutting; dispensary; styling; manicure/pedicure/advanced nail techniques; dispensary; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance.

Criminal Justice

CRJU 1010 INTRODUCTION TO CRIMINAL JUSTICE (45-0-3)
Prerequisite: Provisional Admission
This course introduces the development and organization of the criminal justice system in the United States. Topics include: the American criminal justice system; constitutional limitations; organization of enforcement, adjudication, and corrections; and career opportunities and requirements.

CRJU 1030 CORRECTIONS (45-0-3)
Prerequisite: Program Admission
This course provides an analysis of all phases of the American correctional system and practices, including its history, procedures, and objectives. Topics include: history and evolution of correctional facilities; legal and administrative problems; institutional facilities and procedures; probation, parole, and prerelease programs; alternative sentencing; rehabilitation; community involvement; and staffing.

CRJU 1040 PRINCIPLES OF LAW ENFORCEMENT (45-0-3)
Prerequisite: Program Admission
This course examines the principles of the organization, administration, and duties of federal, state and local law enforcement agencies. Topics include: history and philosophy of law enforcement, evaluation of administrative practices, problems in American law enforcement agencies, emerging concepts, professionalism, and community crime prevention programs.

CRJU 1043 PROBATION AND PAROLE (45-0-3)
Prerequisite: Program Admission
This course will cover the history of both juvenile and adult probation as well as the history of parole. The probation and parole systems will be covered generally with a special emphasis on the Georgia systems and related laws. Topics include: history and philosophy of probation and parole; function of the probation and parole systems; Georgia law related to probation and parole; characteristics and roles of probation and parole officers; and special issues and programs of probation and parole.

CRJU 1050 POLICE PATROL OPERATION (45-0-3)
Prerequisite: Program Admission
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.

CRJU 1052 CRIMINAL JUSTICE ADMINISTRATION (45-0-3)
Prerequisite: Program Admission
This course explores the managerial aspects of effective and efficient police administration. Emphasis is directed towards increasing organizational skills and overcoming interdepartmental and inter-agency non-communication. Topics include: environmental management, human resources, and organizational concerns.

CRJU 1054 POLICE OFFICER SURVIVAL (30-30-3)
Prerequisite: None
This course examines the critical issues involved in the survival of a police officer in all aspects including their physical, mental, and psychological wellbeing. Emphasis is placed on personal protection skills, defensive tactics, handcuffing techniques, patrol tactics, vehicle stops, building searches and use of force.

CRJU 1056 POLICE TRAFFIC CONTROL AND INVESTIGATION (30-30-3)
Prerequisite: Program Admission
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.

CRJU 1062 METHODS OF CRIMINAL INVESTIGATION (45-0-3)
Prerequisite: Program Admission
This course presents the fundamentals of criminal investigation. The duties and responsibilities of the investigator both in field and in the courtroom are highlighted. Emphasis is placed on techniques commonly utilized by investigative personnel as well as the procedures used for investigating various crimes.

CRJU 1063 CRIME SCENE PROCESSING (15-60-3)
Prerequisite: Program Admission
This course presents students with practical exercises dealing with investigating crime scenes and gathering various forms of physical evidence. Emphasis is placed on crime scene assessment, search, fingerprinting, and evidence collection. Topics include: crime scene management, evidence characteristics, identification, documentation and collection as well as techniques for developing and lifting latent fingerprints.

CRJU 1065 COMMUNITY-ORIENTED POLICING (45-0-3)
Prerequisite: Program Admission
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.

CRJU 1068 CRIMINAL LAW FOR CRIMINAL JUSTICE (45-0-3)
Prerequisite: Program Admission
This course introduces criminal law in the United States, but emphasizes the current specific status of Georgia criminal law. The course will focus on the most current statutory contents of the Official Code of Georgia Annotated (O.C.G.A.) with primary emphasis on the criminal and traffic codes. Topics include: historic development of criminal law in the United States; statutory law, Georgia Code (O.C.G.A.) Title 16 - Crimes and Offenses; statutory law, Georgia Code (O.C.G.A.) Title 40 - Motor Vehicle and Traffic Offenses; and Supreme Court rulings that apply to criminal law.

CRJU 1072 INTRODUCTION TO FORENSIC SCIENCE (45-0-3)
Prerequisite: Program Admission
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.

CRJU 1075 REPORT WRITING (45-0-3)
Prerequisite: Program Admission
Explains and demonstrates the effectiveness of the entire criminal investigation process by the quality of notes reports, and accurate documentation. An examination of what goes into the preparation, content, elements, mechanics, and format of documenting the criminal investigation process. Topics include: Field notes, initial information, observations, evidence, victims, witnesses, property, neighborhood canvass, crime scene, laboratory analysis and results, investigative follow-up, suspect statements, and the characteristics essential to quality report writing.

CRJU 1400 ETHICS AND CULTURAL PERSPECTIVES FOR CRIMINAL JUSTICE (45-0-3)
Prerequisite: Program Admission
This course provides an exploration ethics and cultural perspectives in criminal justice. In presenting ethics, both the individual perspective and the organizational standpoint will be examined. Four areas of ethical decision making opportunities are studied including: law enforcement ethics; correctional ethics; legal profession ethics; and policymaking ethics. The presentation of cultural perspectives is designed to aid law enforcement officers to better understand and communicate with members of other cultures with whom they come in contact in the line of duty. Topics include: defining and applying terms related to intercultural attitudes, role-play activities related to intercultural understanding, developing interpersonal/intercultural communication competence, and development of personal intercultural growth plan.

CRJU 2020 CONSTITUTIONAL LAW FOR CRIMINAL JUSTICE (45-0-3)
Prerequisite: Program Admission
This course emphasizes those provisions of the Bill of Rights which pertain to criminal justice. Topics include: characteristics and powers of the three branches of government; principles governing the operation of the U.S. Constitution, the Bill of Rights and the Fourteenth Amendment.

CRJU 2050 CRIMINAL PROCEDURE (45-0-3)
Prerequisite: Program Admission
Introduces the procedural law of the criminal justice system which governs the series of proceedings through which government enforces substantive criminal law. The course offers an emphasis on the laws of arrest and search and seizure; the rules of evidence, right to counsel, and the rights and duties of both citizens and officers. The course covers in depth appropriate Case Law and court rulings that dictate criminal procedure on the State and Federal Level.

CRJU 2060 CRIMINOLOGY (45-0-3)
Prerequisite: Program Admission
This course 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.

CRJU 2070 JUVENILE JUSTICE (45-0-3)
Prerequisite: Program Admission
Analyzes the nature, extent, and causes of juvenile delinquency, and examines processes in the field of juvenile justice. Topics include: survey of juvenile law, comparative analysis of adult and juvenile justice systems, and prevention and treatment of juvenile delinquency.

CRJU 2090 CRIMINAL JUSTICE PRACTICUM (0-135-3)
Prerequisite: Advisor Approval
This course provides experiences necessary for further professional development and exposure to related agencies in the criminal justice field. The student will pursue a professional research project supervised by the instructor. Topics include: criminal justice theory applications.

CRJU 2100 CRIMINAL JUSTICE EXTERNSHIP (0-135-3)
Prerequisite: Advisor Approval
This course provides experiences necessary for further professional development and exposure to related agencies in the criminal justice field. The student will pursue an externship in a related agency supervised by the instructor. Topics include: criminal justice theory applications.

CRJU 2110 HOMELAND SECURITY (45-0-3)
Prerequisite: Program Admission
This course provides an introduction to the principles of homeland security, roles and responsibilities of constituencies and implications for criminal justice fields. Topics include: intelligence and warning, border and transportation security, domestic counterterrorism, protecting critical infrastructure, defending against catastrophic threats, and emergency preparedness and response.

CRJU 2201 CRIMINAL COURTS (45-0-3)
Prerequisite: Program Admission
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.

Central Sterile Supply Processing

CSSP 1010 CENTRAL STERILE SUPPLY PROCESSING TECHNICIAN (45-60-5)
Prerequisite: Program admission
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 receive training to function as entry-level employees and receive 32 to 40 hours of clinical hours toward the 400 hours required to be eligible to sit for the International Association of Healthcare Central Service Material Management certification exam.

CSSP 1020 CENTRAL STERILE SUPPLY PROCESSING TECHNICIAN PRACTICUM I (0-270-6)
Prerequisite: Program admission
This course complements CSSP 1010 Central Sterile Supply Processing Technician, providing the practicum hours necessary to meet the International Association of Healthcare Central Service Materiel Management (IAHCSMM) requirements to sit for the certification examination.

CSSP 1022 CENTRAL STERILE SUPPLY PROCESSING TECHNICIAN PRACTICUM II (0-225-5)
Prerequisite: Program admission
This course complements CSSP 1010 Central Sterile Supply Processing Technician, and together with CSSP 1020 provides the practical hours necessary to meet the International Association of Healthcare Central Service Materiel Management (IAHCSMM) requirements to sit for the certification examination.

Commercial Truck Driving

CTDL 1010 FUNDAMENTALS OF COMMERCIAL DRIVING (45-0-3)
Prerequisite: None
This course introduces students to the transportation industry, federal and state regulations, records and forms, industrial relations, and other non-driving activities. This course provides an emphasis on safety that will continue throughout the program.

CTDL 1020 COMBINATION VEHICLE BASIC OPERATION AND RANGE WORK (15-35-2)
Co-requisite: CTDL1010
This course familiarizes students with truck instruments and controls and performing basic maneuvers required to drive safely in a controlled environment and on the Driving Range. Each student must receive 12 hours behind the wheel (BTW) instructional time in range operations such as operating a tractor trailer through clearance maneuvers, backing, turning, parallel parking and coupling/uncoupling.

CTDL 1030 COMBINATION VEHICLE ADVANCED OPERATIONS (20-105-4)
Co-requisite: CTDL1020
Advanced Operations develops students' driving skills under actual road conditions. The classroom part of the course stresses following safe operating practices. These safe operating practices are integrated into the development of driving skills on the road. Each student must receive at least twelve (12) hours behind-the-wheel (BTW) instructional time on the street/road. In addition the student must have a minimum program total of forty four (44) hours BTW instructional time in any combination (with CTDL 1020) of range and street/road driving. Note: state law requires that whenever a combination vehicle is operated on public roads an instructor must be present in the vehicle while the student is driving.

CTDL 1040 COMMERCIAL DRIVING INTERNSHIP (0-180-4)
Prerequisite: None
Co-requisite: CTDL1020
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.

Dental Assisting

DENA 1010 BASIC HUMAN BIOLOGY (15-0-1)
Prerequisite: Program Admission
This course 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; normal structure and function of the human body focusing on cells and tissues, organs and systems, and homeostatic mechanisms.

DENA 1030 PREVENTIVE DENTISTRY (15-30-2)
Prerequisite: DENA 1080, DENA 1340
This course 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.

DENA 1050 MICROBIOLOGY AND INFECTION CONTROL (30-30-3)
Prerequisite: Program Admission
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.

DENA 1070 ORAL PATHOLOGY AND THERAPEUTICS (30-0-2)
Prerequisite: DENA 1010, DENA 1080
This course 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).

DENA 1080 DENTAL BIOLOGY (75-0-5)
Prerequisite: Program Admission
This course 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.

DENA 1090 DENTAL ASSISTING NATIONAL BOARD EXAM PREPARATION (15-0-1)
Prerequisite: Advisor Approval
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.

DENA 1340 DENTAL ASSISTING I: GENERAL CHAIRSIDE (45-90-6)
Prerequisite: Program Admission
This course introduces the 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.

DENA 1350 DENTAL ASSISTING II: DENTAL SPECIALTIES AND EFDA SKILLS (60-90-7)
Prerequisite: DENA 1340
This course focuses on chairside assisting with dental specialty procedures. Topics include prosthodontic procedures (fixed and removable); orthodontics; pediatric dentistry; periodontic procedures; oral and maxillofacial surgery procedures; endodontics 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 all required clinical skills to receive EFDA certification.

DENA 1390 DENTAL RADIOLOGY (45-30-4)
Prerequisite: DENA 1080
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 extraoral radiographic techniques; and quality assurance techniques.

DENA 1400 DENTAL PRACTICE MANAGEMENT (15-30-2)
Prerequisite: COMP 1000, DENA 1340
This course 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.

DENA 1460 DENTAL PRACTICUM I (0-45-1)
Prerequisite: DENA 1050, DENA 1340, DENA 1350, DENA 1390
Co-requisite: DENA 1470, DENA 1480
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.

DENA 1470 DENTAL PRACTICUM II (0-45-1)
Co-requisite: DENA 1460, DENA 1480
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.

DENA 1480 DENTAL PRACTICUM III (0-225-5)
Co-requisite: DENA 1460, DENA 1470
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.

Drafting

DFTG 1015 PRACTICAL MATHEMATICS FOR DRAFTING TECHNOLOGY (45-0-3)
Prerequisite: None
This course introduces and develops basic mathematic concepts needed to be successful in the drafting industry. Course content will emphasize geometric concepts and trigonometric concepts as they pertain to drafting/CAD.

DFTG 1101 CAD FUNDAMENTALS (30-60-4)
Prerequisite: Provisional Admission
Establishes safety practices as they relate to a drafting environment. Introduces basic CAD functions while presenting essential principles and practices for line relationships, scale, and geometric construction.

DFTG 1103 MULTIVIEW/BASIC DIMENSIONING (30-60-4)
Prerequisite: DFTG 1101
Multiview/Basic Dimensioning course provides multiview and pictorial sketching, orthographic drawing and fundamental dimensioning methods necessary to develop 2D and 3D views that completely describe machine parts for manufacture using intermediate CAD software techniques.

DFTG 1105 3D MECHANICAL MODELING (30-60-4)
Prerequisite: DFTG 1103
In the 3D Mechanical Modeling course, the student becomes acquainted with concepts of the software related to Parametric modeling for mechanical drafting. The student will develop the skills necessary to create 3D models and presentation/working drawings.

DFTG 1107 ADVANCED DIMENSIONING/SECTIONAL VIEWS (30-60-4)
Prerequisite: DFTG 1103
Co-requisite: DFTG 1105
Advanced Dimensioning/Sectional Views continues dimensioning skill development and introduces tools for precision measurement and sectional views.

DFTG 1109 AUXILIARY VIEWS/SURFACE DEVELOPMENT (30-60-4)
Prerequisite: DFTG 1105
Introduces techniques necessary for auxiliary view drawings, surface development, and developing sheet metal parts. Topics include: primary auxiliary views, secondary auxiliary views, surface development, and developing sheet metal parts.

DFTG 1111 FASTENERS (30-60-4)
Prerequisite: DFTG 1103
This course covers the basics of identifying fastening techniques, interpreting technical data, and creating working drawings. Topics include utilization of technical data, identifying thread types, graphic representation of threaded fasteners, utilization of other fastening techniques, welding symbol identification, and welding symbol usage in working drawings.

DFTG 1113 ASSEMBLY DRAWINGS (30-60-4)
Prerequisite: DFTG 1111
Assembly Drawings provides knowledge and skills necessary to create working drawings for the manufacture of machine parts. Topics include: detail drawings, orthographic assembly drawings, pictorial assembly drawings, and utilization of technical reference source.

DFTG 1125 ARCHITECTURAL FUNDAMENTALS (30-60-4)
Prerequisite: None
Introduces architectural fundamental principles and practices associated with architectural styles and drawing. Fundamentals residential and commercial practices will be covered. Topics include: specifications and materials; architectural styles, construction drawing practices and procedures, dimensioning and scales.

DFTG 1127 ARCHITECTURAL FUNDAMENTALS (30-60-4)
Prerequisite: None
In the Architectural 3D Modeling course, the student becomes acquainted with concepts of the software related to Parametric modeling for Architectural drafting. The student will develop the skills necessary to create 3D models and presentation/constructions drawings.

DFTG 1129 RESIDENTIAL DRAWING I (30-60-4)
Prerequisite: DFTG 1125
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.

DFTG 1131 RESIDENTIAL DRAWING II (30-60-4)
Prerequisite: DFTG 1129
Continues in-depth architectural drawing practice and develops architectural design skills. Plans are designed to meet applicable codes. Topics include: material take-offs; footing and foundation; floor plans; exterior elevations; site plans; and construction drawing techniques/practices.

DFTG 1133 COMMERCIAL DRAWING I (30-60-4)
Prerequisite: DFTG 1125
Introduces commercial drawing skills necessary to produce construction drawings given floor plan information. Topics include: structural steel detailing, reflected ceiling plans, rebar detailing, and commercial construction drawings.

DFTG 2010 ENGINEERING GRAPHICS (30-60-4)
Prerequisite: None
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 principles.

DFTG 2020 VISUALIZATION AND GRAPHICS (15-90-3)
Prerequisite: None
This course is an introduction to engineering and component visualization. Sketching, line drawing, computer assisted drafting, solid modeling including parametric modeling are practiced. Development of working drawings and requirements for drawing in a manufacturing and rapid pro-type environment are emphasized.

DFTG 2030 ADVANCED 3D MODELING ARCHITECTURAL (15-95-4)
Prerequisite: DFTG 1127
In this course students become acquainted with concepts of the software related to Presentations for Architectural Renderings and Architectural Animations. Students will demonstrate skills in texture applications, camera angles for presentations, lighting and shadow techniques for architectural renderings, and animation techniques for architectural presentations.

DFTG 2040 ADVANCED 3D MODELING MECHANICAL (15-95-4)
Prerequisite: DFTG 1105
In this course the student becomes acquainted with concepts of the software to Sheet Metal modeling for mechanical drafting, multi-body parts assemblies, and basic animation techniques for mechanical assembly presentations.

DFTG 2110 BLUEPRINT READING FOR TECHNICAL DRAWING I (15-30-2)
Prerequisite: Provisional Admission
Introduces the fundamental principles and practices associated with interpreting technical drawings. Topics include: interpretation of blueprints and sketching.

DFTG 2120 PRINT READING FOR ARCHITECTURE (15-60-3)
Prerequisite: None
This course emphasizes skills in reading, producing and interpreting construction drawings. Topics include: reading and measuring plans, identifying and understanding lines, symbols, dimensions, materials, schedules, and specifications.

DFTG 2130 MANUAL DRAFTING FUNDAMENTALS (15-30-2)
Prerequisite: None
This course emphasizes the essential techniques of basic manual drafting. It introduces drafting tools and equipment, scale and measurement, line relationships and lettering, and geometric construction concepts.

DFTG 2210 BLUEPRINT READING FOR TECHNICAL DRAWING II (15-30-2)
Prerequisite: DFTG 2110
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.

DFTG 2300 DRAFTING TECHNOLOGY PRACTICUM/INTERNSHIP 3 (0-135-3)
Prerequisite: Advisor Approval
Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control.

DFTG 2400 DRAFTING TECHNOLOGY PRACTICUM/INTERNSHIP 4 (0-180-4)
Prerequisite: Advisor Approval
Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievements and quality control.

DFTG 2500 DRAFTING TECHNOLOGY EXIT REVIEW (0-135-3)
Prerequisite: Advisor Approval
Emphasis is placed on students' production of portfolio-quality pieces. Focuses on the preparation for entry into the job market.

DFTG 2600 DRAFTING TECHNOLOGY PRACTICUM/INTERNSHIP 6 (0-270-6)
Prerequisite: Advisor Approval
Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control.

Dental Hygiene

DHYG 1000 TOOTH ANATOMY AND ROOT MORPHOLOGY (30-0-2)
Prerequisite: Program Admission

Provides the student with a thorough knowledge of external and internal morphological characteristics of human primary and secondary dentition. Also introduces the student to various tooth identification systems, classifications of occlusion and dental anomalies. Topics include: oral cavity anatomy, dental terminology, external and internal tooth anatomy, tooth nomenclature and numbering systems, individual tooth and root morphology, occlusion and dental anomalies.

DHYG 1010 ORAL EMBRYOLOGY AND HISTOLOGY (15-0-1)
Prerequisite: Program Admission
Focuses on the study of cells and tissues of the human body with emphasis on those tissues that compose the head, neck, and oral cavity. Topics include: cellular structure and organelles; histology of epithelium; histology of connective tissue; histology of muscle tissue; histology of nerve tissue; histology of oral mucosa and orofacial structures; embryological development of the head and neck; tooth development; and development of tooth supporting structures.

DHYG 1020 HEAD AND NECK ANATOMY (30-0-2)
Prerequisite: Program Admission
Focuses on anatomy of the head and neck. Emphasis is placed on those structures directly affected by the practice of dentistry. Topics include: terminology; anatomic landmarks; osteology of the skull; temporomandibular joint; muscles of mastication; muscles of facial expression; nervous system; blood supply of the head and neck; lymphatic system and immunology; endocrine and exocrine glands of the head and neck; nasal and paranasal sinuses; fascial spaces and the spread of dental infections; and anatomy concerning local anesthesia.

DHYG 1030 DENTAL MATERIALS (15-30-2)
Prerequisite: Program Admission
Focuses on the nature, qualities, composition and manipulation of materials used in dentistry. The primary goal of this course is to enhance the student's ability to make clinical judgments regarding the use and care of dental materials based on how these materials react in the oral environment. Topics include: dental materials standards, dental materials properties, impression materials, gypsum products, mouthguards and whitening systems, dental bases, liners and cements, temporary restorations, classifications for restorative dentistry, direct restorative materials, indirect restorative materials, polishing procedures for dental restorations, removable dental prostheses, sealants, and implants.

DHYG 1040 PRECLINICAL DENTAL HYGIENE LECTURE (30-0-2)
Prerequisite: Program Admission
Co-requisite: DHYG 1050
Provides fundamental skills to be utilized in the delivery of optimum patient care by the dental hygienist. Topics include: patient assessment, instrumentation, charting, occlusion, caries, emergencies, ethics and professionalism, asepsis, and patient and clinician positioning.

DHYG 1050 PRECLINICAL DENTAL HYGIENE LAB (0-90-2)
Prerequisite: Program Admission
Co-requisite: DHYG 1040
Provides fundamental skills to be utilized in the delivery of optimum patient care by the dental hygienist. Topics include: asepsis, ethics and professionalism, emergencies, patient assessment, patient and clinician positioning, instrumentation, charting, occlusion and caries.

DHYG 1070 RADIOLOGY LECTURE (30-0-2)
Prerequisite: Program Admission
Co-Prerequisite: DHYG 1020
Emphasizes the application of radiology principles in the study of the teeth and their surrounding structures. Topics include: radiation physics principles; radiation biology; radiation safety; radiographic quality assurance; imaging theory; radiographic interpretation; radiographic need; legal issues of dental radiography; and digital radiography techniques and principles.

DHYG 1090 RADIOLOGY LAB (0-30-1)
Prerequisite: Program Admission
Co-requisite: DHYG 1020
Emphasizes the application of radiology principles in the study of the teeth and their surrounding structures. Topics include: radiation safety, radiographic quality assurance, imaging theory, radiographic interpretation, radiographic need, and digital radiography principles and techniques.

DHYG 1110 CLINICAL DENTAL HYGIENE I LECTURE (30-0-2)
Prerequisite: DHYG 1040
Co-requisite: DHYG 1111
Continues the development of knowledge in patient care. Topics include: prevention, instrumentation, patient management, dental appliances, and treatment planning.

DHYG 1111 CLINICAL DENTAL HYGIENE I LAB (0-135-3)
Prerequisite: DHYG 1050
Co-requisite: DHYG 1110
Continues the development of knowledge in patient care. Topics include: prevention, instrumentation, patient management, dental appliances, treatment planning, and applied techniques.

DHYG 1206 PHARMACOLOGY AND PAIN CONTROL (45-0-3)
Prerequisite: Program Admission
Introduces principles of basic pharmacology as they pertain to the practice of dentistry and dental hygiene. Emphasizes actions and reactions of medications commonly used in the dental office or taken by dental patients. Topics include: pharmaceutical referencing; legal and ethical considerations; drug effects; contraindications; drug related emergencies; dental related anesthesia; and pain control.

DHYG 2010 CLINICAL DENTAL HYGIENE II LECTURE (30-0-2)
Prerequisite: DHYG 1070, DHYG 1110
Co-requisite: DHYG 2020
Continues the development of student knowledge in treating patients and preventing oral disease. Topics include: instrument sharpening; patient assessment; antimicrobial use; pulp vitality testing; treatment of hypersensitivity; whitening; implant care; tobacco cessation; pit and fissure sealants, scaling, debridement and root planing; ultrasonics and air polishing and dietary analysis.

DHYG 2020 CLINICAL DENTAL HYGIENE II LAB (0-90-2)
Prerequisites: DHYG 1070, DHYG 1090, DHYG 1111
Co-requisite: DHYG 2010
Continues the development of student knowledge in treating patients and preventing oral disease. Topics include: instrument sharpening; patient assessment; antimicrobial use; pulp vitality testing; treatment of hypersensitivity; whitening; implant care; tobacco cessation; pit and fissure sealants; scaling, debridement and root planing; ultrasonics and air polishing; dietary analysis, and applied techniques.

DHYG 2050 GENERAL AND ORAL PATHOLOGY / PATHOPHYSIOLOGY (45-0-3)
Prerequisites: DHYG 1010, DHYG 1020
Introduces pathology as a specialty of dentistry and includes the etiology, pathogenesis and recognition of various pathological conditions. Emphasis is placed on oral and paraoral pathology and systemic conditions affecting the head and neck. Topics include: terminology and biopsy procedures; inflammation, repair, and regeneration; soft tissue and dental anomalies; pathogenesis of caries and pulpal pathology; cysts and tumors of the head and neck; systemic conditions that affect the oral structures; infectious diseases; diseases of the salivary glands; diseases of bone; blood dyscrasias; vesiculo-erosive and autoimmune diseases; and genetic diseases and syndromes of the head and neck.

DHYG 2070 COMMUNITY DENTAL HEALTH (15-60-3)
Prerequisite: DHYG 1110
Provides students with a broad understanding of the healthcare system and an objective view of the significant social, political, psychological and economic forces directing the system. Prepares students to promote oral health and prevent oral disease in a community, by meeting specific dental health needs of community groups. Topics include: epidemiology; community dental care assessment; community dental care provision; preventive counseling for groups; group oral health education; terminology; dental care systems; biostatistics; and concepts of dental research.

DHYG 2080 CLINICAL DENTAL HYGIENE III LECTURE (30-0-2)
Prerequisite: DHYG 2010
Co-requisite: DHYG 2090
Continues the development of student knowledge necessary for treatment and prevention of oral diseases. Topics include: treatment of patients with special needs.

DHYG 2090 CLINICAL DENTAL HYGIENE III LAB (0-180-4)
Prerequisite: DHYG 2020
Co-requisite: DHYG 2080
Continues the development of student skills necessary for treatment and prevention of oral disease. Topics include: special needs patients and applied techniques.

DHYG 2110 BIOCHEMISTRY AND NUTRITION FUNDAMENTALS FOR THE DENTAL HYGIENIST (30-0-2)
Prerequisite: None
Provides a basic introduction to organic chemistry and biochemistry. Familiarizes students with the role of nutrition in the human body with an emphasis on the dental hygienist's role as a nutritional educator. Topics include: molecular structure, carbohydrates, proteins, nutrition and digestion, bioenergetics, nutritional aspects, nutritional disorders, and diet assessment.

DHYG 2130 CLINICAL DENTAL HYGIENE IV LECTURE (30-0-2)
Prerequisite: DHYG 2080
Co-requisite: DHYG 2140
Focuses on the dental hygiene field and presents the fundamental concepts and principles necessary for successful participation in the dental profession. Topics include: employability skills; State of Georgia Dental Practice Act; office management; expanded duties; legal aspects; ethics; dental hygiene practice settings; and dentistry and dental hygiene regulation.

DHYG 2140 CLINICAL DENTAL HYGIENE IV LAB (0-180-4)
Prerequisite: DHYG 2090
Co-requisite: DHYG 2130
Continues the development of student skills necessary for treatment and prevention of oral disease. Topics include: applied techniques and time management.

DHYG 2200 PERIODONTOLOGY (45-0-3)
Prerequisite: DHYG 1010
Provides fundamental information on periodontal anatomy, pathogenesis of the periodontal diseases, and an introduction to modern rational periodontal therapy, including preventive, non-surgical, and surgical methods. Topics include: tissues of the periodontium; periodontal pathology; periodontal diseases; assessment and treatment planning; periodontal disease therapy; and periodontal emergencies.

Design and Media Production

DMPT 1000 INTRODUCTION TO DESIGN AND MEDIA PRODUCTION (45-90-6)
Prerequisite: None
This course covers the basics of computer terminology, operating systems, and input and output devices, file formatting, file management, and overview of software. Introduces students to the fundamentals of design concepts, including design, composition and layout, color theory and typography.

DMPT 1005 VECTOR GRAPHICS (15-120-5)
Prerequisite: None
This course is an introduction to the creation of vector imagery. Students will learn to draw illustrations, transform objects, work with layers, patterns, brushes, and filters, use effects and create graphics for the various applications. The focus will be on learning the essential tools, basic operation and commands used in the creation of vector graphics used in different media fields.

DMPT 1010 RASTER IMAGING (15-120-5)
Prerequisite: None
In the Raster Imaging course, the student becomes acquainted with the concepts and software related raster image manipulation. The student is introduced to the workspace and tools used in an image editing software and will learn basic image editing techniques.

DMPT 1600 INTRODUCTION TO VIDEO PRODUCTION (15-90-4)
Prerequisite: None
This course is an introduction to the creative and technical aspects of video production. Students will learn the basic terminology and techniques of video production through analysis of produced video works as well as hands-on experience. Students will be introduced to basic digital video production including: pre-production and planning, camera operation and framing, lighting, sound, and post-production with basic editing.

DMPT 2300 FOUNDATIONS OF INTERFACE DESIGN (15-90-4)
Prerequisite: None
This course lays the foundation for an in-depth study of web Interface design. Students will be exposed to the basics of information architecture, usability studies, and basic web graphic element creation. These studies will be used as a basis to develop comprehensive web layout and navigation systems. Topics include: thumbnails, sitemaps, common usability problems, page mock-ups, style sheets, and incorporating external media files.

DMPT 2305 WEB INTERFACE DESIGN (15-90-4)
Prerequisite: DMPT 2300
This course introduces best practices for interaction design and user experience. This course begins with a review of static page design and progresses into Cascading Style Sheet (CSS) construction. Students will be introduced to JavaScript as a means of expanding page interactivity. Students will learn to upload websites, retrieve, and replace pages on a server.

DMPT 2310 ANIMATION FOR WEB (15-90-4)
Prerequisite: None
This course begins with Keyframe animation and Tween animation and then progresses into code driven functionality. Students will be introduced to ActionScript or a similar language and use it to incorporate interactive navigation elements, sound and video files.

DMPT 2330 INTRODUCTION TO CONTENT MANAGEMENT SYSTEMS (15-90-4)
Prerequisite: COMP 1000
In this introduction to CMS, the student learns the basics of installing and configuring a Content Management System (CMS) to easily build blogs and small web sites. Students will perform common tasks using any of the most popular (and free) Content Management Systems.

DMPT 2400 BASIC 3D MODELING AND ANIMATION (15-90-4)
Prerequisite: None
An introduction to 3D Animation software and component visualization. Students will be introduced to software and basic techniques to begin creating models and material for animation projects. Students will also be introduced to basic lighting and animation concepts so that they will be able to develop a complete animation using 3D software at the end of this course.

DMPT 2600 BASIC VIDEO EDITING (15-90-4)
Prerequisites: DMPT 1005, DMPT 1010, DMPT 1600
An introduction to basic audio and video editing techniques used in digital video production with non-linear software. Students will be introduced to the primary feature set and interface of video editing software and will learn to perform basic editing functions that include setup, adjusting and customizing preferences and settings, capturing video and audio, various editing and trimming techniques and tools, audio editing and audio creation, finishing and output.

DMPT 2605 INTRODUCTION TO VIDEO COMPOSITING AND BROADCAST ANIMATION (15-90-4)
Prerequisite: DMPT 1010
This course introduces how to create and animate motion graphics. Students will learn to create dynamic animated titles and logos, animate raster and vector image file graphics, composite and edit multi-layered special effects using footage, work with shapes and masks, work with 3D elements, apply and animate various effect filters, and analyze and compress digital video for different output specifications. Students will be exposed to compositing concepts, techniques, and terminology used in finalizing a video or animation project.

DMPT 2610 INTERMEDIATE VIDEO COMPOSITING AND BROADCAST ANIMATION (15-90-4)
Prerequisite: DMPT 2605
This course will expose students to advanced techniques used in finalizing a video or animation project using compositing

software. The class will reinforce compositing concepts, workflow techniques and terminology that students have learned in previous classes. More advanced tools and techniques will be introduced to focus on overall project workflow.

DMPT 2615 INTERMEDIATE VIDEO EDITING (15-90-4)
Prerequisite: DMPT 2600
This course will focus on more advanced editing and finishing techniques. Students will explore different editing styles and techniques for different genres and learn how to use these techniques to create complex compositions with polished transitions, fix screen direction errors, edit multi-camera projects, edit and mix audio, work with nested sequences, create effects, use filters creatively, color correct video, and manage clips and media.

DMPT 2620 INTERMEDIATE GRAPHICS FOR TELEVISION (15-105-4)
Prerequisite: DMPT 1010
The student will apply knowledge from the Introduction to Raster Imaging to creating static graphics for broadcast. Emphasis will be placed upon aesthetics and techniques, working with filters, compositing, layering, creating alpha channels, creating mattes, creating titles and effects as well as importing images to the application. The student will also learn how to export multi-layer graphics into applicable animation and editing applications.

DMPT 2625 DVD AUTHORING (15-90-4)
Prerequisite: DMPT 1010, DMPT 2600, DMPT 2605
This course will provide design techniques and strategies for authoring DVDs. Students will create interactive navigational interfaces for their own projects. Students will "author" a DVD by crating buttons, interactive links, and slideshows.

DMPT 2900 PRACTICUM/INTERNSHIP I (0-135-3)
Prerequisite: Advisor Approval
Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control.

DMPT 2905 PRACTICUM/INTERNSHIP II (0-180-4)
Prerequisite: Advisor Approval
Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control.

DMPT 2910 PRACTICUM/INTERNSHIP III (0-225-5)
Prerequisite: Advisor Approval
Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control.

DMPT 2930 EXIT REVIEW (0-180-4)
Prerequisite: Advisor Approval
Emphasis is placed on student's production of portforlio-quality pieces. Focuses on the preparation for entry into the job market.

Medical Diagnostic Sonography

DMSO 1040 SONOGRAPHIC PHYSICS AND INSTRUMENATION (15-60-3)
Prerequisite: Program Admission
Sonographers apply principles of ultrasound in the operation of medical sonographic equipment to produce a sonogram. Knowledge of the interaction of ultrasound with tissue is important for image optimization, acquisition and interpretation of sonographic images, and critical to the accurate diagnosis of disease. Introduces concepts for the factors involved with diagnostic ultrasound principles and instruments. Emphasis will be placed on ultrasound physics, transducer construction, operation and characteristics, artifacts, sonographic transducers and sound beams, hemodynamic and Doppler imaging, sonographic instrumentation, quality assurance/quality control of sonographic instruments, bioeffects and safety. Student laboratory scanning hours are included in this course.

DMSO 1080 SONOGRAPHIC PHYSICS AND INSTRUMENTATION REGISTRY REVIEW (0-30-1)
Prerequisite: DMSO 1040
Provides a review of knowledge from previous courses and helps the student prepare for national certification examinations for sonography. Information concerning test taking skills will also be reviewed. Topics include: patient care, safety and communication, physics principles, ultrasound transducers, pulse-echo instrumentation, Doppler instrumentation, and quality assurance/quality control of equipment.

Direct Support Professional

DRSP 1100 FACILITATING ACCESS TO COMMUNITY LIVING I (120-0-8)
Prerequisite: Program Admission
Co-requisite: DRSP 1130
This course (accompanied by a companion practicum course) is 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, social networks/social capital; Positive behavior supports, systematic instruction in community/work places; responsibilities within direct support role regarding rights of individuals receiving services; legal implications for violating rights; recognizing abuse and reporting requirements; recognizing nutritional and emotional health and resources for physical supports; basic life and health supports and dangers associated with common safety and sanitation issues; appropriate medical practices relating to an individual; appropriate work habits and dealing with stress; organizational structures of learning organizations and the purpose and function of community services.

DRSP 1130 DIRECT SUPPORT PROFESSIONAL PRACTICUM I (0-180-4)
Prerequisite: Program Admission
Co-requisite: DRSP 1100
This practicum accompanies DRSP 1100 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; social networks/social capital; motivation, encouragement and challenging behavior; systematic instruction in natural environments; rights, safeguards, confidentiality, and documentation; personal wellness; medical supports; medications; conduct and expectation; learning organizations/organizing for performance; and Georgia Services System.

Early Childhood Care and Education

ECCE 1101 INTRODUCTION TO EARLY CHILDHOOD CARE AND EDUCATION (45-0-3)
Prerequisite: Provisional admission
This course 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.

ECCE 1103 CHILD GROWTH AND DEVELOPMENT (45-0-3)
Prerequisite: Provisional admission
This course introduces the student to the physical, social, emotional, and cognitive development of the young child (prenatal through 12 years of age). The course provides for competency development in observing, recording, and interpreting growth and development stages in the young child; advancing physical and intellectual competence; supporting social and emotional development; and examining relationships between child development and positive guidance. Topics include developmental characteristics, prenatal through age 12, developmental guidance applications, observing and recording techniques, ages and stages of development, and introduction to children with special needs.

ECCE 1105 HEALTH, SAFETY, AND NUTRITION (30-30-3)
Prerequisite: Provisional admission
This course introduces the theory, practices, and requirements for establishing and maintaining a safe, healthy learning environment. Topics include CPR and first aid, health issues, safety issues, child abuse and neglect, and nutritional needs of children.

ECCE 1112 CURRICULUM AND ASSESSMENT (30-30-3)
Prerequisites/Co-Prerequisite: ECCE 1103
This course provides student with an understanding of developmentally effective approaches to teaching, learning, observing, documenting and assessment strategies that promote positive development for young children. The course will enable the student to establish a learning environment appropriate for young children and to identify the goals, benefits, and uses of assessment in the development of curriculum for young children. Topics include observing, documenting, and assessing; learning environments; development of curriculum plans and materials; curriculum approaches; and instructional media.

ECCE 1113 CREATIVE ACTIVITIES FOR CHILDREN (30-30-3)
Prerequisite: Provisional admission
Introduces the concepts related to creativity in art, music, movement and creative drama, and facilitating children's creative expression across the curriculum. Topics include concepts of creativity and expression; theories of young children's creative development; facilitation of children's creative expression, media, methods and materials across the curriculum; appreciation of children's art processes and products; appreciation of children's creativity in music, movement and dance; appreciation of children's creative expression in play and creative drama; and art and music appreciation.

ECCE 1121 EARLY CHILDHOOD CARE AND EDUCATION PRACTICUM (15-90-3)
Prerequisite/Co-Prerequisite: ECCE 1105
This course 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.

ECCE 2115 LANGUAGE AND LITERACY (30-30-3)
Prerequisite/Co-Prerequisite: ECCE 1103
This course develops knowledge, skills, and abilities in supporting young children's literacy acquisition and development, birth through age twelve. Topics include developmental continuum of reading and writing, literacy acquisition birth to five years of age, literacy acquisition in kindergarten, literacy acquisition in early grades, and literacy acquisition in children who are culturally and linguistically diverse.

ECCE 2116 MATH AND SCIENCE (30-30-3)
Prerequisite/Co-Prerequisite: ECCE 1103
This course presents the process of introducing math and science concepts to young children; which includes planning and implementation of developmentally appropriate activities and development of math and science materials, media and methods. Topics include inquiry approach to learning; cognitive stages and developmental processes in developing math and science concepts with children birth to five; cognitive stages and developmental processes in developing math and science concepts with children in kindergarten and primary grades; planning math and science activities; and development of math and science materials, media and methods.

ECCE 2201 EXCEPTIONALITIES (45-0-3)
Prerequisite: ECCE 1103
Provides for the development of knowledge and skills that will enable the student to understand individuals with special needs and appropriately guide their development. Special emphasis is placed on acquainting the student with programs and community resources that serve families with children with special needs. Topics include inclusion/least restrictive environment (LRE), physical and motor impairments, gifted/talented, intellectual and cognitive disabilities, emotional and behavioral disorders, communication disorders in speech and language, autism spectrum disorders, visual impairments, deaf and hard of hearing, health impairments, multiple disabilities, and community resources.

ECCE 2202 SOCIAL ISSUES AND FAMILY INVOLVEMENT (45-0-3)
Prerequisite: Provisional admission
This course enables the student to value the complex characteristics of children's families and communities and to develop culturally responsive practices which will support family partnerships. Students use their understanding to build reciprocal relationships which promote children's development and learning. Students are introduced to local programs and agencies that offer services to children and families within the community. Topics include professional responsibilities, family/social issues, community resources, family education and support, teacher-family communication, community partnerships, social diversity and anti-bias concerns, successful transitions, and school-family activities.

ECCE 2203 GUIDANCE AND CLASSROOM MANAGEMENT (45-0-3)
Prerequisite: ECCE 1103
This course examines effective guidance practices in group settings based upon the application of theoretical models of child development and of developmentally appropriate practices. Focus will be given to individual, family, and cultural diversity. Topics will include developmentally appropriate child guidance (birth through 12); effective classroom management, including preventive and interventive techniques; understanding challenging behaviors; and implementing guidance plans.

ECCE 2240 EARLY CHILDHOOD CARE AND EDUCATION INTERNSHIP (0-540-12)
Prerequisites: ECCE 1101, ECCE 1103, ECCE 1105
This course provides the student with the opportunity to gain a supervised experience in an actual or simulated work site allowing demonstration of techniques obtained from course work. Practicum topics include promoting child development and learning; building family and community relationships; observing, documenting, and assessing to support young children and families; teaching and learning; becoming a professional; and guidance techniques and classroom management.

ECCE 2310 PARAPROPESSIONAL METHODS AND MATERIALS (45-0-3)
Prerequisite: ECCE 1103
This course develops the instructional skills to enable the student to work as a paraprofessional in a program for kindergarten through elementary age children. Topics include assessment and curriculum, instructional techniques, and methods for instruction in a learning environment.

ECCE 2312 PARAPROPESSIONAL ROLES AND MATERIALS (45-0-3)
Prerequisite: ECCE 1103
This course develops skills to enable the student to work as a paraprofessional in a program for kindergarten through elementary aged children. Topics include professional qualifications, professional and ethical conduct, professionalism and employment, and paraprofessional roles and responsibilities.

ECCE 2320 PROGRAM ADMINISTRATION AND FACILITY MANAGEMENT (45-0-3)
Prerequisite: Provisional admission
Provides training in planning, implementation, and maintenance of an effective early childhood program and facility. Topics include organization, mission, philosophy, goals of a program; types of programs; laws, rules, regulations, accreditation, and program evaluation; needs assessment; administrative roles and board of directors; anti-bias program development; child development and developmentally appropriate practices; marketing, public and community relations, grouping, enrollment and retention; working with families; professionalism and work ethics; space management; money management; and program, equipment, and supplies management.

ECCE 2322 PERSONNEL MANAGEMENT (45-0-3)
Prerequisite: Provisional admission
Provides training in early childhood personnel management. Topics include staff records; communication; personnel policies; managing payroll; recruitment, interviewing, selection, hiring, motivating, and firing; staff retention; staff scheduling; staff development; staff supervision; conflict resolution; staff evaluations; ethical responsibilities to employees; and time and stress management.

ECCE 2330 INFANT/TODDLER DEVELOPMENT (45-0-3)
Prerequisite: Provisional admission
This course introduces the three developmentally meaningful age periods during infancy. Provides knowledge, grounded in brain and attachment research, about how children learn and the skills and attitudes necessary to support optimum social/emotional, cognitive, and physical development for children from birth to three. Principles of brain development and language and communication will be explored in depth. Special emphasis is placed on experiential learning to show caregivers practical ways of meeting the fundamental needs of all infants in group care settings and of helping them learn the lessons that every infant comes into the world eager to learn. The needs of infants and toddlers with established disabilities as well as those at risk for developmental problems will be examined from the perspective of early intervention and inclusion.

ECCE 2332 INFANT/TODDLER GROUP CARE AND CURRICULUM (45-0-3)
Prerequisite: Provisional admission
This course provides the knowledge and skills necessary to meet the fundamental needs of children from birth to three in group care settings. Establishes a foundation for a responsive, relationship-based curriculum for children birth to three who

are in group care settings. Introduces the philosophy behind primary care, continuity of care, and respectful care. Explores ways of creating environments for infant/toddler group care which foster optimum social/emotional, physical and cognitive development, promote cultural sensitivity and encourage positive parent caregiver relations.

ECCE 2340 FAMILY CHILD CARE PROGRAM MANAGEMENT (45-0-3)
Prerequisite: Provisional admission
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.

ECCE 2342 FAMILY CHILD CARE BUSINESS MANAGEMENT (45-0-3)
Prerequisite: Provisional admission
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.

ECCE 2360 CLASSROOM STRATEGIES FOR EXCEPTIONAL CHILDREN (45-0-3)
Prerequisite: ECCE 2201
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.

ECCE 2362 EXPLORING YOUR ROLE IN THE EXCEPTIONAL ENVIRONMENT (30-45-3)
Prerequisite: ECCE 2201
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.

Electrical & Computer Engineering Technology

ECET 1101 CIRCUIT ANALYSIS I (45-45-4)
Prerequisite: None
Co-Requisite: ENGT 1000, MATH 1111
Emphasizes the knowledge and ability to analyze basic DC circuits and introductory concepts of AC circuits. Topics include: international units, basic electrical laws, series and parallel circuits, network analysis concepts, network theorems concepts, D.C. instruments, grounding techniques, magnetism, inductance/capacitance, transient analysis, and introduction to dependent sources and 2-port parameters. Laboratory work parallels class work.

ECET 1110 DIGITAL SYSTEMS I (45-45-4)
Prerequisite: ENGT 1000
Study of digital circuit fundamentals with an emphasis on digital electronics and techniques, simplification of logic circuits, sequential and combinational logic circuits, programmable logic devices, flip-flops and registers, binary number system, and arithmetic and logic operations. Laboratory work parallels class work using trainers, DesignWorks, and Altera simulation software and system.

ECET 2101 CIRCUIT ANALYSIS II (45-45-4)
Prerequisite: ECET 1101, MATH 1111
Continues study of AC circuit analysis, which emphasizes complex networks. Topics include: analysis of complex networks, networks with multiple sources, AC network theorems, resonance, transformers, three-phase systems, filters and bode plots, non-sinusoidal waveforms, and pulse response of RLC circuits. Laboratory work parallels class work.

ECET 2120 ELECTRONIC CIRCUITS I (45-45-4)
Prerequisite: None
Introduces the conduction process in semiconductor materials and devices. Topics include semiconductor physics; diodes; basic diode circuits and applications; biasing, stability and graphical analysis of bipolar junction transistors and field effect transistors; introduction to silicon controlled rectifiers; device curve characteristics; and related devices with selected applications. Laboratory work includes circuit construction, use of appropriate instruments, troubleshooting and circuit simulation using P-SPICE.

Electrocardiography

ECGT 1030 INTRODUCTION TO ELECTROCARDIOGRAPHY (60-30-5)
Prerequisite: ENGL 1010, MATH 1011, PSYC 1010
Co-requisites: ALHS 1011, ALHS 1090, ECGT 1050
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.

ECGT 1050 ELECTROCARDIOGRAPHY PRACTICUM (0-225-5)
Prerequisite: ENGL 1010, MATH 1012, PSYC 1010
Co-requisite: ALHS 1011, ALHS 1090, ECGT 1030
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.

Echocardiography

ECHO 1100 ECHOCARDIOGRAPHY FUNDAMENTALS (30-30-3)
Prerequisite: Program Admission
This course introduces the basic principles and applications of the physical assessment and echocardiographic procedures. Discussion of medical law and ethics as it relates to the professional scope of practice. Topics include basic echocardiographic imaging principles, patient skills and equipment instrumentation, basic Doppler and color principles, medical law and ethics and common terminology and abbreviations.

ECHO 1310 ECHOCARDIOGRAPHY I (0-90-3)
Prerequisite: ECHO 1100
This course utilizes cardiac sonography fundamentals to evaluate cardiac anatomy, function and hemodynamics in diagnosing coronary artery heart disease. Incorporates all forms of noninvasive cardiovascular evaluation with emphasis on performance and interpretation of M-mode, 2-demensional, and Doppler echocardiography. Emphasis will be placed on obtaining quality echocardiograms, and laboratory experience will demonstrate the application of theoretical principles and concepts. Topics include: ventricular function, coronary artery disease, stress echocardiography, transesophageal echocardiography (TEE), 3-D/4-D Echocardiography, contrast echocardiography and advanced techniques/procedures.

ECHO 1320 ECHOCARDIOGRAPHY II (0-90-3)
Prerequisite: ECHO 1310
Co-requisite: ECHO 1370
This course utilizes fundamentals to evaluate cardiac function and acquired disease states. Incorporates all forms of noninvasive cardiovascular evaluation with emphasis on performance and interpretation of M-mode, 2-dimensional, and Doppler echocardiography. Emphasis will be placed on obtaining quality echocardiograms, and laboratory experience will demonstrate the application of theoretical principles and concepts. Topics include: valvular heart disease, cardiomyopathies, systemic and pulmonary hypertensive heart disease, pericardial diseases, systemic disease, cardiac transplantation, cardiac tumors/masses, diseases of the aorta, pericardial diseases, and miscellaneous topics.

ECHO 1370 ECHOCARDIOGRAPHY CLINICAL I (0-315-7)
Prerequisites: ECHO 1100, ECHO 1310
Co-requisite: ECHO 1320
This course provides hands-on experience in performing noninvasive cardiovascular procedures with emphasis on instrumentation and development of clinical techniques. Topics include: policies and procedures, echocardiographic instrumentation, recording patient information, patient preparation, and performing echocardiographic examinations.

ECHO 1371 ECHOCARDIOGRAPHY CLINICAL I (PART A) (0-180-4)
Prerequisite: Program Admission
Provides hands-on experience in performing noninvasive procedures with emphasis on instrumentation and development of clinical techniques. Topics include policies and procedures, echocardiographic instrumentation, recording patient information, patient preparation, and performing echocardiographic examinations.

ECHO 1372 ECHOCARDIOGRAPHY CLINICAL I (PART B) (0-135-3)
Prerequisite: Program Admission
Provides hands-on experience in performing noninvasive procedures with emphasis on instrumentation and development of clinical techniques. Topics include policies and procedures, echocardiographic instrumentation, recording patient information, patient preparation, and performing echocardiographic examinations.

ECHO 2310 PEDIATRIC ECHOCARDIOGRAPHY (30-30-3)
Prerequisite: ECHO 1310
Co-requisite: ECHO 2360
This course offers an introduction to congenital heart disease with instruction on fetal cardiac embryology, pediatric pathology, age appropriate patient care, corrective surgical procedures. Emphasis is placed on the latest modalities and specialties of a pediatric noninvasive cardiac diagnostic study. Topics include: fetal cardiac embryology, acyanotic lesions, cyanotic lesions, complex congenital heart disease, corrective surgical procedures, Doppler, color flow, and 2-D imaging, research methods, syndromes, sedation, and transducer selection.

ECHO 2360 ECHOCARDIOGRAPHY CLINICAL II (0-315-7)
Prerequisite: ECHO 1370
Co-requisite: ECHO 2310
This course provides hands-on experience in the clinical setting with an emphasis placed on the development of clinical techniques employed to obtain meaningful data. Continued participation by the student will progressively lead to the student performing diagnostic procedures with less assistance but under the supervision of an appropriately credentialed sonographer. Topics include: echocardiographic instrumentation, logging and reporting information, preparation for echocardiographic examinations, medical ethics and performing echocardiographic procedures. Students may do a brief rotation through an invasive cardiology lab, pediatric lab and/or vascular lab.

ECHO 2361 ECHOCARDIOGRAPHY CLINICAL II (PART A) (0-180-4)
Prerequisite: Program Admission
This course provides hands-on experience in the clinical setting with an emphasis placed on the development of clinical techniques employed to obtain meaningful data. Continued participation by the student will progressively lead to the student performing diagnostic procedures with less assistance but under the supervision of an appropriately credentialed sonographer. Topics include: echocardiographic instrumentation, logging and reporting information, preparation for echocardiographic examinations, medical ethics and performing echocardiographic procedures. Students may do a brief rotation through an invasive cardiology lab, pediatric lab and/or vascular lab.

ECHO 2362 ECHOCARDIOGRAPHY CLINICAL II (PART B) (0-135-3)
Prerequisite: Program Admission
This course provides hands-on experience in the clinical setting with an emphasis placed on the development of clinical techniques employed to obtain meaningful data. Continued participation by the student will progressively lead to the student performing diagnostic procedures with less assistance but under the supervision of an appropriately credentialed sonographer. Topics include: echocardiographic instrumentation, logging and reporting information, preparation for echocardiographic examinations, medical ethics and performing echocardiographic procedures. Students may do a brief rotation through an invasive cardiology lab, pediatric lab and/or vascular lab.

ECHO 2370 ECHOCARDIOGRAPHY CLINICAL III (0-450-10)
Prerequisite: ECHO 2360

Co-requisite: ECHO 2400
This course builds on the knowledge and skills learned in Clinical Echo 3. By the end of this rotation, the student will perform all echocardiography procedures independently with the supervision of an appropriately credentialed sonographer. This course provides a culminating clinical setting experience which allows students to synthesize information and procedural instruction provided throughout the program. Emphasis is placed on skill level improvements and final completion of all required clinical competencies presented in previous courses and practiced in previous clinical vascular courses. Topics include: scanning, documentation of pathologies, patient and equipment skills, current literature, professionalism, and ethical behavior.

ECHO 2400 COMPREHENSIVE REGISTRY REVIEW (0-30-1)
Prerequisite: ECHO 2310
Co-requisite: ECHO 2370
This course will be an overall review of Echocardiography to include demonstration of normal and abnormal cardiac anatomy, cardiac physiology, pathophysiology and hemodynamics/physics in the different types of cardiac disease/dysfunctions. Also included will be a review of clinical non-invasive cardiac diagnostic procedures, laboratory values, pharmacology and test validation and measurements. Emphasis is placed on reviewing information so that the student will successfully pass the ARMDS and/or CCI certification examinations. Topics include: normal and abnormal cardiac anatomy, techniques, pathology, physics/hemodynamics, test validation and measurements, and laboratory values.

Economics

ECON 1101 PRINCIPLES OF ECONOMICS (45-0-3)
Prerequisite: Regular Admission
Provides a description and analysis of economic operations in contemporary society. Emphasis is placed on developing an understanding of economic concepts and policies as they apply to everyday life. Topics include basic economic principles; economic forces and indicators; capital and labor; price, competition, and monopoly; money and banking; government expenditures, federal and local; fluctuations in production, employment, and income; and United States economy in perspective

ECON 2105 MACROECONOMICS (45-0-3)
Prerequisite: Regular Admission
Provides a description and analysis of macroeconomic principles and policies. Topics include basic economic principles, macroeconomic concepts, equilibrium in the goods and money markets, macroeconomic equilibrium and the impact of fiscal and monetary policies.

ECON 2106 MICROECONOMICS (45-0-3)
Prerequisite: Regular Admission
Provides an analysis of the ways in which consumers and business firms interact in a market economy. Topics include basic economic principles, consumer choice, behavior of profit, maximizing firms, modeling of perfect competition, monopoly, oligopoly and monopolistic competition.

Electronics Technology

ELCR 1005 SOLDERING TECHNOLOGY (0-30-1)
Prerequisite: Provisional admission
Develops the ability to solder and desolder connectors, components, and printed circuit boards using industry standards. Topics include: safety practices, soldering, desoldering, anti-static grounding, and surface mount techniques.

ELCR 1010 DIRECT CURRENT CIRCUITS (75-30-6)
Prerequisites: Program Ready
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, DC theorems, and applied Algebraic concepts.

ELCR 1020 ALTERNATING CURRENT CIRCUITS (75-60-7)
Prerequisites: ELCR 1010
This course introduces the theory and application of varying sine wave voltages and current, and continues the development of AC concepts with emphasis on constructing, verifying, and troubleshooting reactive circuits using RLC theory and practical application. Topics include AC wave generation, frequency and phase relationship, impedance, admittance, and conductance power factors, reactive components simple RLC circuits, AC circuit resonance, passive filters, and non-sinusoidal wave forms.

ELCR 1030 SOLID STATE DEVICES (60-30-5)
Prerequisite: ELCR 1020
This course provides instruction in the theory and application of solid state devices in the electronics industry. Emphasis is placed on the physical characteristics and uses of solid state devices. Topics include PN diodes, power supplies, voltage regulation, bipolar junction theory and application, field effect transistors, and special applications.

ELCR 1040 DIGITAL AND MICROPROCESSOR FUNDAMENTALS (45-60-5)
Prerequisite: ELCR 1060
This course is designed to provide sufficient coverage of digital electronics and microprocessor fundamentals. Digital fundamentals will introduce basic topics such as binary topics such as binary arithmetic, logic gates and truth tables, Boolean algebra and minimization techniques, logic families, and digital test equipment. Upon completion of the foundational digital requirements, a more advanced study of digital devices and circuits will include such topics as flip-flops, counters, multiplexers and de-multiplexers, encoding and decoding, displays, and analog to digital and digital to analog conversions. Students will also explore the basic architecture and hardware concepts of the microprocessor.

ELCR 1060 LINEAR INTEGRATED CIRCUITS (30-30-3)
Prerequisites: ELCR 1005, ELCR 1030
This course provides in-depth instruction on the characteristics and applications of linear integrated circuits. Topics include: operation amplifier, timers, and three-terminal voltage regulators.

ELCR 1190 ELECTRONICS TECHNOLOGY INTERNSHIP (0-45-1)
Prerequisite: Co-op Selection or Instructor Approval
During the internship/co-operative work experience, the student gains practical knowledge and hands-on training necessary for career advancement in the field. The student will be required to satisfactorily perform tasks assigned by the internship/co-op supervisor.

ELCR 1230 COMMUNICATIONS ELECTRONICS SURVEY (45-0-3)
Prerequisite: None
This course introduces the fundamental concepts and devices used in electronics communications. Topics include transmission, modulation and detection, receivers, transmitters, propagation, antennas, and deterioration.

ELCR 2210 ADVANCED CIRCUIT ANALYSIS (45-60-5)
Prerequisite: ELCR 1040
This course provides an in depth study of communication system concepts and emphasis an analysis of amplitude and frequency modulation and detection methods. Topics include AM, FM, and SSB modulation and detection, transmitters and receivers, multiplexing and de-multiplexing, basic telemetry concepts, and noise bandwidth considerations.

ELCR 2220 ADVANCED MODULATION TECHNIQUES (30-30-3)
Prerequisite: ELCR 2210
This course continues the study of modulation and detection techniques. Topics include digital modulation techniques, and sampling techniques.

ELCR 2230 ANTENNA AND TRANSMISSION LINES (30-30-3)
Prerequisite: ELCR 2220
This course provides an understanding of antennas and transmission lines used in communications. Topics include transmission lines, wave guides, antenna types, antenna applications, and telephone transmission lines.

ELCR 2240 MICROWAVE COMMUNICATIONS AND RADAR (45-0-3)
Prerequisite: ELCR 2230
This course provides a basic understanding of microwave communications and radar. Topics include: microwave and radar fundamentals, microwave devices, wave guides, specialized antennas, radar systems, and communications systems.

ELCR 2250 OPTICAL COMMUNICATIONS TECHNIQUES (30-30-3)
Prerequisite: ELCR 2240
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.

Electrical Technology

ELTR 1000 FUNDAMENTAL ELECTRICAL CONCEPTS (45-45-4)
Prerequisite: Provisional Admission
This course introduces the student to the electrical trade. Emphasis is placed on orientation to the trade, safety, basic electrical theory, electrical codes, and basic electrical wiring practices.

ELTR 1015 INTERMEDIATE ELECTRICAL CONCEPTS I (45-45-4)
Prerequisite: Provisional Admission
This course introduces the student to specific skill components needed to be successful as an electrician. Topics include reading electrical drawings, residential electrical services, test equipment, alternating current, motor theory and applications and basic electrical installation.

ELTR 1020 ELECTRICAL SYSTEMS BASICS I (30-30-3)
Prerequisite: None
This course 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.

ELTR 1025 INTERMEDIATE ELECTRICAL CONCEPTS II (45-45-4)
Prerequisite: Provisional Admission
This course continues to introduce those specific job skills needed for a typical electrician. Topics in this course include pull and junction boxes, conductor installations, terminations and splices, circuit breakers and fuses, and control systems fundamentals.

ELTR 1030 ELECTRICAL SYSTEMS BASICS II (75-60-7)
Prerequisite: None
This course introduces electrical theory and principles used in residential, commercial, and industrial wiring applications. Emphasis is placed in electron theory, DC and AC circuits, Ohm's law, test equipment, transformers, and electrical power systems. Topics include electricity production, electrical formulas, test equipment, transformer fundamentals, and fundamentals of AC and DC circuits.

ELTR 1035 ADVANCED ELECTRICAL CONCEPTS (45-45-4)
Prerequisites: None
This course introduces the student to more advanced electrical applications. Topics include load calculations, conductor selection and calculations, practical lighting applications, hazardous locations, and overcurrent protection.

ELTR 1055 ADVANCED ELECTRICAL CONCEPTS II (45-45-4)
Prerequisites: Provisional Admission
This is the capstone course for the Electrical Systems Construction and Maintenance program. Topics include distribution equipment, transformers, commercial electrical services, motor calculations, motor controls, and voice, data and video.

ELTR 1060 ELECTRICAL PRINTS, SCHEMATICS AND SYMBOLS (15-30-2)
Prerequisites: Provisional Admission
This course 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.

ELTR 1065 SPECIALITY ELECTRICAL CONCEPTS I (45-45-4)
Prerequisites: Provisional Admission, Advisor Approval
This course introduces students to specialty situations found in the electrical construction trade. Topics include specialty load calculations, health care facilities, standby and emergency systems, fire alarms, and advanced controls.

ELTR 1075 SPECIALITY ELECTRICAL CONCEPTS II (45-45-4)
Prerequisites: Provisional Admission, Advisor Approval
This course continues the introduction to special electrical situations. Topics include HVAC controls, heat tracing and freeze protection, motor operation and maintenance, medium-voltage terminations and splices, and fundamentals of crew leadership.

ELTR 1080 COMMERCIAL WIRING I (60-30-5)
Prerequisite: None
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.

ELTR 1090 COMMERCIAL WIRING II (15-60-3)
Prerequisite: None
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.

ELTR 1110 ELECTRIC MOTORS (48-36-4)
Prerequisite: None
This course 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.

ELTR 1120 VARIABLE SPEED/LOW VOLTAGE CONTROLS (18-34-2)
Prerequisite: None
This course 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.

ELTR 1180 ELECTRICAL CONTROLS (30-60-4)
Prerequisite: None
This course 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.

ELTR 1205 RESIDENTIAL WIRING I (30-30-3)
Prerequisite: None
This course 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).

ELTR 1210 RESIDENTIAL WIRING II (30-30-3)
Prerequisite: None
This course 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.

ELTR 1220 INDUSTRIAL PLCs (45-45-4)
Prerequisites: ELTR 1110, ELTR 1180
This course 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 setup, PLC programming basics, relay logic instructions, timers and counters, connecting field devices to I/O cards, and PLC safety procedures.

ELTR 1250 DIAGNOSTIC TROUBLESHOOTING (9-63-2)
Prerequisite: None
Introduces diagnostic techniques related to electrical malfunctions. Special attention is given to use of safety precautions during troubleshooting. Topics include problem diagnosis, advanced schematics, and sequential troubleshooting procedures.

ELTR 1260 TRANSFORMERS (33-36-3)
Prerequisites: None
This course provides instruction in the theory and operation of specific types of transformers. Emphasis will be placed on National Electrical Code requirements related to the use of transformers. Topics include transformer theory, types of transformers, National Electrical Code requirements, and safety precautions.

ELTR 1270 N.E.C. INDUSTRIAL WIRING APPLICATIONS (30-60-4)
Prerequisite: None
This course provides instruction in industrial wiring applications of the National Electrical Code. Topics include rigid conduit installation; systems design concepts, equipment installation (600 volts or less) and safety precautions.

ELTR 1500 ELECTRICAL SYSTEMS TECHNOLOGY INTERNSHIP/PRACTICUM (0-135-3)
Prerequisite: Advisor Approval
This course is designed to give students the opportunity to engage in a lab project or an off-site internship for the purpose of refining the skills necessary for gainful employment. The student is expected to have completed all program requirements to this point, and to be able to demonstrate efficiency in all skills mastered.

ELTR 1510 ELECTRICAL WORKER (15-60-3)
Prerequisite: Provisional Admission
Introduces work hazards present during the construction of manufacturing homes or construction sites. Emphasis is placed on the proper use of electrical tools and equipment and maintenance of these tolls on the work site. Topics include hazards of electricity, safe use electrical tools and equipment, and the repair of electrical cords, plugs, lights, and switches.

ELTR 1520 GROUNDING AND BONDING (15-30-2)
Prerequisite: Provisional Admission
This course presents the theory and practical applications for grounding and bonding systems. Emphasis will be placed on the use of the requirements of the National Electrical Code. Topics include branch circuit grounding, equipment grounding/bonding; service grounding/bonding, and earth connections.

ELTR 1525 PHOTOVOLTAIC SYSTEMS (45-60-5)
Prerequisite: None
This course introduces techniques and method on how to install residential and commercial photovoltaic systems.

ELTR 1530 CONDUIT SIZING (15-45-2)
Prerequisite: Program Admission
Provides practice in calculating conduit size. Emphasis is placed on use of the requirement of the National Electrical Code. Topics include National Electrical Code, conduits types/trade sizes, and percent of fill.

ELTR 1540 WIRE PULLING AND CODES (15-75-3)
Prerequisite: Provisional Admission
The purpose of this course is for instruction in the installation of cabling systems. Emphasis will be on the types of cabling technologies that address voice, video, and data communications and the applicable codes.

Job Acquisition Skills

EMPL 1000 INTERPERSONAL RELATIONS AND PROFESSIONAL DEVELOPMENT (30-0-2)
Prerequisite: Provisional Admission
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.

Emergency Medical Services Professional

EMSP 1010 EMERGENCY MEDICAL RESPONDER (45-45-4)
Prerequisite: Program Admission
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 and 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.

EMSP 1110 INTRODUCTION TO THE EMT PROFESSION (30-30-3)
Prerequisite: Program Admission
Co-requisites: EMSP 1120, EMSP 1150
This course serves as the introductory course to the Emergency Medical Services (EMS) profession. It orients the student to the pre-hospital care environment, issues related to the provision of patient care in both in-hospital and out-of-hospital circumstances. It further provides foundational information upon which subsequent curriculum content is based so that successful completion of this content increases the potential for success in subsequent courses and should allow students to apply the fundamental knowledge, skills, and attitudes gained in order to effectively communicate and function safely, ethically and professionally within the emergency medical services environment. Topics include: Anatomy and Physiology, Medical Terminology, Pathophysiology, CPR for HCP, EMS Systems, Research, Workforce Safety and Wellness, Documentation, EMS System Communication, Therapeutic Communication, Medical/Legal and Ethics, Public Health, Principles of Safely Operating a Ground Ambulance, Incident Management, Multiple Casualty Incidents, Air Medical, Vehicle Extrication, HazMat, MCI due to Terrorism/Disaster, and Life Span Development.

EMSP 1120 EMT ASSESSMENT/AIRWAY MANAGEMENT AND PHARMACOLOGY (30-30-3)
Prerequisite: Program Admission
Co-requisites: EMSP 1110, EMSP 1150
This course prepares students for initial scene management and assessment of patients as well as management of the airway. Introduction to pharmacology is also covered. Includes application of scene information and patient assessment findings (scene size up, primary and secondary assessment, patient history, and reassessment) to guide emergency management. Topics include: Scene Size-Up; Primary Assessment; History Taking; Secondary Assessment; Monitoring Devices; Reassessment; Airway Management; Respiration; Artificial Ventilation; Principles of Pharmacology; Medication Administration; and Emergency Medications.

EMSP 1130 MEDICAL EMERGENCIES FOR THE EMT (30-30-3)
Prerequisite: EMSP 1110, EMSP 1120, EMSP 1150
Co-requisites: EMSP 1140, EMSP 1160
This course integrates pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan of cases involving non-traumatic medical emergencies. Topics include: Medical Overview; Neurology; Abdominal and Gastrointestinal Disorders; Immunology; Infectious Disease; Endocrine Disorders; Psychiatric; Cardiovascular;

Toxicology; Respiratory; Hematology; Genitourinary/Renal; Non-Traumatic Musculoskeletal Disorders; Diseases of the Eyes, Ears, Nose, and Throat; and Medical Assessments.

EMSP 1140 SPECIAL PATIENT POPULATIONS (30-30-3)
Prerequisite: EMSP 1110, EMSP 1120, EMSP 1150
Co-requisite: EMSP 1130, EMSP 1160
This course provides a fundamental knowledge of growth, development, and aging and assessment findings to provide basic emergency care and transportation for a patient with special needs. Topics include: Obstetrics, Gynecology, Neonatal Care, Pediatrics, Geriatrics, Patients with Special Challenges, and Special Patient Populations - Assessments.

EMSP 1150 SHOCK AND TRAUMA FOR THE EMT (30-30-3)
Prerequisite: Program Admission
Co-requisite: EMSP 1110, EMSP 1120
This course is designed to prepare the EMT student to apply pre-hospital emergency care to patients who have sustained injuries resulting from various mechanisms of injury including: Abdominal and Genitourinary trauma; Orthopedic trauma; Soft Tissue trauma; Head, Facial, Neck, and Spine Trauma and Nervous System trauma. Special considerations in trauma related injuries will be presented including the physiology of shock as well as multi-system trauma and environmental emergencies. Topics include: Shock and Resuscitation; Trauma Overview; Bleeding; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopedic Trauma; Soft Tissue Trauma; Head, Facial, Neck, and Spine Trauma; Nervous System Trauma; Special Considerations in Trauma; Environmental Emergencies; and Multi-System Trauma.

EMSP 1160 CLINICAL AND PRACTICAL APPLICATIONS FOR THE EMT (0-45-1)
Prerequisite: EMSP 1110, EMSP 1120, EMSP 1150
Co-requisite: EMSP 1130, EMSP 1140
This course provides supervised clinical experience in various clinical settings as well as opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of an EMT. Topics include: Clinicals and Assessment Based Management.

EMSP 1510 ADVANCED CONCEPTS FOR THE AEMT (30-30-3)
Prerequisite: EMSP 1110, EMSP 1120, EMSP 1130, EMSP 1140, EMSP 1150, EMSP 1160
Co-requisite: EMSP 1140, EMSP 1150, EMSP 1160
This course serves as the introductory course to the advanced level practice of the Advanced Emergency Medical Technician (AEMT). It expands on the information attained at the EMT level. Topics include: EMS Systems; Documentation; EMS System Communication; Therapeutic Communication; Principles of Pharmacology; Medication Administration; Emergency Medications; Airway Management; Respiration; Artificial Ventilation; Primary Assessment; and Secondary Assessment.

EMSP 1520 ADVANCED PATIENT CARE FOR THE AEMT (30-30-3)
Prerequisite: EMSP 1110, EMSP 1120, EMSP 1130, EMSP 1140, EMSP 1150, EMSP 1160, EMSP 1510
Co-requisite: EMSP 1530, EMSP 1540
This course provides opportunities to apply fundamental knowledge of basic and selected advanced emergency care and transportation based on assessment findings for the following: an acutely ill patient; a patient in shock, respiratory failure or arrest, cardiac failure or arrest, and post resuscitation management; and an acutely injured patient. In addition it provides a fundamental knowledge of growth, development, and aging and assessment findings to provide basic and selected advanced emergency care and transportation for a patient with special needs. Topics include: Geriatrics; Patients with Special Challenges; Medical Overview; Neurology; Immunology; Infectious Disease; Endocrine Disorders; Cardiovascular; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Shock and Resuscitation; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopedic Trauma; Head, Facial, Neck, and Spine Trauma: Nervous System Trauma; and Integration of Medical/Trauma Assessments.

EMSP 1530 CLINICAL APPLICATIONS FOR THE AEMT (0-30-1)
Prerequisite: EMSP 1110, EMSP 1120, EMSP 1130, EMSP 1140, EMSP 1150, EMSP 1160, EMSP 1510
Co-requisite: EMSP 1520, EMSP 1540
This course provides supervised clinical experience in various clinical settings. Topics include: Clinicals.

EMSP 1540 CLINICAL AND PRACTICAL APPLICATIONS FOR THE AEMT (0-90-3)
Prerequisite: EMSP 1110, EMSP 1120, EMSP 1130, EMSP 1140, EMSP 1150, EMSP 1160, EMSP 1510
Corequisite: EMSP 1520, EMSP 1530
This course provides supervised clinical experience in various clinical settings as well as opportunities to demonstrate critical

thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of an AEMT. Topics include: Clinicals and Assessment Based Management.

EMSP 2110 FOUNDATIONS OF PARAMEDICINE (30-30-3)
Prerequisite: Program Admission
Co-requisites: EMSP 2120, EMSP 2130, EMSP 2140, EMSP 2540
This course introduces the student to the role of the paramedic in today's healthcare system, with a focus on the pre-hospital setting. This course will also prepare the student to integrate scene and patient assessment findings with knowledge of epidemiology and pathophysiology to form a field impression. This includes developing a list of differential diagnoses through clinical reasoning to modify the assessment and formulate a treatment plan. Topics include: EMS Systems; Research; Workforce Safety and Wellness; Documentation; EMS System Communication; Therapeutic Communication; Medical/Legal and Ethics; Life Span Development; Public Health; Incident Management; Air Medical; Scene Size-Up; Primary Assessment; History Taking; Secondary Assessment; Monitoring Devices; and Reassessment.

EMSP 2120 APPLICATIONS OF PATHOPHYSIOLOGY FOR PARAMEDICS (45-0-3)
Prerequisite: Program Admission
Co-requisites: EMSP 2110, EMSP 2130, EMSP 2140, EMSP 2540
This course expands the concepts of pathophysiology as it correlates to disease processes. This course will enable the student to apply the general concepts of pathophysiology to the assessment and management of patients in the emergency setting. Topics include: Pathophysiology.

EMSP 2130 ADVANCED RESUSCITATIVE SKILLS FOR PARAMEDICS (30-30-3)
Prerequisite: Program Admission
Co-requisites: EMSP 2110, EMSP 2120, EMSP 2140, EMSP 2540
This course will equip the paramedicine student with an expanded knowledge of pharmacology, as well as skills used to manage the respiratory system. Students will learn to use these advanced resuscitative skills to mitigate patient care emergencies, and to improve the overall health of the patient. Topics include: Principles of Pharmacology; Medication Administration; Emergency Medications; Airway Management; Respiration; and Artificial Ventilation.

EMSP 2140 ADVANCED CARDIOVASCULAR CONCEPTS (45-30-4)
Prerequisite: Program Admission
Co-requisites: EMSP 2110, EMSP 2120, EMSP 2130, EMSP 2540
This course equips the paramedicine student with an expanded knowledge of the anatomy, physiology, and electrophysiology of the cardiovascular system. Students will also examine the epidemiology of cardiovascular disease, and will begin to integrate advanced assessment skills (including ECG interpretation) into the assessment of cardiac patients. Topics include: Anatomy, Physiology, and Electrophysiology of the Cardiovascular System; Epidemiology of Cardiovascular Disease; Assessment of the Cardiac Patient; Electrocardiographic (ECG) interpretation.

EMSP 2310 THERAPEUTIC MODALITIES OF CARDIOVASCULAR CARE (30-30-3)
Prerequisites: EMSP 2110, EMSP 2120, EMSP 2130, EMSP 2140, EMSP 2540
Co-requisites: EMSP 2320, EMSP 2330, EMSP 2510
This course will enable the student to integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient experiencing a cardiovascular emergency. Topics include: Cardiovascular Emergencies and Advanced Cardiovascular Life Support (ACLS).

EMSP 2320 THERAPEUTIC MODALITIES OF MEDICAL CARE (60-30-5)
Prerequisite: EMSP 2110, EMSP 2120, EMSP 2130, EMSP 2140, EMSP 2540
Co-requisites: EMSP 2310, EMSP 2330, EMSP 2510
This course will enable the student to integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient experiencing a medical emergency. Topics include: Medical Overview; Neurology; Abdominal and Gastrointestinal Disorders; Immunology; Infectious Disease; Endocrine Disorders; Psychiatric; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Non-Traumatic Musculoskeletal Disorders; Diseases of the Eyes, Ears, Nose, and Throat; and Assessment of Medical Emergencies.

EMSP 2330 THERAPEUTIC MODALITIES OF TRAUMA CARE (45-30-4)
Prerequisite: EMSP 2110, EMSP 2120, EMSP 2130, EMSP 2140, EMSP 2540
Co-requisites: EMSP 2310, EMSP 2320, EMSP 2510
This course will enable the student to integrate a comprehensive knowledge of causes and pathophysiology into the

management of traumatic: cardiac arrest and peri-arrest states; shock, respiratory failure or arrest with an emphasis on early intervention to prevent arrest. This course will also include integrating assessment findings with principles of epidemiology and pathophysiology to formulate a field impression to implement a comprehensive treatment/disposition plan for an acutely injured patient. During this course, the student will complete a nationally recognized pre-hospital trauma course (i.e. PHTLS, ITLS, ATT, etc.). Topics include: Shock and Trauma Resuscitation; Trauma Overview; Bleeding; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopedic Trauma; Soft Tissue Trauma; Head, Facial, Neck, and Spine Trauma; Nervous System Trauma; Special Considerations in Trauma; Environmental Emergencies; Multi-System Trauma; and Assessment of Trauma Emergencies.

EMSP 2340 THERAPEUTIC MODALITIES FOR SPECIAL PATIENT POPULATIONS (45-30-4)
Prerequisite: EMSP 2110, EMSP 2120, EMSP 2130, EMSP 2140, EMSP 2310, EMSP 2320, EMSP 2330, EMSP 2510, EMSP 2540
Co-requisites: EMSP 2520, EMSP 2530
This course will enable the student to integrate assessment findings with principles of pathophysiology and knowledge of psychosocial needs to formulate a field impression and implement a comprehensive treatment/disposition plan for various special patient populations. During this course, the student will also complete a nationally recognized pediatric course (i.e. EPC, PALS, PEPP, etc.). Topics include: Obstetrics; Gynecology; Neonatal Care; Pediatrics; Geriatrics; and Patients with Special Challenges.

EMSP 2510 CLINICAL APPLICATIONS FOR THE PARAMEDIC I (0-90-2)
Prerequisite: EMSP 2110, EMSP 2120, EMSP 2130, EMSP 2140, EMSP 2540
Co-requisites: EMSP 2310, EMSP 2320, EMSP 2330
This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2510 Clinical Applications for the Paramedic - I is one in a series of courses that also includes: EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

EMSP 2520 CLINICAL APPLICATIONS FOR THE PARAMEDIC II (0-90-2)
Prerequisite: EMSP 2110, EMSP 2120, EMSP 2130, EMSP 2140, EMSP 2310, EMSP 2320, EMSP 2330, EMSP 2510, EMSP 2540
Co-requisites: EMSP 2340, EMSP 2530
This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2520 Clinical Applications for the Paramedic - II is one in a series of courses that also includes: EMSP 2510, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

EMSP 2530 CLINICAL APPLICATIONS FOR THE PARAMEDIC III (0-90-2)
Prerequisite: EMSP 2110, EMSP 2120, EMSP 2130, EMSP 2140, EMSP 2310, EMSP 2320, EMSP 2330, EMSP 2510, EMSP 2540
Co-requisites: EMSP 2340, EMSP 2520
This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2530 Clinical Applications for the Paramedic - III is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

EMSP 2540 CLINICAL APPLICATIONS FOR THE PARAMEDIC IV (0-45-1)
Prerequisite: Program Admission
Co-requisites: EMSP 2110, EMSP 2120, EMSP 2130, EMSP 2140
This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2540 Clinical Applications for the Paramedic - IV is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

EMSP 2550 CLINICAL APPLICATIONS FOR THE PARAMEDIC V (0-45-1
Prerequisite: EMSP 2110, EMSP 2120, EMSP 2130, EMSP 2140, EMSP 2310, EMSP 2320, EMSP 2330, EMSP 2340, EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540
Co-requisites: EMSP 2560, EMSP 2570, EMSP 2710, EMSP 2720
This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2550 Clinical Applications for the Paramedic - V is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

EMSP 2560 CLINICAL APPLICATIONS FOR THE PARAMEDIC VI (0-45-1)
Prerequisite: EMSP 2110, EMSP 2120, EMSP 2130, EMSP 2140, EMSP 2310, EMSP 2320, EMSP 2330, EMSP 2340, EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540
Co-requisites: EMSP 2550, EMSP 2570, EMSP 2710, EMSP 2720
This course provides the paramedicine student with supervised dinical experience in various clinical settings. EMSP 2560 Clinical Applications for the Paramedic - VI is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

EMSP 2570 CLINICAL APPLICATIONS FOR THE PARAMEDIC VII (0-45-1)
Prerequisite: EMSP 2110, EMSP 2120, EMSP 2130, EMSP 2140, EMSP 2310, EMSP 2320, EMSP 2330, EMSP 2340, EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540
Co-requisites: EMSP 2550, EMSP 2560, EMSP 2710, EMSP 2720
This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2570 Clinical Applications for the Paramedic - VII is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550 and EMSP 2560. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

EMSP 2710 FIELD INTERNSHIIP FOR THE PARAMEDIC (0-90-2)
Prerequisite: EMSP 2110, EMSP 2120, EMSP 2130, EMSP 2140, EMSP 2310, EMSP 2320, EMSP 2330, EMSP 2340, EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540
Co-requisites: EMSP 2550, EMSP 2560, EMSP 2720
Provides supervised field internship experience in the pre-hospital advanced life support setting. Topics include: Field Internship.

EMSP 2720 PRACTICAL APPLICATIONS FOR THE PARAMEDIC (30-30-3)
Prerequisite: EMSP 2110, EMSP 2120, EMSP 2130, EMSP 2140, EMSP 2310, EMSP 2320, EMSP 2330, EMSP 2340, EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540
Co-requisites: EMSP 2550, EMSP 2560, EMSP 2570, EMSP 2710
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.

Emergency Management

EMYT 1124 PRINCIPLES OF EMERGENCY MANAGEMENT (45-0-3)
Prerequisite: None
Principles of Emergency Management is intended to provide information that will enable persons entering the emergency management profession or expanding their roles to work with emergency management issues. The primary purpose of this course is to provide an overview of the characteristics, functions, and resources of an integrated system and how various emergency management services work together in a system of resources and capabilities. Emphasis is placed on how this system is applied to all hazards for all government levels, across the four phases and all functions of emergency management. Specific topics covered include emergency management roles and responsibilities; the all-hazard emergency management process; and the social, political and economic implications of a disaster.

EMYT 1125 EXERCISE DESIGN AND EVALUATION (45-0-3)
Prerequisite: None
Exercise Design and Evaluation provides information for local government officials, emergency managers, volunteers and other emergency service personnel who are responsible to prepare for, respond to, or recover from disasters. It is intended to provide participants with the knowledge and skills to develop and conduct disaster exercises that will test a community's emergency operations plan and operational response capability. To this end, the course provides hands-on training in the design, conduct and evaluation of exercises so that participants will be able to develop and implement a comprehensive exercise program in their respective jurisdictions. Specifically, this course includes an introduction to exercise design and evaluation; community exercise programs; the exercise development process; and exercise evaluation and enhancements.

EMYT 1126 HAZARDOUS MATERIALS AWARENESS (45-0-3)
Prerequisite: None
This course provides competencies that include understanding the definition and location of various hazardous materials, their properties, and their safe evacuation distance. Emphasis is placed upon safety factors such as flammability and toxicity. Emergency management personnel are expected to remain a safe distance from hazardous materials, but they play a role in the hazardous materials planning process. Therefore, it is important for them to identify hazardous materials by their identification numbers and/or placards and interpret that information correctly. Specific topics include hazardous materials incidents; shipping documentation, Material Safety Data Sheets (MSDS), signage, and the North American Emergency Response Guide (NAERG); as well as protecting a potentially hazardous scene.

EMYT 1127 EMERGENCY PLANNING (45-0-3)
Prerequisite: None
Emergency Planning provides information that will enable persons entering the profession or expanding their roles to have the ability to assess their community's hazards, determine community resources, and write an all-hazards plan to assign responsibility to various agencies who will respond during an emergency or disaster. The primary purpose of this course is to provide background information encouraging communities to plan, reasons for planning, who might be involved in the planning process, and a framework within which to plan. There will be ample opportunities for the student to practice each step of the process, gradually becoming familiar with the planning process. The principle topics include rationale for emergency planning; assessment of community hazards and resources; and development of an all-hazards plan.

EMYT 1129 MASS FATALITIES INCIDENT RESPONSE (45-0-3)
Prerequisite: None
This course addresses the essential elements of planning for, responding to, and recovering from a mass fatality incident. This course will identify the roles and responsibilities of local, state, and federal officials, public service, private sector, and voluntary organizations. Students will identify the various functions conducted in a temporary morgue; methods of identification; terms used in this unique operation; and learn how to apply the Incident Command System at Mass Fatalities incidents.

EMYT 1130 INFECTION CONTROL (45-0-3)
Prerequisite: None
Infection Control provides competencies that include infection control procedures in emergency-related exposure; definition of communicable disease; definition of infectious disease; understanding how diseases are transmitted; list common signs and symptoms of communicable diseases; identify activities which increase potential exposure risks; examination of personal protective equipment; as well as equipment decontamination. Specific topics include infection control for the public and private sectors; disease transmission; personal protective equipment and other preventative measures; post-exposure notification, verification, and documentation; methods for cleaning, decontaminating, storing and disposal of equipment; as well as eradication and containment of infectious diseases.

EMYT 1137 FACILITY SECURITY (45-0-3)
Prerequisite: None
One of the best defenses against intrusion is to present a hard target. The student will learn how to assess a facility's vulnerability, and make helpful recommendations to lessen opportunities for entry by those who would intend harm to the habitants. The student will learn how to communicate safe practices in the facility and train habitants to share in the responsibilities of security. The student will be able to list no cost, low cost, and cost effective measures for facility security. Specific topics include terrorism terminology, hardening a potential target, protective actions and facility security surveys.

EMYT 1138 EFFECTIVE COMMUNICATION FOR EMERGENCY MANAGEMENT (45-0-3)
Prerequisite: None
Effective Communication provides basic competencies that Emergency Managers and Public Information Officers need in order to convey information to a broad audience that includes public and private sector organizations, the media, disaster victims, and co-responders. Even during non-emergent situations, Emergency Managers and Public Information Officers rely on strong communication skills to coordinate with staff and to promote safety awareness. This course is designed to enhance the communication and interpersonal skills of local Emergency Managers, Public Information Officers, Emergency Planners, and Emergency Responders. Specific topics include basic communication; emergency communications; multicultural communications; communication and technology; as well as effective oral presentations, press releases and sound bites.

EMYT 2210 HAZARDOUS MATERIALS CONTINGENCY PLANNING (45-0-3)
Prerequisite: None
This course provides competencies that include exploring the legal imperatives for hazardous materials planning; conducting a hazard analysis and applying it to a local jurisdiction; performing a local capability assessment; observing local traffic patterns that include transport of hazardous materials; and applying knowledge gained to formulate mission and vision statements and the goals and objectives to achieve them.

EMYT 2212 DEVELOPING COMMUNITY RESOURCES (30-45-3)
Prerequisite: None
This course will develop the participants' skills in recognizing volunteer resources in the community and enhance abilities to manage the involvement of volunteers in all phases of emergency management, including diversity, wide range of volunteer expertise and collaboration with major voluntary organizations active in disasters. In addition, focus on knowledge and skills needed to effectively perform resource management functions within the overall framework of an emergency operations center. The student will develop a resource manual to enable actual collaboration and to build and maintain a local collaborative process designed to enhance the ability to respond to emergencies and utilize resources acquired through collaboration techniques. Specific topics include developing a resource manual; recruiting and maintaining volunteers; and developing opportunities for collaboration.

EMYT 2214 MODULAR EMERGENCY RESPONSE RADIOLOGICAL TRANSPORTATION TRAINING (45-0-3)
Prerequisite: None
Modular Emergency Response Radiological Transportation Training (MERRTT) provides competencies that include understanding basic sources of and uses of radiation; routes of exposure, methods of proper shielding, and calculation of dose rates; recognition of various types of shipping containers and their labels; correct procedures for securing an accident site and limiting radioactive contamination; hazard recognition and assessment; and familiarization with various types of radiological instrumentation. Specific topics include radiological fundamentals, radiological terminology, hazard recognition, routes of exposure, and patient handling.

EMYT 2222 EMERGENCY MANAGEMENT PRACTICUM (0-135-3)
Prerequisite: Advisor approval
Emergency Management Practicum will provide students with practical experience in an actual work environment. Emphasis is placed on all phases of the industry in the students' area of specialization (local or state emergency management office, public health, or business continuity). Students become acquainted with occupational responsibilities through realistic work situations and are provided with insights into management application on the job. Topics include: adaptability to the job setting, use of proper interpersonal skills, application of emergency preparedness skills and techniques, and professional development. Specific topics include emergency management employment settings; interpersonal skills; application of emergency preparedness skills and techniques; professional development.

English

ENGL 1010 FUNDAMENTALS OF ENGLISH I (45-0-3)
Prerequisites: ENGL 0090 or appropriate placement test score and READ 0090 or appropriate placement test score.
Emphasizes the development and improvement of written and oral communication abilities. Topics include analysis of writing, applied grammar and writing skills, editing and proofreading skills, research skills, and oral communication skills.

ENGL 1012 FUNDAMENTALS OF ENGLISH II (45-0-3)
Prerequisite: ENGL 1010
Provides knowledge and application of written and oral communications found in the workplace. Topics include writing fundamentals and speaking fundamentals.

ENGL 1101 COMPOSITION AND RHETORIC (45-0-3)
Prerequisite: Appropriate Degree Level Writing (English) Placement Test Score and Appropriate Degree Level Reading Placement Test Score.
Explores the analysis of literature and articles about issues in the humanities and in society. Students practice various modes of writing, ranging from exposition to argumentation and persuasion. The course includes a review of standard grammatical and stylistic usage in proofreading and editing. An introduction to library resources lays the foundation for research. Topics include writing analysis and practice, revision, and research. Students write a research paper using library resources and using a formatting and documentation style appropriate to the purpose and audience.

ENGL 1102 LITERATURE AND COMPOSITION (45-0-3)
Prerequisite: ENGL 1101
Emphasizes the student's ability to read literature analytically and meaningfully and to communicate clearly. Students analyze the form and content of literature in historical and philosophical contexts. Topics include reading and analysis of fiction, poetry, and drama; research; and writing about literature.

ENGL 1105 TECHNICAL COMMUNICATIONS (45-0-3)
Prerequisite: ENGL 1101 with a grade of C or better
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.

ENGL 2130 AMERICAN LITERATURE (45-0-3)
Prerequisite: ENGL 1101 with a grade of C or better
This course emphasizes American literature as a reflection of culture and ideas. A survey of important works in American literature which 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.

Engineering Technology

ENGT 1000 INTRODUCTION TO ENGINEERING TECHNOLOGY (30-45-3)
Prerequisite: Provisional Admission
Provides a study of engineering technology as a career field and describes the knowledge and skills required for academic and occupational success. Topics include: engineering technology career, measurement and standards, mathematical operators, engineering tools, and engineering concepts. Labs reinforce mathematical, mechanical and electrical concepts through practical exercises, such as measurement and calculation of density of objects, relative humidity, use of digital multi-meter, building circuits, use of precision instruments, and team exercises.

Esthetician

ESTH 1000 INTRODUCTION TO ESTHESTICS (30-30-3)
Prerequisite: Program admission
Introduces the fundamental theory and practices of the Professional Esthetician. Emphasis will be placed on professional practices and safety. Topics include: state and local laws, rules and regulations, professional image, history of the skin, care and use of cosmetics, bacteriology, sterilization and sanitation, chemistry for estheticians, ingredients and product analysis, and hazardous duty standards act.

ESTH 1010 ANATOMY AND PHYSIOLOGY OF THE SKIN (45-0-3)
Prerequisite: ESTH 1000
Introduction to anatomy and physiology; disorders of the skin and nutrition and health of the skin. Topics include: cells/tissues/organs, skeletal system, muscular system, nervous system, circulatory system, endocrine system, excretory system, respiration system, digestive system, structure of the skin, disorders of the skin, and nutrition and health of the skin.

ESTH 1020 SKIN CARE PROCEDURES (15-105-4)
Prerequisite: ESTH 1000
Introduces the theory, procedures and products used in the care and treatment of the skin. Topics include: client consultation and preparation, cleaning the skin, techniques for professional massage, facial treatments and body treatments, aromatherapy, body wraps, reflexology, and air borne and blood borne pathogens and OSHA updates.

ESTH 1030 ELECTRICITY AND FACIAL TREATMENTS WITH MACHINES (30-105-5)
Prerequisite: ESTH 1000
Provides instruction on and application techniques and theory in the treatment of the skin. Topics include: Skin analysis equipment, basic skin care products, basic electricity, men's skin care products, post consultation and home care, mechanical verses chemical exfoliations, microdermabrasion, advanced product types and features.

ESTH 1040 ADVANCED SKIN CARE (15-90-3)
Prerequisite: ESTH 1000
Provides instruction on and application of techniques and theory in the treatment of the skin. Topics include: intrinsic aging, analysis of sensitive skin, treatment for hyperpigmentation, causes of acne, methods of holistic therapy, joining a medical team, and pre-operative and post-operative care.

ESTH 1050 COLOR THEORY AND MAKEUP (15-120-4)
Prerequisite: ESTH 1000
Provides instruction on and application of techniques and theory in the treatment of the skin. Topics include: morphology of hair, hair removal, sanitation, eyebrow shaping, waxing, ingrown hair service, color theory, face proportions and shape, choosing and using makeup products, makeup tools, basic makeup application, camouflage therapy, and medical application.

ESTH 1060 ESTHETICS PRACTICUM I (0-180-4)
Prerequisite: ESTH 1000, ESTH 1010, ESTH 1020, ESTH 1030, ESTH 1040, ESTH 1050
Provides laboratory experience necessary for the development of skill levels to be a competent esthetician. The allocation of time to the various phases of esthetics is prescribed by the state board of cosmetology. This course includes a portion of the hours for licensure. Topics include: body treatments, aromatherapy, reflexology, facials, and hair removal.

ESTH 1070 ESTHETICS PRACTICUM II (0-180-4)
Prerequisite: ESTH 1060
Provides experience for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of conduct and positive attitudes. The requirements for this course will be met in a laboratory setting. Topics include: body treatments, aromatherapy, reflexology, facials, and hair removal.

Forensic Science

FOSC 1206 INTRODUCTION TO FORENSIC SCIENCE (45-0-3)
Prerequisites: Program Admission
This introductory course will provide a broad overview of the areas in forensic science covered in higher level courses. Topics include the recognition, identification, individualization and evaluation of various types of physical evidence, forensic science and the law, and ethics in forensic science. The relationship of forensic science to the natural sciences and the use of the scientific method in forensic science will also be explored.

FOSC 2010 CRIME SCENE INVESTIGATION I (30-60-4)
Prerequisites: FOSC 1206 with a C or better
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 scene along with proper collection and preservation methods.

FOSC 2011 CRIME SCENE INVESTIGATION II (30-60-4)
Prerequisites: FOSC 1206 with a C or better
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 include presumptive testing, enhancement reagent, special scene techniques, bloodstain pattern analysis, shooting reconstruction, pattern recognition and crime scene reconstruction.

FOSC 2012 FORENSIC TRACE EVIDENCE (30-60-4)
Prerequisites: FOSC 1206
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.

FOSC 2014 DOCUMENTATION AND REPORT PREPARATION (30-60-4)
Prerequisites: ENGL 1010 or ENGL 1101, FOSC 1206 with a C or better

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.

FOSC 2028 BLOODSTAIN PATTERN ANALYSIS (30-60-4)
Prerequisites: FOSC 1206, FOSC 2010
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.

FOSC 2033 DEATH INVESTIGATION (45-0-3)
Prerequisites: FOSC 1206
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 to assist 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.

FOSC 2035 FORENSIC PHOTOGRAPHY (30-60-4)
Prerequisites: FOSC 1206
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.

FOSC 2037 VICTIMOLOGY (45-0-3)
Prerequisite: Program Admission
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.

FOSC 2039 COMPUTER FORENSICS (45-60-5)
Prerequisites: COMP 1000, CIST 1130, CIST 1401
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.

FOSC 2040 FORENSIC FIREARMS AND TOOLMARK IDENTIFICATION (30-60-4)
Prerequisite: FOSC 1206
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.

FOSC 2041 LATENT PRINT EXAMINATION (45-30-4)
Prerequisite: FOSC 1206
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.

FOSC 2150 CASE PREPARATION AND COURTROOM TESTIMONY (30-60-4)
Prerequisite: Program Admission
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.

FOSC 2200 FORENSIC FIREARM INJURIES, DISTANCE DETERMINATION AND FIREARM SAFETY (45-30-4)
Prerequisite: FOSC 1206, FOSC 2040
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.

Gerontology

GERT 1000 UNDERSTANDING THE GERONOTOLOGICAL CLIENT (30-0-2)
Prerequisite: Program Admission
This course provides a description of the aging client in the aging services network as well as an examination of sociological, psychological, and biological aspects of aging.

GERT 1010 AGING SERVICES ENVIRONMENT (30-0-2)
Prerequisite: None
This course provides a description of the aging services environment including federal, state, and local roles and responsibilities as well as an examination of service specifications.

GERT 1020 BEHAVIORAL ASPECTS OF AGING (30-0-2)
Prerequisite: Program Admission
This course addresses behavioral health issues associated with aging, including psycho-social impact of cultural and cohort influences; a discussion of prevention, diagnosis, assessment, and intervention; as well as an examination of pertinent legislation.

GERT 1030 GERONTOLOGICAL NUTRITION (15-0-1)
Prerequisite: Program Admission
This course provides a study of the nutritional needs of the individual, including older adults. Topics include: nutrients, standard and modified diets, nutrition throughout the lifespan, and client education.

GERT 1040 HEALTHY AGING (30-0-2)
Prerequisite: None
This course provides an examination of lifestyles conducive to healthy aging and considers the role of nutrition, exercise, safety, and lifelong learning.

GERT 1050 PRINCIPLES OF HOME HEALTH CARE (45-0-3)
Prerequisite: Program Admission
This course provides discussion of the development of modern home care focusing on the elderly and the values of keeping families together in times of illness while maintaining a therapeutic environment.

GERT 1060 ALZHEIMER'S DISEASE AND DEMENTIA (45-0-3)
Prerequisite: None
This course provides an examination of Alzheimer's disease and other forms of dementia; the foundation for caregiving; and an emphasis on therapeutic techniques. This course involves experiential learning activities as well as didactic learning experiences.

GERT 1070 LEGAL AND ETHICAL ASPECTS OF AGING (45-0-3)
Prerequisite: None
This course provides an exploration of legal and ethical issues and the relationship to nursing care of the gerontological client; a review of laws which govern and protect the aging client as well as a review of moral principles and values that guide human behaviors.

GERT 1080 DEATH AND DYING (30-0-2)
Prerequisite: Program Admission
This course provides an understanding of the death and dying process as a normal part of the life cycle and an examination of the specific care needed to care for the dying patient and family as they complete the last stage of growth and development.

GERT 2000 GERONTOLOGY PRACTICUM I (0-225-5)
Prerequisites: GERT 1000, GERT 1010, GERT 1030
This course provides the student with the opportunity to gain experience in an actual clinical/job setting. Students will be placed in an appropriate facility throughout the semester. On-the-job training topics include: orientation to the profession; communication; roles and responsibilities of a Geriatric Specialist; legal and safety requirements in the field of gerontology; equipment use; and performance skills standards and procedures.

GERT 2010 GERONTOLOGY PRACTICUM II (0-225-5)
Prerequisite: GERT 2000
This course builds on the concepts presented in Gerontology Practicum I and develops the skills necessary for successful performance in the job market.

Geographic Information Systems

GIFS 1101 INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS (30-60-4)
Prerequisite: Program Admission
Co-requisite: COMP 1000
This course is an introduction to the principles and applications of Geographic Information Systems and basic use of a hand-held Global Positioning System (GPS) unit in the field. Topics include: applications of geographic information including data structure, spatial analysis, data management, data visualization, and data retrieval. Emphasis is placed on the interdisciplinary nature of GIS and its relevance to industry and society. Students will also acquire skills in introduction to terminology, hardware, and technology used in GPS.

GIFS 1103 INTERMEDIATE GIS (30-60-4)
Prerequisite: Program Admission
This GIS course prepares students for geographic analysis. The course introduces students to the use of software tools in geographic and database analysis and provides practical experience in the use of GIS software for spatial analysis.

GIFS 1109 SPECIAL TOPICS IN GIS (30-60-4)
Prerequisite: GIFS 1103
This course allows instructors to cover topics that are specifically related to their service area. Examples of projects are: precision agriculture, fire and crime, water usage, historical data, and utility layouts. Students will be assigned a project that will benefit them in employment for their current service area.

GIFS 1114 ADVANCED GIS: APPLICATION DEVELOPMENT (30-60-4)
Prerequisite: GIFS 1103
This course provides practical experience in designing a Geographic Information Systems model. Implementing a research design with spatial data, students sharpen their GIS technical and problem-solving skills. GIS models useful to the public and private sector are examined.

GIFS 1116 SPATIAL ANALYSIS IN GIS (30-60-4)
Prerequisite: GIFS 1103
This course provides advanced concepts to spatial analysis. The course will briefly review methods used in analysis of geographically referenced data. The course will introduce sampling strategies for data used in GIS using raster and vector

data structures. Introductory concepts in GIS raster based information including remote sensing techniques and methods are also discussed.

GIFS 1122 GIS IN SCIENCE, BUSINESS, AND GOVERNMENT (30-60-4)
Prerequisite: GIFS 1103
This course includes an in-depth survey of the various ways that GIS applications are being used in natural resources, government (city, county, state, and federal) and business. Topics will include data acquisition, accuracy, analysis, and presentation techniques necessary for various GIS applications.

GIFS 1124 CARTOGRAPHIC DESIGN FOR GIS (30-60-4)
Prerequisite: GIFS 1103
This course provides a comprehensive study of GIS applicable cartography including cartographic principles, data acquisition methods used in map production, and methods of base map development. Techniques used in GIS base map development are introduced using hands-on exercises.

GIFS 1126 DATABASE DESIGN AND MANAGEMENT IN GIS (30-60-4)
Prerequisite: GIFS 1103
This course is an introduction to principles of database design and management including conversion fundamentals and modeling techniques. Topics include database integration concepts, development of user interface, troubleshooting databases, relational database concepts, and database design in GIS.

GIFS 2000 GEOGRAPHIC INFORMATION SYSTEMS PRACTICUM/INTERNSHIP (0-135-3)
Prerequisite: Advisor Approval
This practicum course provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control.

GIFS 2010 GEOGRAPHIC INFORMATION SYSTEMS INTERNSHIP/PRACTICUM (0-180-4)
Prerequisite: Advisor Approval
This practicum provides an approved industry like setting where the student develops and sharpens skills. Emphasis is placed on production standards and achievement and quality control.

GIFS 2020 GEOGRAPHIC INFORMATION SYSTEMS PRACTICUM/INTERNSHIP (0-270-6)
Prerequisite: Advisor Approval
This practicum course provides an approved industry like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control.

GIFS 2030 GEOGRAPHIC INFORMATION SYSTEMS EXIT REVIEW (0-90-2)
Prerequisite: None
This course emphasizes student production of portfolio-quality pieces; focuses on the preparation for entry into the job market.

Hemodialysis Technician

HECT 1100 HEMODIALYSIS PATIENT CARE (75-60-7)
Prerequisites: Program Admission
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.

HECT 1120 HEMODIALYSIS PRACTICUM (30-90-4)
Prerequisite: HECT 1100
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.

HECT 1130 HEMODIALYSIS REUSE/REPROCESSING PRACTICUM (60-60-6)
Prerequisite: HECT 1100
This course equips healthcare workers with the skills necessary to succeed in the field of hemodialysis as a reuse technician.

Focus is on the clinical aspects of hemodialysis, including reprocessing of hemodialyzers and operating machines that clean and sterilize artificial kidneys or dialyzers used by dialysis patients after each patient treatment.

History

HIST 1111 WORLD HISTORY I (45-0-3)
Prerequisite: Appropriate Degree-Level English and Reading Placement Test Scores
This course emphasizes the study of intellectual, cultural, scientific, political, and social contributions of the civilizations of the world and the evolution of these civilizations during the period from the prehistoric era to early modern times. Topics include the Prehistoric Era the Ancient Near East, Ancient India, Ancient China, Ancient Rome, Ancient Africa, Islam, the Americas, Japan, Ancient Greece, the Middle Ages, and the Renaissance.

HIST 1112 WORLD HISTORY II (45-0-3)
Prerequisite: Appropriate Degree-Level English and Reading Placement Test Scores
This course emphasizes the study of the intellectual, cultural, scientific, political, and social contributions of the civilizations of the world and the evolution of these civilizations during the period from early modern times to the present. Topics include transitions to the Modern World, scientific revolution and the Enlightenment, political modernization, economic modernization, imperialism, and the Twentieth Century.

HIST 2111 U.S. HISTORY I (45-0-3)
Prerequisite: Appropriate Degree Level English and Reading Placement Test Scores
This course emphasizes the study of U. S. History to 1877 to include the post-Civil War period. The course focuses on the period from the Age of Discovery through the Civil War to include geographical, intellectual, political, economic and cultural development of the American people. It includes the history of Georgia and its constitutional development. Topics include colonization and expansion; the Revolutionary Era; the New Nation; nationalism, sectionalism, and reform; the Era of Expansion; and crisis, Civil War, and reconstruction.

HIST 2112 U.S. HISTORY II (45-0-3)
Prerequisite: Appropriate Degree Level English and Reading Placement Test Scores
Emphasizes the study of the social, cultural, and political history of the United States from 1865 to the beginning of the twenty-first century and will equip the student to better understand the problems and challenges of the contemporary world in relation to events and trends in modern American history. The course also provides an overview of the history of Georgia and the development of its constitution. Topics include the Reconstruction Period; the great West, the new South, and the rise of the debtor; the Gilded Age; the progressive movement; the emergence of the U. S. in world affairs; the Roaring Twenties; the Great Depression; World War I; World War II; the Cold War and the 1950's; the Civil Rights Movement; the 1960's and 1970's; and America since 1980.

Hotel/Restaurant/Travel Management

HRTM 1100 INTRODUCTION TO HOTEL, RESTAURANT, AND TOURISM MANAGEMENT (45-0-3)
Prerequisites: Program Admission
This course provides the student with an overview of occupations in the hospitality industry. Emphasizes the various segments of each occupation and the interrelated responsibilities for customer service which exist across the hospitality industry. Topics include: development of the hospitality industry, food and beverage services, hotel services, meeting and convention services, management's role in the hospitality industry, and hospitality industry trends.

HRTM 1110 TRAVEL INDUSTRY AND TRAVEL GEOGRAPHY (45-0-3)
Prerequisite: Program Admission
Introduces students to the importance of the travel agent in the hospitality industry and provides an understanding of international, national, state, major cities and their points of interest to the travel customer. Emphasis is placed on career options, industry trends, travel documents, identifying why people travel and how geography is linked to their needs. Topics include: terminology, agency operations, travel reference guides, airline industry, other transportation modes, hotels and resorts, individual travel needs, travel and tourism careers, miscellaneous services, geographical and physical aspects of the Americas and Greenland, Europe, Middle East and Africa, Far East, Australia, New Zealand and Pacific Islands, and travel regulations and documents needed to travel internationally.

HRTM 1120 TOUR AND CRUISE MANAGEMENT (45-0-3)
Prerequisite: Program Admission
This course provides students with an orientation to the duties and responsibilities of the tour operator and an overview of the cruise industry. The course also gives students an opportunity to gain the technical knowledge and skills needed to utilize computerized reservation and information systems. Emphasis is placed on the operator's role in planning and conducting tours and cruises as well as accessing data bases and identifying options which satisfy customer's needs. Topics include planning individual tours, planning group tours, transportation arrangements, accommodation options, entertainment options, foreign country tours, and manager's on-tour responsibilities on the ship, living quarters, amenities, shipboard activities and marketing, selling of cruises, agency computer hardware, computer reservation systems, automated travel information, back-room accounting, and trends in automated travel data systems.

HRTM 1130 BUSINESS ETIQUETTE AND COMMUNICATION (45-0-3)
Prerequisite: Program Admission
This course focuses on professionalism in a variety of business settings. Topics include professional image and conduct at work, telephone etiquette, table manners, oral and written communication skills, and diversity in the hospitality industry.

HRTM 1140 HOTEL OPERATIONS MANAGEMENT (45-0-3)
Prerequisite: Program Admission
This course focuses on the organization and management of lodging operations. It covers day-to-day operations of each department in a hotel and helps students to understand what seasoned managers do. Emphasis is placed on the rooms division. Topics include corporate structures, departmental responsibilities, hotel services and staff, decision making, and industry trends.

HRTM 1150 EVENT PLANNING (45-0-3)
Prerequisite: Program Admission
This course introduces students to event planning requirements. Topics include fundamentals of event planning; selecting event dates and venues; developing agendas, time lines, budgets, and contracts; marketing events, and facilitating events.

HRTM 1160 FOOD AND BEVERAGE MANAGEMENT (45-0-3)
Prerequisite: Program Admission
This course provides students with a study of food and beverage operations and management. Emphasis is placed on the successful operation of a food and beverage establishment. Topics include restaurants, owners, locations, and concepts; business plans, financing, and legal and tax matters; menus, kitchens, and purchasing; restaurant operations and management.

HRTM 1170 HOSPITALITY, INDUSTRY ACCOUNTING AND FINANCIAL ANALYSIS (45-0-3)
Prerequisite: Program Admission
This course provides students with the fundamental knowledge to interpret and analyze the key reports and financial statements used daily in the hospitality industry. Focusing on profit and loss statements, students learn to use numbers to assess the performance of individual departments and the overall operation. These numbers are the basis for managerial decisions that increase revenue and control costs.

HRTM 1201 HOSPITALITY MARKETING (45-0-3)
Prerequisite: Program Admission
Introduces students to marketing techniques associated with hotel/restaurant/tourism fields with emphasis on identifying and satisfying needs of customers. Topics include: marketing introduction, research and analysis, marketing strategies, marketing plans, social media marketing, branding, positioning, sales and advertising. Because of the constant change in marketing strategies in the hospitality industry, this course will also focus on new marketing techniques that are being used in the hospitality industry.

HRTM 1210 HOSPITALITY LAW (45-0-3)
Prerequisite: Program Admission
This course introduces the student to local, state, federal, and international laws which govern the hospitality industry. Emphasis is placed on creating a workplace where compliance with the law, adherence to ethical standards, and stressing security and loss prevention are the basis for every decision. Topics include civil law, the structure of hospitality enterprises, government agencies that impact the hospitality industry, preventative legal management, contracts, employee selection and management, duties and obligations to employees and guests, and crisis management.

HRTM 1220 SUPERVISION AND LEADERSHIP IN THE HOSPITALITY INDUSTRY (45-0-3)
Prerequisite: Program Admission
This course focuses on the principles of good supervision and leadership as they apply to day-to-day hospitality operations. Topics include recruiting, selection, orientation, compensation and benefits, motivation, teamwork, coaching, employee training and development, performance standards, discipline, employee assistance programs, health and safety, conflict management, communicating and delegating, and decision making and control.

HRTM 1230 INTERNSHIP (0-135-3)
Prerequisite: HRTM 1100
This course introduces students to the application and reinforcement of hotel/restaurant/travel operational principles, in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into management applications on the job. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of hotel/restaurant/travel management techniques, and professional development. The occupation-based instruction is implemented through the use of a practicum or internship and all of the following: written individualized training plans, written performance evaluation, and a required weekly seminar.

Humanities

HUMN 1101 INTRODUCTION TO HUMANITITIES (45-0-3)
Prerequisite: ENGL 1101
Explores the philosophic and artistic heritage of humanity expressed through a historical perspective on visual arts, music, and literature in the early, middle, and modern periods. The humanities provide insight into people and society in both the Western and non-Western world. Topics include historical and cultural developments, contributions of the humanities, and research.

Instrumentation & Control

ICET 2040 FUNDAMENTALS OF PRESSURE, TEMPERATURE, FLOW, AND LEVEL (60-30-5)
Prerequisite: IDSY 1230, IDSY 2800
An introduction to the concepts of pressure, level, flow, and temperature calculations and conversions; operating principles of indicators, recorders, transmitters, and transducers; measure pressure, level, flow, and temperature using various indicators and recorders; develop troubleshooting techniques for various devices.

ICET 2060 INSTRUMENTATION MAINTENANCE AND CALIBRATION (45-75-5)
Prerequisite: ICET 2040, IDSY 2800
This course introduces methodology into maintenance procedures for various process control systems that will include preventive and predictive methodologies. This course also provides an in-depth study of calibration theory, procedures, and techniques using diverse associated test equipment.

ICET 2080 FINAL CONTROL ELEMENTS (30-75-4)
Prerequisite: IDSY 2800
This course includes principles of operation, calibration, servicing, troubleshooting, repair and replacement of actuators/control valves.

Industrial Fundamentals

IDFC 1007 INDUSTRIAL SAFETY PROCEDURES (15-30-2)
Prerequisite: Provisional admission
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.

IDFC 1011 DIRECT CURRENT I (30-30-3)
Prerequisite: Provisional admission

Co-requisite: MATH 1012
This course introduces direct current (DC) concepts and applications. Topics include: electrical principles and laws; batteries; DC test equipment; series, parallel and simple combination circuits; and laboratory procedures and safety practices.

IDFC 1012 ALTERNATING CURRENT I (30-30-3)
Prerequisite: Provisional admission
Co-requisite: IDFC 1011
This course 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.

IDFC 1013 SOLID STATE DEVICES I (30-30-3)
Prerequisite: IDFC 1000, IDFC 1012
Introduces the physical characteristics and applications of solid state devices. Topics include introduction to semiconductor fundamentals, diode applications, basic transistor fundamentals, basic amplifiers, and semiconductor switching devices.

Industrial Systems

IDSY 1020 PRINT READING AND PROBLEM SOLVING (30-45-3)
Prerequisite: Program admission
This course introduces practical problem solving techniques as practiced in an industrial setting. Topics include analytical problem solving, troubleshooting techniques, reading blueprints and technical diagrams, schematics and symbols, specifications and tolerances. The course emphasizes how the machine or mechanical system works, reading and engineering specifications and applying a systematic approach to solving the problem.

IDSY 1100 BASIC CIRCUIT ANALYSIS (45-90-5)
Prerequisite: None
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 electrical laws and principles, magnetism, series, parallel, and simple combination circuits, inductance and capacitance, diodes and amplifiers, and semiconductor fundamentals.

IDSY 1101 DC CIRCUIT ANALYSIS (40-10-3)
Prerequisite: None
This course introduces direct current (DC) concepts and applications. Topics include electrical principles and laws, batteries, DC test equipment, Series, parallel, simple combination circuits, laboratory procedures and safety practices.

IDSY 1105 AC CIRCUIT ANALYSIS (40-10-3)
Prerequisite: None
This course introduces alternating current concepts, theory, and application of varying sine wave voltages and current, and the physical characteristics and applications of solid state devices. Topics include, but are not limited to, electrical laws and principles, magnetism, inductance and capacitance.

IDSY 1110 INDUSTRIAL MOTOR CONTROLS I (30-120-5)
Prerequisite: None
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 motor theory and operating principles, control devices, symbols and schematic diagrams, NEMA standards, Article 430 NEC and preventative maintenance and troubleshooting.

IDSY 1120 BASIC INDUSTRIAL PLCs (7-142-5)
Prerequisite: None
This course introduces the operational theory, systems terminology, PLC installation, and programming procedures for Programmable Logic Controllers. Emphasis is placed on PLC programming, connections, installation, and start-up procedures. Other topics include timers and counters, relay logic instructions, and hardware and software applications.

IDSY 1130 INDUSTRIAL WIRING (26-123-5)
Prerequisite: None
Teaches the fundamental concepts of industrial wiring with an emphasis on installation procedures. Topics include: grounding, raceways, three-phase systems, transformers (three-phase and single-phase), wire sizing, overcurrent protection, NEC requirements, industrial lighting systems, and switches, receptacles, and cord connectors.

IDSY 1160 MECHANICAL LAWS AND PRINCIPLES (45-30-4)
Prerequisite: None
Introduces the student to fundamental laws and principles of mechanics. Topics include mechanical principles of simple machines; force, torque, velocity, acceleration, and inertia; rotational motion; work, power, and energy; matter; gases; fluid power; and heat. The course emphasizes understanding terminology and using related problem solving skills in everyday physical applications of mechanical technology. Competencies are reinforced with practical hands on lab exercises.

IDSY 1170 INDUSTRIAL MECHANICS (37-113-5)
Prerequisite: None
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.

IDSY 1180 MAGNETIC STARTERS AND BRAKING (15-60-3)
Prerequisite: None
This course provides instruction in wiring motor control circuits. Emphasis is placed on designing and installing magnetic starters in across-the-line, reversing, jogging circuits, and motor braking. Topics include control transformers, full voltage starters, reversing circuits, jogging circuits, and braking.

IDSY 1190 FLUID POWER AND PIPING SYSTEMS (37-112-5)
Prerequisite: None
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.

IDSY 1210 INDUSTRIAL MOTOR CONTROLS II (37-112-5)
Prerequisite: IDSY 1110
This course introduces the theory and practical application for two-wire control circuits, advanced motor controls, and variable speed motor controls. Emphasis is placed on circuit sequencing, switching, and installation, maintenance, and troubleshooting techniques.

IDSY 1220 INTERMEDIATE INDUSTRIAL PLCs (13-137-5)
Prerequisite: None
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.

IDSY 1230 INDUSTRIAL INSTRUMENTATION (37-112-5)
Prerequisite: None
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.

IDSY 1240 MAINTENANCE FOR RELIABILITY (45-30-4)
Prerequisite: None
Applies advanced instrumentation in conjunction with principles of mechanical physics, vibration and particulate analysis, thermography, and advanced reliability concepts relative to precision/predictive maintenance of industrial equipment.

IDSY 1260 MACHINE TOOL FOR INDUSTRIAL REPAIRS (45-30-4)
Prerequisite: None

Provides Industrial Mechanics the basic machine shop skills to perform common mechanical repairs such as: repair of scored pump shafts, motor shafts, conveyor shafts or valve stems; repair or fabrication of support brackets; fabrication of simple shaped (cylindrical or rectangular) parts; making or repairing keyseats and keys.

IDSY 1310 INDUSTRIAL SYSTEMS REVIEW (30-45-3)
Prerequisite: Program Admission
This course provides an instructional review of the Industrial Maintenance Technology course of study with a comprehensive assessment of each area. The assessment will consist of a written, identification, and hands-on examination. Topics include direct current, alternating current, industrial wiring, AC-DC motors, motor controls, industrial hydraulics, industrial pneumatics, industrial mechanics, welding, safety, and programmable logic controllers.

IDSY 2750 HUMAN MACHINE INTERFACE (30-75-4)
Prerequisite: None
Provides hand-on development of Programming skills for industrial HMI components used automated industrial systems. Emphasis is placed on applying skills developed in previous courses in programmable logic controls (PLCs) in an industrial setting. This course includes advanced skills and techniques the student can apply to HMI applications in an industrial environment.

IDSY 2800 ADVANCED PROCESS CONTROL (30-75-4)
Prerequisite: None
Teaches advanced process control skills to include Process control drawings, PID control, advanced loops and tuning, Process controllers, DCS systems, and SCADA systems. The student will be introduced to the fundamentals, devices and methods use in todays advanced process systems.

IDSY 2830 NETWORKING INDUSTRIAL EQUIPMENT (30-75-4)
Prerequisite: None
Provides communication and networking skills needed for cabling and connection to PLC/HMI Devices.

IDSY 2850 INDUSTRIAL GRAPHICAL COMMUNICATION (30-75-4)
Prerequisite: None
Provides hands on experience in the development and implementation of graphical computer based HMI (Human-Machine Interfaces) for control of automated machines and industrial manufacturing systems. This course is built on the user's knowledge/familiarity of programmable logic controls (PLCs) and demonstrates the capabilities and economic impact of PC based controls systems. The manufacturing industry's demand for low cost automated solutions has pushed the desktop PC into the plant floor. Areas such as front end creation, I/O assignments and communications, alarming, and acknowledgement, data trending and more are covered and explored throughout the course.

Logistics

LOGI 1000 BUSINESS LOGISTICS (45-0-3)
Prerequisite: Program Admission
This course provides a general knowledge of current management practices in logistics management. The focuses of the course will be on planning, organizing, and controlling of these activities, key elements for successful management in any organization. The course will also introduce student to Transport, Inventory, and Location strategies, Customer Service Goals and Organization and Control.

LOGI 1010 PURCHASING (45-0-3)
Prerequisite: LOGI 1000
Provides a general knowledge of purchasing for today's Supply Chains. The student will be introduced to Cross-functional teaming, Purchasing and Supply Performance, Supplier Integration into new Product Development, Supplier Development, Strategic Cost Management and Total Ownership Cost (TOC), and many other topics. This course along with other Supply Chain based courses will give the student the foundation needed to make a difference in obtaining low costs, quality products for their organizations.

LOGI 1020 MATERIALS MANAGEMENT (45-0-3)
Prerequisite: LOGI 1000
This course will introduce students to materials Management by learning the planning production process, master

scheduling, material requirements, and forecasting material demands and inventory levels. This course is designed to build on the students' knowledge of supply chains and how effective material management improves supply chain performance.

LOGI 1030 PRODUCT LIFECYCLE MANAGEMENT (45-0-3)
Prerequisite: LOGI 1000
The core of product lifecycle management is the creation, preservation and storage of data relating to an organizations products and activities to ensure it's available for daily operations. Students will learn that effective product lifecycle management is an essential tool for coping with the demanding global competition and ever-shortening product and component life cycles.

Medical Assisting

MAST 1010 LEGAL AND ETHICAL CONCERNS IN THE MEDICAL OFFICE (30-0-2)
Prerequisite: Program Admission
This course 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.

MAST 1030 PHARMACOLOGY IN THE MEDICAL OFFICE (60-0-4)
Prerequisite: Program Admission, MATH 1012
This course 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.

MAST 1060 MEDICAL OFFICE PROCEDURES (45-30-4)
Prerequisite: Program Admission
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.

MAST 1080 MEDICAL ASSISTING SKILLS I (15-120-4)
Prerequisites: Program Admission, ALHS 1011, ALHS 1090
This course 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.

MAST 1090 MEDICAL ASSISTING SKILLS II (15-120-4)
Prerequisites: Program Admission, ALHS 1011, ALHS 1090
Furthers student knowledge of the more complex activities in a physician's office. Topics include: collection/examination of specimens and CLIA regulations/risk management; urinalysis; venipuncture; hematology and chemistry evaluations; advanced reagent testing (Strep Test, HcG etc); administration of medications; medical office emergency procedures and emergency preparedness; respiratory evaluations; principles of IV administration; rehabilitative therapy procedures; principles of radiology safety and maintenance of medication and immunization records.

MAST 1100 MEDICAL INSURANCE MANAGEMENT (15-45-2)
Prerequisites: Program Admission, ALHS 1011, ALHS 1090, COMP 1000, ENGL 1010
Emphasizes essential skills required for the medical practice. Topics include: managed care, reimbursement, and coding.

MAST 1110 ADMINISTRATIVE PRACTICE MANAGEMENT (15-75-3)
Prerequisites: Program Admission, ALHS 1011, ALHS 1090, COMP 1000, ENGL 1010
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.

MAST 1120 HUMAN DISEASES (45-0-3)
Prerequisites: Program Admission
This course 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.

MAST 1170 MEDICAL ASSISTING EXTERNSHIP (0-270-6)
Prerequisites: Advisor Approval
This course 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.

MAST 1180 MEDICAL ASSISTING SEMINAR (45-0-3)
Prerequisites: Advisor Approval
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.

MAST 1510 MEDICAL BILLING AND CODING I (15-30-2)
Prerequisites: ALHS 1011, ALHS 1090, ENGL 1010
This course provides an introduction to medical billing and coding skills with applications of international coding standards for billing of health care services. Topics include: International Classification of Diseases, code book formats, guidelines and conventions, and coding techniques.

MAST 1520 MEDICAL BILLING AND CODING II (15-60-3)
Prerequisites: MAST 1510
Co-requisite: MAST 1530
This course is a continuance of MAST 1510 Medical Billing and Coding I. MAST 1520 topics include: medical records coding techniques; coding linkage and compliance; third-party reimbursement issues; and ethics in coding including fraud and abuse.

MAST 1530 MEDICAL PROCEDURAL CODING (15-30-2)
Prerequisites: MAST 1510
Co-requisite: MAST 1520
This course provides the knowledge and skills to apply the coding of procedures for billing purposes using the Physicians Current Procedural Terminology (CPT) manual. Topics include: format of CPT manual, CPT manual coding guidelines, and coding using the CPT manual.

Mathematics

MATH 1011 BUSINESS MATH (45-0-3)
Prerequisite: MATH 0090 or Appropriate Arithmetic Placement Test Score
Emphasizes mathematical concepts found in business situations. Topics include basic mathematical skills, mathematical skills in business related problem solving, mathematical information for documents, graphs, and mathematical problems.

MATH 1012 FOUNDATIONS OF MATHEMATICS (45-0-3)
Prerequisite: MATH 0090 or Appropriate Arithmetic Placement Test Score
Emphasizes the application of basic mathematical skills used in the solution of occupational and technical problems. Topics include fractions, decimals, percents, ratios and proportions, measurement and conversion, geometric concepts, technical applications, and basic statistics.

MATH 1013 ALGEBRAIC CONCEPTS (45-0-3)
Prerequisite: MATH 0098 or Appropriate Algebra Placement Test Score
Emphasizes concepts and operations which are applied to the study of algebra. Topics include basic mathematical concepts, basic algebraic concepts, and intermediate algebraic concepts.

MATH 1015 GEOMETRY AND TRIGONOMETRY (45-0-3)
Prerequisite: MATH 1013 with a grade of C or better
Emphasizes basic geometric and trigonometric concepts. Topics include measurement conversion, geometric terminology and measurements, and trigonometric terminology and functions.

MATH 1017 TRIGONOMETRY (45-0-3)
Prerequisite: MATH 1013 with a grade of C or better
Emphasizes trigonometric concepts, logarithms, and exponential functions. Topics include trigonometric concepts, logarithms and exponentials.

MATH 1100 QUANTITATIVE SKILLS AND REASONING (45-0-3)
Prerequisite: Appropriate Algebra Placement Test Score
Emphasizes algebra, statistics, and mathematics of finance. Topics include fundamental operations of algebra, sets and logic, probability and statistics, geometry, mathematics of voting and districting, and mathematics of finance.

MATH 1101 MATHEMATICAL MODELING (45-0-3)
Prerequisite: Appropriate Algebra Placement Test Score
Emphasizes functions using real-world applications as models. Topics include fundamental concepts of algebra; functions and graphs; linear, quadratic, polynomial, exponential, and logarithmic functions and models; systems of equations; and optional topics in algebra.

MATH 1111 COLLEGE ALGEBRA (45-0-3)
Prerequisite: Appropriate Algebra Placement Test Score
Emphasizes techniques of problem solving using algebraic concepts. Topics include fundamental concepts of algebra, equations and inequalities, functions and graphs, and systems of equations; optional topics include sequences, series, and probability or analytic geometry.

MATH 1112 COLLEGE TRIGONOMETRY (45-0-3)
Prerequisite: MATH 1111 with a grade of C or better
This course 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.

MATH 1113 PRECALCULUS (45-0-3)
Prerequisite: Regular Admission and MATH 1111 with a grade of C or better
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.

MATH 1127 INTRODUCTION TO STATISTICS (45-0-3)
Prerequisite: Appropriate Algebra Placement Test Score
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.

MATH 1131 CALCULUS I (60-0-4)
Prerequisite: MATH 1113 with a grade of C or better
Topics include the study of limits and continuity, derivatives, and integrals of functions of one variable. Applications are incorporated from a variety of disciplines. Algebraic, trigonometric, exponential, and logarithmic functions are studied.

MATH 1132 CALCULUS II (60-0-4)
Prerequisite: MATH 1131 with a grade of C or better
This course includes the study of techniques of integration, application of the definite integral, an introduction to differential equations, improper integrals, sequences, and series.

Machine Tool

MCHT1011 INTRODUCTION TO MACHINE TOOL (30-60-4)
Prerequisite: Provisional admission
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.

MCHT 1012 BLUEPRINT FOR MACHNE TOOL (45-0-3)
Prerequisite: Provisional admission
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.

MCHT 1013 MACHINE TOOL MATH (30-45-3)
Prerequisite: MATH 1012, Provisional admission (English and Reading scores)
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.

MCHT 1015 SURFACE GRINDER OPERATIONS (15-30-2)
Prerequisite: Provisional admission
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.

MCHT 1020 HEAT TREATMENT AND SURFACE GRINDING (30-45-3)
Prerequisite: Provisional admission
This course provides instruction in the setup, maintenance, and assembly operations of surface grinders. Introduces the properties of various metals, production methods, and identification of ferrous and non-ferrous metals. Topics include heat treatment safety, metallurgy principles, heat treatment of metals, surface grinders, surface grinder maintenance, surface grinder setup, surface grinder operations, and safety.

MCHT 1030 APPLIED MEASUREMENT (45-0-3)
Prerequisite: None
Co-requisites: MCHT 1011, MCHT 1013
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.

MCHT 1119 LATHE OPERATIONS I (15-90-3)
Prerequisite: Provisional admission
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.

MCHT 1120 MILL OPERATIONS I (15-90-3)
Prerequisite: Provisional admission
Provides instruction in the setup and use of the milling machine. Topics include: safety, milling machines, milling machine setup, and milling machine operations.

MCHT 1190 MACHINE TOOL TECHNOLOGY INTERNSHIP (0-45-1)
Prerequisite: Co-op Selection or Advisor Approval
During the internship/co-operative work experience, the student gains practical knowledge and hands-on training necessary for career advancement in the field. The student will be required to satisfactorily perform tasks assigned by the internship/co-op supervisor.

MCHT 1219 LATHE OPERATIONS II (15-90-3)
Prerequisite: MCHT 1119
This course provides further instruction for students to develop skill in the use of lathes. Topics include lathes, lathe setup, lathe operations, and safety.

MCHT 1220 MILL OPERATIONS II (15-90-3)
Prerequisite: MCHT 1120
This course 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.

Mechanical Engineering

MEGT 1010 MANUFACTURING PROCESSES (30-30-3)
Prerequisite: Program Admission
Co-Requisites: ENGT 1000
This course introduces industrial manufacturing processes that employ processes for material shaping, joining, machining and assembly to the student. Topics include: casting, shaping and molding of metals, ceramics and polymers; particulate processing of metals and ceramics, metal forming, machining, sheet metal working, joining and assembling, surface treatment, and manufacturing design considerations. Emphasis is provided on raw materials, quality, and costs of finished products. The course includes lab exercises that demonstrate the applications of the topics covered in actual manufacturing processes.

MEGT 1321 MACHINING AND WELDING (15-45-2)
Prerequisite: Program Admission
Co-Requisites: MEGT 1010
An introduction to machining and welding technology. This course will include emphasis of use and operation of selected machinery, various machining operations, selected welding processes and precision measuring instruments to be combined with laboratory projects and safety. Topics will include industrial safety and health practices; welding quality; use of cutting and grinding tools; introduction to welding terms and symbols; shielded metal arc welding (SMAW); gas metal arc welding (GMAW); gas tungsten arc welding (GTAW); basic machining operations; and precision measuring instruments.

Metrology

METR 1101 INTRODUCTION TO QUALITY, STANDARDS, AND ISO 9000 (45-0-3)
Prerequisite: Provisional Admission
Outlines the history of national and international quality standards. This course emphasizes ISO-9000 and QS-9000 standards; costs and benefits of registration; implementation and upkeep; registrar selection. The registrar accreditation, auditor certification, and company registration will be discussed in detail. also covers the AC and DC standards used in a Standards laboratory. The applications of these standards that pertain to measurements will be emphasized. Multifunction calibrators and digital multimeters will also be covered.

METR 1111 INTRODUCTION TO MEASURE STANDARDS AND TECHNOLOGY (15-60-3)
Prerequisite: Provisional Admission
This course provides instruction in principles and concepts of measurement technology. Includes various levels of Metrology, terminology, and definitions of common Metrology terms. Also covers units of measurement, metric, linear, motion, force, temperature, fluid, and electronic measurements.

METR 1132 MECHANICAL MEASUREMENTS (15-60-3)
Prerequisite: METR 1111
Fundamentals of measuring and measurement devices in mechanical measurements. Instrument characteristics, data and error analysis, and calibration will be covered. Experiments with basic instrumentation applied to measurements of force, strain, velocity, acceleration, temperature, pressure, and flow rates will be explored.

METR 1141 QUALITY CONTROL AND STATISTICS (45-0-3)
Prerequisite: METR 1132

This course is an in-depth study of statistical quality control as it pertains to the measurements arena. Statistical analysis is utilized to determine uncertainties, control charts, and dealing with variables.

METR 1161 PHYSICAL METROLOGY (15-60-3)
Prerequisite: PHYS 1111
This course is an in-depth study of temperature, humidity, pressure, vacuum, weight and measures, flow, and related measurements. Various types of measuring instruments and standards will be evaluated for care, use, calibration, and traceability.

METR 1163 DIMENSIIONAL METROLOGY (25-70-4)
Prerequisite: PHYS 1111
This course is an introduction to theories, laws, and applications dealing with linear and angular measurements; dimensional measurement principles and other measuring disciplines. Various types of dimensional measuring instruments and standards will be evaluated for care, calibration, and traceability.

METR 2111 ELECTRONIC MEASURING INSTRUMENTS (15-112-4)
Prerequisite: METR 1132
The Electronic Measuring Instruments course covers the measurement theories of voltage, current, resistance, capacitance, inductance, frequency and other electronic parameters. Topics include use of voltmeters, ammeters, ohmmeters, signal sources, oscilloscopes, electronic counters, power supplies, spectrum analyzers, logic analyzers, network analyzers, and logic analyzers to make electrical measurements.

METR 2121 MODERN COMMUNICATIONS SYSTEMS (15-72-3)
Prerequisite: METR 1132
This course provides instruction in principles and concepts of modern electronics communication. Topics include basic electronic communication technology, transmission and reception, amplitude modulation, frequency modulation, bandwidth, noise suppression, and introduces digital technology with wired and wireless digital communication.

METR 2131 RF AND MICROWAVE TECHNOLOGY (15-72-3)
Prerequisite: METR 1132
This course covers electronic communications components at RF and microwave frequencies. Topics include measuring, mathematical calibration, and troubleshooting procedures. Addresses transmitter/reception and modulating devices, antennas, interconnection systems, fiber optics, waveguides, radar, lasers, satellite transceiving devices, and digital/wireless communications configurations.

METR 2211 INTRODUCTION TO AUTOMATED METROLOGY (15-60-3)
Prerequisite: METR 2111, METR 2121, METR 2131
This course covers the proper use and ability to program automated test instruments by string command. Hewlett Packard SCPE commands using HP Basic and MET/CAL software packages. This course also covers laboratory managed software like CMI's Benchtop and MET/CAL.

Business Management

MGMT 1100 PRINCIPLES OF MANAGEMENT (45-0-3)
Prerequisite: Provisional Admission
This course develops skills and behaviors necessary for successful supervision of people and their job responsibilities. Emphasis will be placed on real life concepts, personal skill development, applied knowledge and managing human resources. Course content is intended to help managers and supervisors deal with a dramatically changing workplace being affected by technology changes, a more competitive and global market place, corporate restructuring and the changing nature of work and the workforce. Topics include: Understanding the Managers Job and Work Environment; Building an Effective Organizational Culture; Leading, Directing, and the Application of Authority; Planning, Decision-Making, and Problem-Solving; Human Resource Management, Administrative Management, Organizing, and Controlling.

MGMT 1105 ORGANIZATIONAL BEHAVIOR (45-0-3)
Prerequisite: Provisional Admission
This course provides a general knowledge of the human relations aspects of the senior-subordinate workplace environment. Topics include employee relations principles, problem solving and decision making, leadership techniques to develop

employee morale, human values and attitudes, organizational communications, interpersonal communications, and employee conflict.

MGMT 1110 EMPLOYMENT LAW (45-0-3)
Prerequisite: Provisional Admission
This course develops a working knowledge of the laws of employment necessary for managers. Topics include: Employment Law, the Courts, Alternative Dispute Resolution (ADR), Discrimination Law, Selecting Applicants Under the Law, OSHA and Safety, Affirmative Action, At-Will Doctrine, Right to Privacy, Fair Labor Standards Act (FLSA), Family Medical Leave Act (FMLA), Workers Compensation, Unemployment Compensation, and National Labor Relations Act.

MGMT 1115 LEADERSHIP (45-0-3)
Prerequisite: Provisional Admission
This course familiarizes the student with the principles and techniques of sound leadership practices. Topics include: Characteristics of Effective Leadership Styles, History of Leadership, Leadership Models, The Relationship of Power and Leadership, Team Leadership, The Role of Leadership in Effecting Change.

MGMT 1120 INTRODUCTION TO BUSINESS (45-0-3)
Prerequisite: Provisional Admission
This course is designed to provide the student with an overview of the functions of business in the market system. The student will gain an understanding of the numerous decisions that must be made by managers and owners of businesses. Topics include: the market system, the role of supply and demand, financial management, legal issues in business, employee relations, ethics, and marketing.

MGMT 1125 BUSINESS ETHICS (45-0-3)
Prerequisite: Provisional Admission
This course provides students with an overview of business ethics and ethical management practices with emphasis on the process of ethical decision-making and working through contemporary ethical dilemmas faced by business organizations, managers and employees. The course is intended to demonstrate to the students how ethics can be integrated into strategic business decisions and can be applied to their own careers. The course uses a case study approach to encourage the student in developing analytical, problem-solving, critical thinking and decision-making skills. Topics include: An overview of business ethics; moral development and moral reasoning; personal values, rights, and responsibilities; frameworks for ethical decision-making in business; justice and economic distribution; corporations and social responsibility; corporate codes of ethics and effective ethics programs; business and society: consumers and the environment; ethical issues in the workplace; business ethics in a global and multicultural environment; business ethics in cyberspace; and business ethics and the rule of law.

MGMT 1135 MANAGERIAL ACCOUNTING AND FINANCE (45-0-3)
Prerequisite: Program Admission
The focus of this course is to acquire the skills and concepts necessary to use accounting information in managerial decision making. Course is designed for those who will use, not necessarily prepare, accounting information. Those applications include the use of information for short and long term planning, operational control, investment decisions, cost and pricing products and services. An overview of financial accounting and basic concepts of finance provides an overview of financial statement analysis.

MGMT 2115 HUMAN RESOURCE MANAGEMENT (45-0-3)
Prerequisite: Provisional Admission
This course is designed as an overview of the Human Resource Management (HRM) function and of the manager and supervisors role in managing the career cycle from organizational entry to exit. It acquaints the student with the authority, responsibility, functions, and problems of the human resource manager, with an emphasis on developing familiarity with the real world applications required of employers and managers who increasingly are in partnership with HRM generalists and specialists in their organizations. Topics include: strategic human resource management, contemporary issues in HRM: ethics, diversity and globalization; the human resource/supervisor partnership; human resource planning and productivity; job description analysis, development, and design: recruiting, interviewing, and selecting employees; performance management and appraisal systems; employee training and development: disciplinary action and employee rights; employee compensation and benefits; labor relations and employment law; and technology applications in HRM.

MGMT 2120 LABOR MANAGEMENT RELATIONS (45-0-3)
Prerequisite: Provisional Admission

This course provides a student with an overview of the relationship of rank and file employees to management in business organizations. The nature of the workplace, the economic foundations of work organizations, and the history of the relationship between management and labor is examined. The course acquaints the student with the principles of developing positive relationships between management and labor within the context of the legal environment governing labor relations. Topics include: the nature of the American workplace; the economic history of business organizations, the historical roots of labor-management relations; adversarial and cooperative approaches to labor relations; the legal framework of labor relations; employee-employer rights; collective bargaining and union organizing processes; union and nonunion grievance procedures; international labor relations; and the future of labor-management relations in a changing economy. Case studies, readings, and role-plays are used to simulate workplace applications in labor relations.

MGMT 2125 PERFORMANCE MANAGEMENT (45-0-3)
Prerequisite: Provisional Admission
Develops an understanding of how fostering employer/employee relationships in the work setting improves work performance. Develops legal counseling and disciplinary techniques to use in various workplace situations. Topics include: the definitions of coaching, counseling, and discipline; importance of the coaching relationship; implementation of an effective counseling strategy; techniques of effective discipline; and performance evaluation techniques.

MGMT 2130 EMPLOYEE TRAINING AND DEVELOPMENT (45-0-3)
Prerequisite: Provisional Admission
This course addresses the challenges of improving the performance and career potential of employees, while benefiting the student in their own preparation for success in the workplace. The focus is on both training and career and personal development. Shows the student how to recognize when training and development is needed and how to plan, design, and deliver an effective program of training for employees. Opportunities are provided for the student to develop their own career plans, assess their work-related skills, and practice a variety of skills desired by employers. Topics include: developing a philosophy of training; having systems approach to training and development; the context of training; conducting a needs analysis; critical success factors for employees: learning principles; designing and implementing training plans; conducting and evaluating training; human resource development and careers; personal career development planning; and applications in interpersonal relationships and communication.

MGMT 2135 MANAGEMENT COMMUNICATION TECHNIQUES (45-0-3)
Prerequisite: Provisional Admission
Co-requisite: COMP 1000
Emphasizes developing the full range of communication strategies required to become a successful manager and prepares managers for the skills required to communicate effectively in business today. Topics include: Organizational/Strategic Communication, Interpersonal Communication, Presentation Techniques, Presentation Technology & Applications, Team/Group Communication, Intercultural Communication, External Stakeholder Communication and Using Spreadsheet Applications for Business Problem Solving.

MGMT 2140 RETAIL MANAGEMENT (45-0-3)
Prerequisite: Provisional Admission
This course develops a working knowledge of managing a retail business from a variety of perspectives with an emphasis on store management. The emphasis is on contemporary issues in retailing, particularly the process of supervising customer service and dealing with the changing demographics of retailing. An application focus on the use of information technologies, the internet, and electronic retailing is intended to give the student hands-on experience in retail management. Topics include: strategic retail management; store, non-store, and nontraditional retailing; retail human resource management; developing a customer-focused service strategy; managing customer service; retail operations and financial management; merchandise management; buying and inventory management; global, cataloging, and electronic retail management, information technology applications in retailing.

MGMT 2145 BUSINESS PLAN DEVELOPMENT (45-0-3)
Prerequisite: Provisional Admission
Provides students with knowledge and skills necessary for a manager or entrepreneur to develop and implement a business plan. Topics include: business/community compatibility, introduction to cash flow and break even analysis, development of product/service idea, determination of market feasibility, determination of financial feasibility, development of marketing strategy, development of operations outline, and application of financial concepts.

MGMT 2150 SMALL BUSINESS MANAGEMENT (45-0-3)
Prerequisite: Provisional Admission

This course introduces the essentials of starting, managing, and growing a small business. Topics include: the role of the entrepreneur, pricing, advertising, financing, and layout of facilities, inventory control, staffing, purchasing, vendor selection, and relevant laws affecting small business.

MGMT 2200 PRODUCTION/OPERATION MANAGEMENT (45-0-3)
Prerequisite: Provisional Admission
This course provides the student with an intensive study of the overall field of production/operations management. Topics include role of production management/production managers, operational design, capacity planning, aggregate planning, inventory management, project management, and quality control/assurance.

MGMT 2205 SERVICE SECTOR MANAGEMENT (45-0-3)
Prerequisite: None
This course focuses on supervision in the service sector with special emphasis on team building, quality management, and developing a customer focus. The challenge of providing world-class customer service is addressed through sections on principles of service industry supervision, career development, problem solving, stress management, and conflict resolution. Topics include: principles of service industry supervision, team building, customer service operations, TQM in a service environment, business software applications, communication in the service sector, introduction to information systems, selling principles and sales management, retail management, and legal issues in the service sector.

MGMT 2210 PROJECT MANAGEMENT (45-0-3)
Prerequisite: Provisional Admission
Provides a basic understanding of project management functions and processes. Topics include: team selection and management; project planning, definition and scheduling of tasks; resource negotiation, allocation, and leveling; project control, monitoring, and reporting; computer tools for project planning and scheduling; managing complex relationships between project team and other organizations; critical path methodology; and total quality management.

MGMT 2215 TEAM PROJECT (45-0-3)
Prerequisite: Program Admission
This course utilizes team methodologies to study the field of management. It encourages students to discuss their perception of management practices which have been studied during the management program. Topics include: current issues and problems in management and supervision and state-of-the-art management and leadership techniques. Students will be put into teams, will work on team projects to demonstrate their understanding of the competencies of this course, and will do peer evaluation. Potential team projects could include authoring a management book covering the competencies, videos, web sites, bulletin boards, and slide presentations amongst others.

MGMT 2220 MANAGEMENT AND SUPERVISION OCCUPATION-BASED INSTRUCTION (0-135-3)
Prerequisite: Provisional Admission
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 use of a practicum or internship and all of the following: written individualized training plans, written performance evaluation, and a required weekly seminar.

MGMT 2500 INTERNATIONAL BUSINESS PRINCIPLES (45-0-3)
Prerequisite: Program Admission
This course provides an opportunity to explore the international business environment and how to make effective business decisions in a global market. Topics include ethics and politics of international business, identification of risks which influence international business decisions, and analyzing the import/export process.

Marketing

MKTG 1100 PRINCIPLES OF MARKETING (45-0-3)
Prerequisite: None
This course emphasizes the trends and the dynamic forces that affect the marketing process and the coordination of the marketing functions. Topics include effective communication in a marketing environment; role of marketing; knowledge of marketing principles; marketing strategy; and marketing career paths.

MKTG 1130 BUSINESS REGULATIONS AND COMPLIANCE (45-0-3)
Prerequisite: None
This course introduces the study of contracts and other legal issues and obligations for businesses. Topics include: creation and evolution of laws, court decision processes, legal business structures, sales contracts, commercial papers, Uniform Commercial Code, and risk-bearing devices.

MKTG 1160 PROFESSIONAL SELLING (45-0-3)
Prerequisite: None
This course introduces professional selling skills and processes. Topics include: professional selling, product/sales knowledge, customer analysis/relations, selling process, sales presentations, and ethics of selling.

MKTG 1162 CUSTOMER CONTACT SKILLS (45-30-4)
Prerequisite: Program Admission
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 for effective communication 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.

MKTG 1169 FUNDAMENTALS OF LIFE & HEALTH INSURANCE (45-0-3)
Prerequisite: Program Admission
Summarizes the pervasive nature of pure risk on the individual and on society, and illustrates the way in which insurance can be used to deal with the problems posed by such a risk. The main emphasis is on the insurance product and the use of insurance with the risk management framework. The traditional fields of life insurance, health insurance, and social insurance are treated in terms of their relationship to the wide range of insurable risks to which the individual and the business firm are exposed.

MKTG 1171 FUNDAMENTALS OF PROPERTY & CASUALTY INSURANCE (45-0-3)
Prerequisite: Program Admission
Summarizes the pervasive nature of pure risk on the individual and on society, and illustrates the way in which insurance can be used to deal with the problems posed by such a risk. The main emphasis is on the insurance product and the use of insurance with the risk management framework. The traditional fields of life insurance, health insurance, and social insurance are treated in terms of their relationship to the wide range of insurable risks to which the individual and the business firm are exposed.

MKTG 1190 INTEGRATED MARKETING COMMUNICATIONS (45-0-3)
Prerequisite: None
This course introduces the fundamental principles and practices associated with promotion and communication. Topics include: purposes of promotion and IMC, principles of promotion and Integrated Marketing Communication (IMC), budgeting, regulations and controls, media evaluation and target market selection, integrated marketing plans, trends in promotion, and promotion and communication career paths.

MKTG 1210 SERVICES MARKETING (45-0-3)
Prerequisite: None
This course introduces the marketing skills required in a service business. Topics include: foundation of services marketing, managing service delivery/encounters, services marketing strategy, and aligning strategy service design, and standards.

MKTG 1270 VISUAL MERCHANDISING (45-0-3)
Prerequisite: None
This course focuses on the components of the visual merchandising of goods and services. Topics include: design and color principles, tools and materials of the trade, lighting and signs, installation of displays, store planning, safety, and related areas of visual merchandising and display.

MKTG 1280 INTRODUCTION TO SPORTS AND RECREATION MANAGEMENT (45-0-3)
Prerequisite: None
This course introduces the sociological, philosophical, economic, and historical aspects of the sports and recreation industry. Topics include: nature of sports and recreation management, sports management landscape, research and trends, programming in sports and recreation management, employee training, evaluation and relations, fiscal topics in the business of sports and recreation, and careers in sports and recreation management.

MKTG 1370 CONSUMER BEHAVIOR (45-0-3)
Prerequisite: None
This course analyzes consumer behavior and applicable marketing strategies. Topics include: the nature of consumer behavior, influences on consumer behavior, consumer decision-making process, role of research in understanding consumer behavior, and marketing strategies.

MKTG 2000 GLOBAL MARKETING (45-0-3)
Prerequisite: MKTG 1100
This course introduces opportunities and international strategies employed in the global marketplace. Topics include: the environment of international marketing, analyze international marketing opportunities, international market entries, design an international marketing strategy, and career paths in international marketing.

MKTG 2010 SMALL BUSINESS MANAGEMENT (45-0-3)
Prerequisite: None
This course introduces competencies required in managing a small business. Topics include: nature of small business management, business management and organizational change, marketing strategies, employee relations, financial planning, and business assessment and growth.

MKTG 2030 DIGITAL PUBLISHING AND DESIGN (15-60-3)
Prerequisite: COMP 1000
This Marketing course covers the knowledge and skills required to use design and digital publishing software as well as design and create business publications, collaterals, and digital presences. Course work will include course demonstrations, laboratory exercises and projects. Topics include: digital publishing concepts, basic graphic design, publication layout, web page design, and practical digital applications.

MKTG 2060 MARKETING CHANNELS (45-0-3)
Prerequisite: None
This course emphasizes the design and management of marketing channels. Topics include: role of marketing channels, channel design and planning, supply chain management, logistics, and managing marketing channels.

MKTG 2070 BUYING AND MERCHANDISING (45-0-3)
Prerequisite: None
This course develops buying and merchandising skills required in retail or e-business. Topics include: principles of merchandising, inventory control, merchandise plan, assortment planning, buying merchandise, and pricing strategies.

MKTG 2080 REGULATIONS AND COMPLIANCE IN SPORTS (45-0-3)
Prerequisite: None
This course introduces the legal principles involved in sports. Topics include: nature of sports law, sports law and change, sports law environment, court decision processes, and sports contracts.

MKTG 2090 MARKETING RESEARCH (45-0-3)
Prerequisite: MKTG 1100
This course conveys marketing research methodology. Topics include: role of marketing research, marketing research process, ethics in marketing research, research design, collection data analysis, reporting, application of marketing research, and marketing research career paths.

MKTG 2160 ADVANCED SELLING (45-0-3)
Prerequisite: MKTG 1160
This course emphasizes advanced sales presentation skills needed in professional selling. Topics include: managing effective customer relationships, self-management, sales force training, sales force development, and career paths in professional selling.

MKTG 2180 PRINCIPLES OF SPORTS MARKETING (45-0-3)
Prerequisite: None
This course applies the principles of marketing utilized in the sports industry. Topics include nature of sports marketing, role of sports marketing, marketing principles specific to sports, marketing mix to achieve goals, and electronic landscape and media in sports.

MKTG 2210 ENTREPRENEURSHIP (90-0-6)
Prerequisite: Program Admission
This course provides an overview of the steps in establishing a business. A formal business will be created. Topics include planning; location analysis; financing; developing a business plan; entrepreneurial ethics; and social responsibility.

MKTG 2270 RETAIL OPERATIONS MANAGEMENT (45-0-3)
Prerequisite: Program Admission
This course emphasizes the planning, staffing, leading, organizing, and controlling management functions in a retail operation. Topics include: the retailing environment, retailing strategy, supply chain management, financial planning, financial strategies, employee relations, and career paths in retailing.

MKTG 2280 SPORTS MANAGEMENT (45-0-3)
Prerequisite: MKTG 1280
This course emphasizes leadership and management in the sports marketing industry. Topics include: leadership, budgeting, project management, event management, contract negotiation, and international sports marketing.

MKTG 2290 MARKETING INTERNSHIP/PRACTICUM (0-135-3)
Prerequisite: Advisor Approval
This course applies and reinforces marketing and employability skills in an actual job placement or practicum experience. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of marketing skills, and professional development.

MKTG 2300 MARKETING MANAGEMENT (45-0-3)
Prerequisite: Advisor Approval and MKTG 1100
This course reiterates the program outcomes for marketing management through the development of a marketing plan. Topics include: the marketing framework, the marketing plan, and preparing a marketing plan for a new product.

MKTG 2500 EXPLORING SOCIAL MEDIA (45-0-3)
Prerequisite: MKTG 1100 or HRTM 1201
This course explores the environment and current trends of social media as it relates to marketing functions. Topics include: history of the internet and social media, social media dashboards, legal issues of social media, outsourcing vs. in-house administration, and the current social media ecosystem including applications in the following areas: communication, collaboration/authority building, multimedia, reviews and opinions, and entertainment.

MKTG 2550 ANALYZING SOCIAL MEDIA (26-38-3)
Prerequisite: MKTG 1100
This course analyzes the application of social media to an integrated marketing communication plan. Topics include technical writing for social media, social media auditing, Social Media ROI, trend analysis, social media analytics, and Customer Experience Management (CEM).

Magnetic Resonance Imaging

MRIM 2300 ORIENTATION AND INTRODUCTION TO MRI (45-0-3)
Prerequisite: Program admission
Co-requisites: MRIM 2320 , MRIM 2350
This course provides knowledge of patient care and assessment, contrast agents, MRI safety, medical ethics and law, cultural diversity, and patient information management. Topics include: MRI history, anatomy, patient care and assessment, MRI safety, instrumentation, MRI fundamentals, and image parameters.

MRIM 2320 MRI PROCEDURES AND CROSS SECTIONAL ANATOMY (30-30-3)
Prerequisite: Program admission
Co-requisites: MRIM 2300 , MRIM 2350
Provides knowledge of anatomy, pathology, scanning protocols, contrast administration, and contraindications for magnetic resonance imaging of the head and neck, spine, thorax, abdomen, pelvis, and musculoskeletal system. Topics include: anatomy, scanning protocol, MRI safety, image contrast, and image formation.

MRIM 2330 MRI PHYSICS AND INSTRUMENTATION (30-30-3)
Prerequisite: Program admission
Co-requisites: MRIM 2360 , MRIM 2370
This course introduces the concepts of basic physics and instrumentation for magnetic resonance imaging. Topics include imaging parameters, image quality, MRI Fundamentals, image processing and display, and special procedures.

MRIM 2350 MAGNETIC RESONANCE IMAGING CLINICAL EDUCATION (0-270-6)
Prerequisite: Program admission
Co-requisites: MRIM 2300 , MRIM 2320
Introduces students to the magnetic resonance imaging department and provides an opportunity for participation in and observation of MRI procedures. Topics include equipment utilization, contrast medias, exam preparation, patient care and assessment, scanning protocol, image quality and progress toward completion of clinical competency evaluations.

MRIM 2360 MAGNETIC RESONANCE IMAGING CLINICAL EDUCATION II (0-270-6)
Prerequisite: Program admission
Co-requisites: MRIM 2330 , MRIM 2370
Intermediate course that reinforces learning obtained in MRIM 2350. Topics include exam preparations, patient care and assessment, equipment utilization, image quality, scanning protocol, contrast media, quality control, and progress toward completion of clinical competency evaluations.

MRIM 2370 MRI REVIEW (45-0-3)
Prerequisite: Program admission
Co-requisites: MRIM 2300 , MRIM 2320, MRIM 2330
This course provides a comprehensive review of patient care, imaging procedures, imaging formation and data acquisition for the magnetic resonance imaging certification exam. Topics include: anatomy, scanning protocol, MRI safety, image contrast, image formation, exam preparation, contrast media, patient care and assessment, equipment utilization, image quality, imaging parameters, MRI fundamentals, image processing and display, and special procedures.

Medical Skin Care Specialist

MSCS 1010 ESSENTIALS OF MEDICAL ESTHETICS (45-0-3)
Prerequisites: ALHS 1011, ALHS 1040
Co-requisite: MAST 1010
This course introduces the common skin conditions that motivate patients to seek professional treatment and how to identify certain medical conditions, in addition to the basic chemical reactions that take place in the skin. The student will develop the skills to treat conditions resulting from the environment, heredity, and lifestyles.

MSCS 1020 ADVANCED MEDICAL SKIN CARE TREATMENT (15-30-2)
Prerequisites: MSCS 1010
This course introduces the various diseases and conditions of the skin, common skin allergens and reactions, and results of changes in skin characteristics. The student will have knowledge of types of skin injuries and how the skin is regenerated. The student will develop the skills to treat conditions resulting from the environment, heredity, and lifestyles. The student will perform multiple skin regenerating procedures.

Music

MUSC 1101 MUSIC APPRECIATION (45-0-3)
Prerequisite: Appropriate Degree Level Writing (English) and Reading Placement Test Scores
Explores the formal elements of musical composition, musical form and style, and the relationship of music to historical periods. The course includes listening and analysis of well-known works of music. This course encourages student interest in musical arts beyond the classroom.

Nurse Aide

NAST 1100 NURSE AIDE FUNDAMENTALS (60-75-6)
This course 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. Other topics include responding to and reporting changes in a residents /patient's 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.

NAST 1500 NURSE AIDE ACUTE CARE INTERNSHIP (15 - 45 - 2)
Prerequisite: NAST 1100
This course provides students who have completed nurse aide fundamental training with advanced knowledge, skills, and clinical application necessary for carrying out daily patient care activities in the hospital setting. Emphasis is placed on recognizing and reporting changes in the physical and cognitive conditions of hospitalized patients and assisting with specialized care of these patients. Topics include: admissions/discharges/transfers; respiratory changes, airway management and oxygen administration therapy/safety; neurological changes and seizure precautions; hypo-/hyperglycemic conditions and testing; IV therapy and central lines; allergic reactions; emergency procedures; pre- and post-operative care.

Orthopedic Technology

ORTT 1010 ORTHOPEDIC ANATOMY AND PHYSIOLOGY (45-30-4)
Prerequisite: Program Admission
Corequisites: ORTT 1020, ORTT 1030
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 orthopedic injuries is also included.

ORTT 1020 ORTHOPEDIC TECHNIQUES I (45-30-4)
Prerequisite: Program Admission
Corequisites: ORTT 1010, ORTT 1030
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.

ORTT 1030 INTRODUCTION TO ORTHOPEDIC SURGICAL TECHNIQUES (45-30-4)
Prerequisite: Program Admission
Corequisites: ORTT 1010, ORTT 1020
This course provides an overview of the surgical techniques utilized by the orthopedic technology profession and develops the fundamental concepts and principles necessary to successfully participate on an orthopedic surgical team. Topics include: orientation to orthopedic surgical techniques, asepsis and the surgical environment, basic orthopedic instrumentation and equipment, principles of sterilization process and application.

ORTT 1040 ADVANCED ORTHOPEDIC ANATOMY AND PHYSIOLOGY (45-30-4)
Prerequisite: ORTT 1010
Corequisites: ORTT 1050, ORTT 2010
This course provides advanced instruction on orthopedic anatomy, physiology, injuries and diseases. Topics will include the evaluation and treatment of specific orthopedic injuries. Orthopedic diseases will be discussed along with pediatric orthopedics and congenital diseases.

ORTT 1050 ORTHOPEDIC TECHNIQUES II (45-30-4)
Prerequisite: ORTT 1020
Corequisites: ORTT 1040, ORTT 2010

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 orthopedic trauma patient will also be covered.

ORTT 2010 ORTHOPEDIC TECHNOLOGY CLINICAL I (0-225-5)
Prerequisite: ORTT 1020
Corequisite: ORTT 1050
This course provides the opportunity for students to put into practice, the orthopedic technology procedures through participation in and/or observation of actual orthopedic patients in a hospital setting and/or in an orthopedic physician's 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.

ORTT 2020 ORTHOPEDIC TECHNOLOGY CLINICAL II (0-315-7)
Prerequisites: ORTT 1010, ORTT 1020, ORTT 1030, ORTT 1040, ORTT 1050
Corequisite: ORTT 2010
This course provides the opportunity for students to complete all required orthopedic technology procedures through participation in and/or observation in a hospital setting or an orthopedic physician's 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 orthopedic technologist in the operating room.

ORTT 2030 ORTHOPEDIC TECHNOLOGY CAPSTONE (15-60-3)
Prerequisites: Program Admission
This course provides opportunities for students to organize themselves for entry into professional careers as orthopedic technologists. Topics include professional roles and credentialing (including preparation of resumes, interview techniques, and occupational demeanor); all-hazards preparation; professional workplace administrative functions (including professional documentation and medical billing and coding; review for the National Board for Certification of Orthopaedic Technologists (NBCOT) Orthopaedic Technologist Certified examination; and test-taking skills.

Paralegal Studies

PARA 1100 INTRODUCTION TO LAW AND ETHICS (45-0-3)
Prerequisite: Provisional Admission
This course emphasizes the American legal system, the role of the lawyer and legal assistant within that system, and the ethical obligations imposed upon attorneys and legal assistants. Topics include: survey of American jurisprudence, code of professional responsibility and ethics overview, and introduction to areas of law and legal vocabulary.

PARA 1105 LEGAL RESEARCH AND LEGAL WRITING I (45-0-3)
Prerequisites: ENGL 1101, PARA 1100
This course introduces the student to the process of locating statutory, judicial, administrative and secondary sources on both a state and federal level. The student will utilize both print and electronic research resources. Focuses on the application and reinforcement of basic writing skills, familiarizes the student with types of writing typically engaged in by lawyers and legal assistants, and prepares the student for legal writing tasks. The student learns to write business letters as well as advisory documents. Topics include: legal analysis and legal correspondence and composition.

PARA 1110 LEGAL RESEARCH AND LEGAL WRITING II (45-0-3)
Prerequisites: ENGL 1101, PARA 1100, PARA 1105
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.

PARA 1115 FAMILY LAW (45-0-3)
Prerequisite: Program Admission
This course introduces the student to the issues which may arise in family law cases and to the role of the paralegal in assisting the attorney in the development and presentation of such cases. Topics include: issues associated with client and

witness interviews, marriage validity and dissolution, litigation support in family law matters, issues concerning children, special matters in family law, and attorney and paralegal ethical obligations.

PARA 1120 REAL ESTATE LAW (45-0-3)
Prerequisite: Program Admission
Co-Requisite: PARA 1100
This course introduces the student to the basic concepts of real property law as they pertain to common types of real estate transactions. Additionally, emphasis will be placed on practical skills such as document preparation and title examination. Topics include: real estate contracts, plat reading and legal descriptions, types and purposes of deeds, title searches, common real estate mortgages and documentation, real estate closing and closing statements, recordation statutes and requirements, and elements of the lease.

PARA 1125 CRIMINAL LAW AND CRIMINAL PROCEDURE (45-0-3)
Prerequisite: Program Admission
Co-Requisite: PARA 1100
This course introduces the student to the basic concepts of substantive criminal law and its procedural aspects with an emphasis on the constitutionally protected rights of the accused in the criminal justice system. Topics include: substantive criminal law and procedure and criminal litigation support.

PARA 1130 CIVIL LITIGATION (45-0-3)
Prerequisite: PARA 1100
This course emphasizes competencies and concepts of civil litigation in both federal and state courts. Topics include: federal and state litigation; trial and pretrial proceedings; litigation ethics; and litigation documents, exhibits, investigations, and interviews.

PARA 1135 WILLS, TRUSTS, PROBATE, AND ADMINISTRATION (45-0-3)
Prerequisite: Program Admission
Co-Requisite: PARA 1100
This course provides a general framework of the substantive theory of wills, trusts, and estates. Topics include: wills, trusts, and powers of attorney; probate of wills and administration of estates; document preparation for other probate proceedings; general jurisdiction of the probate court; terminology of wills and estate practice; client interviews; and document preparation.

PARA 1140 TORT LAW (45-0-3)
Prerequisite: Program Admission
Co-Requisite: PARA 1100
This course introduces the student to the basic concepts of substantive tort law. Topics include: concepts of intentional torts, negligence and product liability; causation and liability concepts; damages and defenses; and special tort actions and immunities.

PARA 1145 LAW OFFICE MANAGEMENT (45-0-3)
Prerequisite: Program Admission
Co-Requisite: PARA 1100
This course introduces the student to common forms of law practice. The student will be exposed to methods of billing and time-keeping, automation in the law office, the law office library, the appropriate role of support staff in the law office, and ethical concerns relevant to law office management. Topics include: forms of law practice and insurance needs, support systems, support staff, and ethical responsibilities.

PARA 1150 CONTRACTS, COMMERCIAL LAW AND BUSINESS ORGANIZATIONS (45-0-3)
Prerequisite: PARA 1100
This course introduces the student to the basic concepts of legal rules commonly applicable in commercial settings, to the basic concepts of substantive contract law and to the formulation and operation of sole proprietorships, general partnerships, limited partnerships, and corporations. Additionally, the course explores the basic concepts of agency law. Topics include Constitutional law and its impact on business, the essential elements of a contract and related legal principles and the Uniform Commercial Code, sole proprietorships, partnerships, professional associations and other business organizations, corporations and tax implications of different organizations.

PARA 1200 BANKRUPTCY/DEBTOR-CREDITOR RELATIONS (45-0-3)
Prerequisite: Completion of all PARA 11xx Courses.
This course introduces the student to the purpose and application of the Federal Bankruptcy Code and Rules, as well as applicable state law related to bankruptcy and debtor-creditor issues. Topics include: the Bankruptcy Code and Rules, Bankruptcy Court procedures, the preparation of bankruptcy forms and documents, state law workouts and collection, and the role of the paralegal in a bankruptcy practice.

PARA 1205 CONSTITUTIONAL LAW (45-0-3)
Prerequisite: PARA 1100
This course explains the major legal principles and concepts of the U.S. Constitution including governmental powers and structure, and civil liberties. Additionally, this course includes an exploration of the history of the Constitution and case law interpreting it.

PARA 1210 LEGAL AND POLICY ISSUES IN HEALTHCARE (45-0-3)
Prerequisite: PARA 1100
Provide an overview of the legal issues involved in the delivery of healthcare and the issues relating to Elder Law. Students will recognize the fundamentals of the healthcare treatment relationship, liability issues, patient care decisions and the human condition of sickness. They will explore the complexities of heathcare financing, health care access, governmental regulations and privacy issues. Topics will also include access to care, informed consent, patient care decisions, the doctor-patient relationship, end-of-life decision making, legal problems of the elderly, law and mental health, AIDS and the law and the privatization of health care facilities.

PARA 1215 ADMINISTRATIVE LAW (45-0-3)
Prerequisite: PARA 1100
This course introduces the student to the basic concepts of administrative law including the legislative process related to enabling the agency. The Administrative Procedure Act (federal and state) is covered. Topics also include agency discretion, due process, delegation, rule-making, investigation, information collection, informal proceeding, hearings, and judicial review. Because paralegals are permitted to represent individuals in some agency proceedings (e.g., social security, unemployment, etc.), the students are introduced to the various aspects of such representation.

PARA 2205 ADVANCED LEGAL RESEARCH AND WRITING (45-0-3)
Prerequisite: ENGL 1102
Continues to develop writing skills developed in PARA 1105 and 1110 focusing on legal memoranda preparation. Additionally, students enhance legal research skills. Course competencies include research methodology, legal memoranda preparation, and substantive law research.

PARA 2210 PARALEGAL INTERNSHIP I (0-270-6)
Prerequisite: Advisor Approval
This course 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.

Note: Paralegals may not provide legal services directly to the public except as permitted by law.
Persons who have been convicted of a felony offense are not employable in the legal field. Evidence of a current satisfactory criminal record background check is required at the student's expense prior to participation in the internship.

PARA 2215 PARALEGAL INTERNSHIP II (0-270-6)
Prerequisite: Advisor Approval
This course continues the focus on the application and reinforcement of paralegal skills in an actual workplace environment, or at the discretion of the instructor, in a school practicum with simulated work experiences. Realistic work situations are used to provide students with insights into paralegal applications on the job. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of paralegal skills in a workplace setting, and professional development.

Note: Paralegals may not provide legal services directly to the public except as permitted by law.
Persons who have been convicted of a felony offense are not employable in the legal field. Evidence of a current satisfactory criminal record background check is required at the student's expense prior to participation in the internship.

Pharmacy Assistant

PHAR 1000 PHARMACEUTICAL CALCULATIONS (45-30-4)
Prerequisites: MATH 1012, MATH 1111
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.

PHAR 1010 PHARMACY TECHNOLOGY FUNDAMENTALS (60-30-5)
Prerequisite: Provisional Admission
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.

PHAR 1020 PRINCIPLES OF DISPENSING MEDICATIONS (45-45-4)
Prerequisites: PHAR 1000, PHAR 1010
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.

PHAR 1030 PRINCIPLES OF STERILE MEDICATION PREPARATION (45-45-4)
Prerequisites: PHAR 1000, PHAR 1010
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.

PHAR 1040 PHARMACOLOGY (60-0-4)
Prerequisite: Program Admission
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.

PHAR 1050 PHARMACY TECHNOLOGY PRACTICUM (0-225-5)
Prerequisites: PHAR 1000, PHAR 1010
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.

PHAR 1055 PHARMACY ASSISTANT PRACTICUM (0-225-5)
Prerequisites: ALHS 1011, ALHS 1090, MATH 1012, PHAR 1000, PHAR 1010, PHAR 1020, PHAR 1040
This course orients students to the clinical environment and provides experiences with the basic skills necessary for the pharmacy assistant. Topics include purchasing, packaging and labeling drugs; distribution systems; pharmacy policies and procedures; documentation; inventory and filing systems; compounding; contamination control; storage and control; pharmacy equipment, and health care organizational structures.

PHAR 2060 ADVANCED PHARMACY TECHNOLOGY PRINCIPLES (30-30-3)
Prerequisites: COMP 1000, PHAR 1030, PHAR 1050
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.

PAR 2070 ADVANCED PHARMACY TECHNOLOGY PRACTICUM (0-225-5)
Prerequisites: COMP 1000, PHAR 1030, PHAR 1050
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.

Phlebotomy Technician

PHLT 1030 INTRODUCTION TO VENIPUNCTURE (30-30-3)
Prerequisite: Program Admission
This course provides an introduction to blood collecting techniques and processing specimens. Emphasis is placed on the knowledge and skills needed to collect all types of blood samples from hospitalized patients. Topics include venipuncture procedure, safety and quality assurance; isolation techniques, venipuncture problems, and definitions; lab test profiles and patient care areas; other specimen collections and specimen processing; test combinations, skin punctures and POCT; professional ethics and malpractice; and certification and licensure.

PHLT 1050 CLINICAL PRACTICE (0-225-5)
Prerequisite/Co-requisite: PHLT 1030
Provides work experiences in a clinical setting. Emphasis is placed on enhancing skills in venipuncture techniques. Topics include introduction to clinical policies and procedures and work ethics; routine collections: adult, pediatric, and newborn; and special procedures.

Physical Science

PHSC 1111 PHYSICAL SCIENCE (30-45-3)
Prerequisite: Regular Admission
This course introduces the fundamentals of classical physics, the solar system, and universe from a descriptive viewpoint. Topics include mechanics, temperature and heat, waves, electricity and magnetism, and astronomy. Laboratory exercises supplement class work. Computer use is an integral part of class and laboratory assignments.

PHSC 1050 APPLIED PHYSICAL SCIENCE (40-15-3)
Prerequisite: MATH 1013
Surveys the concepts and application of physical science. Emphasizes developing a vocabulary of the terminology and the ability to identify field examples. Topics include: measurement; energy; heat; temperature, wave characteristics; electricity, magnetism, and astronomy. This is a Physical Science course for diploma and technical certificate programs.

Physics

PHYS 1110 CONCEPTUAL PHYSICS (45-0-3)
Prerequisite: ENGL 1101 and MATH 1101 or MATH 1111
Co-requisite: PHYS 1110L
Introduces some of the basic laws of physics. Topics include systems of units and conversion of units, vector algebra, Newtonian mechanics, fluids and thermodynamics, heat, light, and optics, mechanical waves, electricity and magnetism, and modern physics.

PHYS 1110L CONCEPTUAL PHYSICS LAB (0-45-1)
Prerequisite: ENGL 1101 and MATH 1101 or MATH 1111
Co-requisite: PHYS 1110
Selected laboratory exercises paralleling the topics in PHYS 1110. The laboratory exercises for this course include systems of units and systems of measurement, vector algebra, Newtonian mechanics, fluids and thermodynamics, heat, light, and optics, mechanical waves, electricity and magnetism, and modern physics.

PHYS 1111 INTRODUCTORY PHYSICS I (45-0-3)
Prerequisite: ENGL 1101
Co-requisite: PHYS 1111L

The first course of two algebra and trigonometry based courses in the physics sequence. Topics include material from mechanics (kinematics, dynamics, work and energy, momentum and collisions, rotational motion, static equilibrium, elasticity theory, and simple harmonic motion), mechanical waves, theory of heat and heat transfer, and thermodynamics.

PHYS 1111L INTRODUCTORY PHYSICS LAB I (0-45-1)
Prerequisite: ENGL 1101
Co-requisite: PHYS 1111
Selected laboratory exercises paralleling the topics in PHYS 1111. The laboratory exercises for this course include units of measurement, Newton's laws, work energy and power, momentum and collisions, one- and two-dimensional motion, circular motion and law of gravity, rotational dynamics and static equilibrium, elasticity theory, harmonic motion, theory of heat and heat transfer, thermodynamics, wave motion, and sound.

PHYS 1112 INTRODUCTORY PHYSICS II (45-0-3)
Prerequisite: PHYS 1111, PHYS 1111L
Co-requisite: PHYS 1112L
The second of two algebra and trigonometry based courses in the physics sequence. Topics include material from electricity and magnetism (electric charge, electric forces and fields, electric potential energy, electric potential, capacitance, magnetism, electric current, resistance, basic electric circuits, alternating current circuits, and electromagnetic waves), geometric optics (reflection and refraction), and physical optics (interference and diffraction).

PHYS 1112L INTRODUCTORY PHYSICS LAB II (0-45-1)
Prerequisite: PHYS 1111, PHYS 1111L
Co-requisite: PHYS 1112
Selected laboratory exercises paralleling the topics in PHYS 1112. The laboratory exercises for this course include material from electricity and magnetism, geometric optics, and physical optics.

Practical Nursing

PNSG 2010 INTRODUCTION TO PHARMACOLOGY AND CLINICAL CALCULATIONS (15-45-2)
Prerequisite: Program Admission
Applies fundamental mathematical concepts and includes basic drug administration. Emphasizes critical thinking skills. Topics include: systems of measurement, calculating drug problems, resource materials usage, fundamental pharmacology, administering medications in a simulated clinical environment, principles of IV therapy techniques, and client education.

PNSG 2030 NURSING FUNDAMENTALS (60-90-6)
Prerequisite: Program Admission
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.

PNSG 2035 NURSING FUNDAMENTALS CLINICAL (0-90-2)
Prerequisite: Program Admission
An introduction to nursing practice in the clinical setting. Topics include but are not limited to: history taking, physical assessment, nursing process, critical thinking, activities of daily living, documentation, client education, and standard precautions.

PNSG 2210 MEDICAL SURGICAL NURSING I (60-0-4)
Prerequisite: Program Admission
Focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; as well as pathological

diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the cardiovascular, respiratory, and hematological and immunological systems.

PNSG 2220 MEDICAL SURGICAL NURSING II (60-0-4)
Prerequisite: Program Admission
This second course in a series of four focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the endocrine, gastrointestinal, and urinary system.

PNSG 2230 MEDICAL SURGICAL NURSING III (60-0-4)
Prerequisite: Program Admission
This third course in a series of four focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; mental health; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the neurological, sensory, and musculoskeletal systems.

PNSG 2240 MEDICAL SURGICAL NURSING IV (60-0-4)
Prerequisite: Program Admission
This fourth course in a series of four courses focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole, oncology; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the integumentary and reproductive systems.

PNSG 2250 MATERNITY NURSING (45-0-3)
Prerequisite: Program Admission
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 dients and the newborn; and standard precautions.

PNSG 2255 MATERNITY NURSING CLINICAL (0-45-1)
Prerequisite: Program Admission
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.

PNSG 2310 MEDICAL SURGICAL NURSING CLINICAL I (0-90-2)
Prerequisite: Program Admission
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 412.5 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 hours of maternal, 37.5 pediatric and 37.5 pediatric experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care,

treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

PNSG 2320 MEDICAL SURGICAL NURSING CLINICAL II (0-90-2)
Prerequisite: Program Admission
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 412.5 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 hours of maternal, 37.5 pediatric and 37.5 pediatric experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

PNSG 2330 MEDICAL SURGICAL NURSING CLINICAL III (0-90-2)
Prerequisite: Program Admission
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 412.5 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 hours of maternal, 37.5 pediatric and 37.5 pediatric experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

PNSG 2340 MEDICAL SURGICAL NURSING CLINICAL IV (0-90-2)
Prerequisite: Program Admission
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 412.5 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 hours of maternal, 37.5 pediatric and 37.5 pediatric experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

PNSG 2410 NURSING LEADERSHIP (15-0-1)
Prerequisite: Program Admission
Builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market. Topics include: application of the nursing process, supervisory skills, client education methods, group dynamics and conflict resolution.

PNSG 2415 NURSING LEADERSHIP CLINICAL (0-90-2)
Prerequisite: Program Admission
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.

Political Science

POLS 1101 AMERICAN GOVERNMENT (45-0-3)
Prerequisite: Appropriate Degree Level English and Reading Placement Test Scores
Emphasizes study of government and politics in the United States. The focus of the course will provide an overview of the Constitutional foundations of the American political processes with a focus on government institutions and political procedures. The course will examine the constitutional framework, federalism, civil liberties and civil rights, public opinion, the media, interest groups, political parties, and the election process along with the three branches of government. In addition, this course will examine the processes of Georgia state government. Topics include foundations of government, political behavior, and governing institutions.

Polysomnographic

PSGT 1101 INTRODUCTION TO SLEEP TECHNOLOGY (60-120-7)
Prerequisites: ALHS 1011, ALHS 1090, ENGL 1010, MATH 1012, PSYC 1010
Co-Requisite: PSGT 1102
This course provides an overview of the sleep technology field and develops the fundamental knowledge, skills, attitudes, and techniques necessary to successfully participate as an entry level polysomnographic technician. Emphasis will be placed on the profession of sleep technology the history and scope of practice; ethics, roles and professional behaviors; normal sleep-wake physiology and pathophysiology; basic sciences of sleep-wake related neuroanatomy including associated upper and lower airway anatomy and physiology; circadian rhythm biology , respiratory and cardiac systems; fundamentals of sleep-wake EEG waveform recognition; EEG microstructure; sleep architecture and all sleep-wake stage recognition.

PSGT 1102 ESSENTIALS OF SLEEP TECHNOLOGY (60-120-7)
Prerequisites: ALHS 1011, ALHS 1090, ENGL 1010, MATH 1012, PSYC 1010
Co-Requisite: PSGT 1101
This course provides an overview of the sleep technology field and develops the fundamental knowledge, skills, attitudes, and techniques necessary to successfully participate as an entry level polysomnographic technician. Emphasis will be placed on Sleep-Disordered breathing; Sleep-Disordered breathing treatment modalities including CPAP, BiLevel PAP and oxygen, EMG Dyssomnia events; specialized testing including MSLT, MWT and Seizure protocols; specialized sleep disorders including narcolepsy, parasomnias, and insomnias; sleep center safety and the process flow of patients.

PSGT 1111 POLYSOMNOGRAPHIC APPLICATIONS (60-195-9)
Prerequisites: PSGT 1101, PSGT 1102
An introduction to the polysomnographic skills and principles necessary for procedures to be performed in the clinical setting. Emphasis will be placed on the practical application of sleep technology. Students will be required to master the skills of patient and equipment preparation; appropriate choice of leads; electrodes and sensors; proper patient preparation techniques and 10-20 EEG measurement. Instrumentation will be stressed including digital systems, oximeters, various PAP units and PAP patient interfaces, PTAF, RIP, end-tidal TCO2 and oximetry. An understanding of electrical currents will be covered including AC/DC amplifiers, EEG filters, and Common Mode Rejection Ratio. Data acquisition techniques will be incorporated including polysomnographic artifact resolution, physician order clarification, patient assessment and orientation techniques, monitoring and documentation. Students will practice polysomnographic laboratory skills including: multiple appropriate polysomnographic subject hook-ups for various types of polysomnographic testing acquiring competent skills in: charting; record documentation; application of PAP and oxygen devices and protocols; titration protocols; proper care of equipment including cleaning; sterilization; storage and archiving of data.

PSGT 2100 POLYSOMNOGRAPHIC PRACTICUM (0-270-6)
Prerequisites: PSGT 1101, PSGT 1102 ,PSGT 1111
Co-Requisite: PSGT 2101
A supervised clinical course, provides the student the continued development of skills and concepts in sleep disorder centers. Students will apply the skills and concepts learned in PSGT 1111 Polysomnographic Applications and other courses as they interview patients; explain procedures; demonstrate professional ethics and behavior; prepare equipment; perform patient assessment and orientation techniques and review patient charts. Students will appropriately adjust instrumentation and perform 10-20 EEG measurement; attach the necessary polysomnographic equipment to patients; perform polysomnographic studies, therapeutic interventions including PAP, BiLevel and oxygen interventions as well as monitor and document all interactions and procedures. Students will be required to complete a minimum of 210 hours of clinical rotation

in order to successfully complete the Polysomnographic diploma program. For Board of Registered Polysomnographic Technologists (BRPT) certification eligibility upon completion of this course, please see the Program Chair.

PSGT 2101 SLEEP TECHNOLOGY – SPECIAL TOPICS (45-0-3)
Prerequisite: PSGT 1111
Co-Requisite: PSGT 2100
A study of polysomnographic topics encompassing data management, mathematical equations used in polysomnographic reports, a focus on sleep report and chart review, and review of the ICSD-2 – *International Classification of Sleep Disorders, 2nd version* – with emphasis on the disorders evaluated during polysomnographic studies. This course also covers scoring of adult records including sleep staging, EEG arousal awakening, REM Density, recognition of atypical EEG patterns, scoring of ECG dysrhythmias, respiratory and PLMS, and pediatric sleep and sleep staging. Basic pharmacology for the sleep lab will be discussed. This course is designed to prepare the student for the Board of Registered Polysomnographic Technologists examination and includes exam preparation and review.

Psychology

PSYC 1010 BASIC PSYCHOLOGY (45-0-3)
Prerequisite: Provisional Admission
Presents basic concepts within the field of psychology and their application to everyday human behavior, thinking, and emotion. Emphasis is placed on students understanding basic psychological principles and their application within the context of family, work and social interactions. Topics include an overview of psychology as a science, the nervous and sensory systems, learning and memory, motivation and emotion, intelligence, lifespan development, personality, psychological disorders and their treatments, stress and health, and social psychology.

PSYC 1101 INTRODUCTORY PSYCHOLOGY (45-0-3)
Prerequisite: Appropriate Degree Level Writing (English) and Reading Placement Test Scores
Introduces the major fields of contemporary psychology. Emphasis is on critical thinking and fundamental principles of psychology as a science. Topics include research design, the organization and operation of the nervous system, sensation and perception, learning and memory, motivation and emotion, thinking and intelligence, lifespan development, personality, psychological disorders and treatment, stress and health, and social psychology.

PSYC 1150 INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY (45-0-3)
Prerequisite: Appropriate Degree Level Writing (English) and Reading Placement Test Scores
Emphasizes interpersonal and behavioral skills required in today's business and industry. Topics include an overview of industrial/organizational psychology, principles of human resources management, psychological testing, performance appraisal, training and professional development of employees, principles of leadership, motivational factors, workplace conditions, safety and health, and workplace stressors.

PSYC 2103 HUMAN DEVELOPMENT (45-0-3)
Prerequisite: PSYC 1101
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.

PSYC 2250 ABNORMAL PSYCHOLOGY (45-0-3)
Prerequisite: PSYC 1101
Emphasizes the etiology and treatment considerations of various forms of abnormal behavior. Topics include historical and contemporary approaches to psychopathology; approaches to clinical assessment and diagnosis; understanding and defining classifications and psychological disorders.

Radiology Technology

RADT 1010 INTRODUCTION TO RADIOLOGY (45-30-4)
Prerequisite: Program admission
Co-Requisites: RADT 1030, RADT 1320

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.

RADT 1030 RADIOGRAPHIC PROCEDURES I (30-45-3)
Prerequisites: BIOL 2114 , BIOL 2114L
Co-Requisite: RADT 1010
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.

RADT 1060 RADIOGRAPHIC PROCEDURES II (30-45-3)
Prerequisites: RADT 1010, RADT 1030
Co-Requisite: RADT 1330
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.

RADT 1065 RADIOGRAPHIC SCIENCE (30-0-3)
Prerequisite: Program Admission
This course is designed to establish a basic knowledge of atomic structure and terminology. Other topics include the nature and characteristics of x-radiation; ionizing and non-ionizing radiation; x-ray production; the properties of x-rays and the fundamentals of x-ray photon interaction with matter.

RADT 1075 RADIOGRAPHIC IMAGING (45-30-4)
Prerequisite: Program Admission
The content of this course introduces factors that govern and influence the production of the radiographic image using analog and digital radiologic equipment found in diagnostic radiology. Emphasis will be placed on knowledge and techniques required to produce high quality diagnostic radiologic images. Topics comprise of image quality, including radiographic density; radiographic contrast, recorded detail, distortion, grids, image receptors and holders (analog and digital), processing considerations (analog and digital); image acquisition (analog, digital, and PACS), image analysis, and image artifacts (analog and digital). Guidelines for selecting exposure factors and evaluating images within a digital system will assist students to bridge between film-based and digital imaging systems. Factors that impact image acquisitions, display, archiving, and retrieval are discussed. Laboratory experiences will demonstrate applications of theoretical principles and concepts.

RADT 1085 RADIOGRAPHIC EQUIPMENT (30-30-3)
Prerequisite: Program Admission
Course content establishes a knowledge base in radiographic, fluoroscopic and mobile equipment requirements and design. Instruction also provides a basic knowledge of Automatic Exposure Control (AEC) devices, beam restriction, filtration, quality control, and quality management principles of analog and digital systems. Laboratory experiences will demonstrate applications of theoretical principles and concepts.

RADT 1200 PRINCIPLES OF RADIATION BIOLOGY AND PROTECTION (30-0-2)
Prerequisite: Program admission
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.

RADT 1320 CLINICAL RADIOGRAPHY I (0-180-4)
Prerequisite: Program admission
Co-Requisite: RADT 1030
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.

RADT 1330 CLINICAL RADIOGRAPHY II (0-315-7)
Prerequisites: RADT 1010, RADT 1030, RADT 1320
Co-Requisite: RADT 1060
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.

RADT 2090 RADIOGRAPHIC PROCEDURES II (15-45-2)
Prerequisite: RADT 1060
Co-Requisites: RADT 1330, RADT 2340
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.

RADT 2201 INTRODUCTION TO COMPUTED TOMOGRAPHY (30-0-2)
Prerequisite: Program admission
Co-Requisites: RADT 2220, RADT 2250
Introduces the student to computed tomography and patient care in the CT suite. Topics include: the history of computed tomography, patient care and assessment, anatomy, contrast agents, radiation safety and protection, medical ethics and law, cultural diversity, and patient information management.

RADT 2210 COMPUTED TOMOGRAPHY PHYSICS AND INSTRUMENTATION (75-0-5)
Prerequisite: Program admission
Co-Requisite: RADT 2230, RADT 2265
Introduces the concepts of basic physics and instrumentation for computed tomography. Topics include: computer concepts, system operation and components, image processing and display, instrumentation, single slice and volume scanning, 3-D volume rendering, image quality and artifacts, radiation protection and quality control.

RADT 2220 COMPUTED TOMOGRAPHY PROCEDURES I (45-0-3)
Prerequisite: Program admission
Co-Requisite: RADT 2201, RADT 2250
Provides knowledge CT procedures of the head, chest, abdomen, and pelvis. Topics include: anatomy, pathology, scanning procedures, scanning protocol, contrast administration, and contraindications for computed tomography.

RADT 2230 COMPUTED TOMOGRAPHY PROCEDURES II (45-0-3)
Prerequisite: Program admission
Co-Requisite: RADT 2210, RADT 2265
Provides knowledge of anatomy, pathology, scanning protocols, contrast administration, and contraindications for computed tomography of the neck, spine, musculoskeletal system, and special procedures. Post-processing and quality assurance criteria are addressed. Topics include: anatomy, pathology, scanning protocol, contrast administration and contraindications, post processing and quality assurance.

RADT 2250 COMPUTED TOMOGRAPHY CLINICAL I (0-180-4)
Prerequisite: Program admission
Co-Requisite: RADT 2201, RADT 2220
Introduces students to the computed tomography department and provides an opportunity for participation in and observation of CT procedures. Students progress toward completion of clinical competency evaluations. Topics include:

exam preparation, patient care, equipment utilization, exposure techniques, evaluation of CT procedures, and incorporation of contrast media.

RADT 2260 RADIOLOGIC TECHNOLOGY REVIEW (45-0-3)
Prerequisite: RADT 1200, RADT 2090
Co-Requisite: RADT 2360
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.

RADT 2265 COMPUTED TOMOGRAPHY CLINICAL II (0-180-4)
Prerequisite: Program admission
Co-Requisite: RADT 2210, RADT 2230
Provides students with continued computed tomography work experience. Students demonstrate increased proficiency levels in skills introduced in Computed Tomography Procedures and practiced in the previous clinical course. Students complete clinical competency evaluations. Topics include: exam preparation, patient care, equipment utilization, exposure techniques, evaluation of CT procedures, and incorporation of contrast media.

RADT 2340 CLINICAL RADIOGRAPHY III (0-270-6)
Prerequisite: RADT 1330
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.

RADT 2360 CLINICAL RADIOGRAPHY IV (0-405-9)
Prerequisite: RADT 2340
Co-Requisite: RADT 2260
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 all required clinical competencies. Execution of radiographic procedures will be conducted under direct and indirect supervision.

Supply Chain Management

SCMA 1001 INVENTORY CONTROL PROCEDURES (45-0-3)
Prerequisite: Program admission
This course provides the student with the knowledge and skills necessary for successful control of a company's inventory. Emphasis will be placed on inventory methods and control systems, physical inventories, prevention of shortages, and how current technology can assist the manager in inventory planning and control. Topics include: systems, area of management attending, economic order quantities, ABC analysis, MRP, bar coding, physical inventory, and cycle counting.

SCMA 1002 PURCHASING (45-0-3)
Prerequisite: Program admission
This course is a study of the fundamental aspects of industrial and government purchasing. Emphasis is placed on procedures, techniques, and challenges in the field of purchasing, as well as the basic organization of purchasing departments. Topics include: purchasing role in business, industrial purchasing, purchasing capital equipment, purchasing management and organization, governmental purchasing, electronic data interchange, and ordering decisions.

SCMA 1004 QUALITY IMPROVEMENT CONCEPTS (45-0-3)
Prerequisite: None
This course familiarizes students with the principles and concepts of leadership in quality improvement. Topics include the

history of quality improvement, quality improvement leaders, quality tools, quality improvement implementation, team building for quality improvement, and future quality tenders.

SCMA 1005 DISTRIBUTION PRINCIPLES (45-0-3)
Prerequisite: Program admission
This course provides an opportunity to study the wholesaling function and the movement and storage of goods. Emphasis is placed on the transportation, storing, and material handling functions. Topics include: historical and contemporary wholesale distribution, inbound and outbound operations, traffic operation concepts, distribution center safety and security, purchasing, inventory, financial management, and inside/outside selling.

SCMA 1006 SUPPLY CHAIN MANAGEMENT PRINCIPLES (90-0-6)
Prerequisite: None
This course provides an opportunity to acquire the knowledge, skills, and attitudes necessary for the successful management and handling of materials. Emphasis is placed on basic functions and organization as well as traffic management, shipping and receiving, materials identification and storage systems. Topics include motivation and incentives, measured standards, freeing bottlenecks, reducing handling times and travel distances, quality control, cube utilization, handling of materials, and traffic management.

SCMA 1008 SUPPLY CHAIN MANAGEMENT OBI I (0-45-1)
Prerequisite: Program admission
This course introduces students to the application and reinforcement of distribution and employability principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into management applications on the job. Topics include problem solving, adaptability to the job, use of proper interpersonal skills, application of distribution management techniques, and professional development.

SCMA 1009 SUPPLY CHAIN MANAGEMENT OBI II (0-45-1)
Prerequisite: SCMA 1008
This course continues the application and reinforcement of distribution and employability principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into management applications on the job. Topics include problem solving, adaptability to the job, use of proper interpersonal skills, application of distribution management techniques, and professional development.

SCMA 1010 MANUFACTURING PLANNING AND CONTROL / JIT (75-0-5)
Prerequisite: Program admission
This course provides introductory instruction and hands-on experience in utilizing Manufacturing Resources Planning (MRP II) / Just-In-Time, a fully integrated and information management software system. Instruction moves step-by-step through policies, statistical quality control (SQC) and quality at the source.

SCMA 1050 TRAFFIC MANAGEMENT (45-0-3)
Prerequisite: Program admission
This course introduces the student to traffic management in industry. Topics include freight regulations, rates, classifications and documents, principles of managing traffic operations in a distribution center environment, international distribution, and hazardous material distribution.

SCMA 1051 WAREHOUSE OPERATIONS (45-30-3)
Prerequisite: Program admission
This course gives an intense managerial approach to the proper ways to organize and operate a warehouse. Topics include warehousing principles, site selection, facility design, planning and decision-making processes, and inventory control.

Sociology

SOCI 1101 INTRODUCTION TO SOCIOLOGY (45-0-3)
Prerequisite: Appropriate Degree Level Writing (English) and Reading Placement Test Scores
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.

Spanish

SPAN 1101 INTRODUCTION TO SPANISH LANGUAGE AND CULTURE I (45-0-3)
Prerequisite: Appropriate Placement Test Score
A beginner's introduction to the Spanish language and culture. This course stresses the student's ability to acquire a non-native language and to communicate effectively in the target Spanish language. Emphasis is placed on reading, writing, and speaking the language. An overview of Hispanic society is also emphasized, highlighting the differences between American and Hispanic cultures.

Speech

SPCH 1101 PUBLIC SPEAKING (45-0-3)
Prerequisite: Regular Admission or ENGL 0098
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.

Surgical Technology

SURG 1010 INTRODUCTION TO SURGICAL TECHNOLOGY (60-150-8)
Prerequisite: Program admission
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: introduction to preoperative, intraoperative and postoperative principles of surgical technology; assistant circulator role, professionalism as well as health care facility information. (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.)

SURG 1020 PRINCIPLES OF SURGICAL TECHNOLOGY (75-90-7)
Prerequisites: Program admission
Provides continued study of surgical team participation by wound management and technological sciences for the operating room. Topics include: technological sciences; patient care concepts; preoperative, intraoperative and postoperative surgical technology; and perioperative case management. (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.)

SURG 1080 SURGICAL MICROBIOLOGY (30-0-2)
Prerequisites: Program admission
Introduces the fundamentals of surgical microbiology. Topics include historical development of microbiology, microscopes, cell structures 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.

SURG 1100 SURGICAL PHARMACOLOGY (15-30-2)
Prerequisites: Program admission
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.

SURG 1120 SURGICAL TECHNOLOGY CLINICAL I (0-135-3)
Prerequisites: Program admission
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, orthopedic 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.

SURG 1130 SURGICAL TECHNOLOGY CLINICAL II (0-135-3)
Prerequisites: Program admission
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, orthopedic 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.

SURG 2030 SURGICAL PROCEDURES I (60-0-4)
Prerequisites: SURG 1010, SURG 1020
This course 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, otohinolaryngologic surgery, and orthopedic surgery.

SURG 2040 SURGICAL PROCEDURES II (60-0-4)
Prerequisites: SURG 2030
This course 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.

SURG 2110 SURGICAL TECHNOLOGY CLINICAL I (0-135-3)
Prerequisites: Program admission
Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include, but are not limited to: 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 and/or participation in routine procedures for core and specialty surgery. Topics include: general surgery (to include gastrointestinal), cardiothoracic surgery, otorhinolaryngologic surgery ENT), ophthalmic surgery (Eye), genitourinary surgery, neurological surgery, obstetrical and gynecological surgery, oral and maxillofacial surgery, orthopedic surgery, peripheral vascular surgery, plastic and reconstructive surgery, and procurement/transplant surgery. The total number of cases the student must complete is 120. Students are required to complete 30 cases in the General Surgery specialty. Twenty of the cases must be in the First Scrub Role. Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the First Scrub Role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory, but up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases. Cases that are in the Observation role must be documented but do not count towards the minimum of 120 total cases.

SURG 2120 SURGICAL TECHNOLOGY CLINICAL II (0-135-3)
Prerequisite: SURG 1130
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, orthopedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgical procedures.

SURG 2130 SURGICAL TECHNOLOGY CLINICAL III (0-135-3)
Prerequisite: SURG 1130
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, orthopedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgical procedures.

SURG 2140 SURGICAL TECHNOLOGY CLINICAL IV (0-135-3)
Prerequisite: SURG 2130
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, orthopedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgical procedures.

SURG 2150 SURGICAL TECHNOLOGY CLINICAL VI (0-135-3)
Prerequisite: SURG 2130
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, orthopedic 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.

SURG 2240 SEMINAR IN SURGICAL TECHNOLOGY (30-0-2)
Prerequisite: Program admission
Prepares students for entry into careers as surgical technologists and enables them to effectively review for the national certification examination. Topics include professional credentialing, certification review, and test-taking skills.

Welding

WELD 1000 INTRODUCTION TO WELDING TECHNOLOGY (37-22-3)
Prerequisite: Provisional admission
Provides an introduction to welding technology with an emphasis on basic welding laboratory principles and operating procedures. Topics include: industrial safety and health practices, hand tool and power machine use, measurement, laboratory operating procedures, welding power sources, welding career potentials, and introduction to welding codes and standards.

WELD 1010 OXYFUEL CUTTING (30-45-3)
Prerequisites: None
Co-requisite: WELD 1000
Introduces fundamental principles, safety practices, equipment, and techniques necessary for metal heating and oxyfuel cutting. Topics include: metal heating and cutting principles, safety procedures, use of cutting torches and apparatus, metal heating techniques, metal cutting techniques, manual and automatic oxyfuel cutting techniques, and oxyfuel pipe cutting. Practice in the laboratory is provided.

WELD 1020 OXYACETYLENE WELDING (15-30-2)
Prerequisites: None

This course introduces the fundamental theory, safety practices, equipment, and techniques necessary to perform basic oxyacetylene welding operations. Topics include welding theory, oxyacetylene welding safety, use of gas cylinders and regulators, use of torches, tips, and apparatus, welding without filler rods, running beads with filler rods, butt, open butt, and lap joints, and brazing and soldering. Practice in the laboratory is provided.

WELD 1030 BLUEPRINT READING FOR WELDING TECHNOLOGY (30-45-3)
Prerequisites: None
Co-requisite: WELD 1000
This course introduces the knowledge and skills necessary for reading welding and related blueprints and sketches. An emphasis is placed on identifying types of welds, and the associated abbreviations and symbols.

WELD 1040 FLAT SHIELDED METAL ARC WELDING (30-70-4)
Prerequisites: None
Co-requisite: WELD 1000
This course introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in flat positions. Qualification tests, flat position, are used in the evaluation of student progress toward making industrial standard welds.

WELD 1050 HORIZONTAL SHIELDED METAL ARC WELDING (30-70-4)
Prerequisites: None
Co-requisite: WELD 1040
Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the horizontal position. Qualification tests, horizontal position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: horizontal SMAW safety and health practices, selection and applications of electrodes, selection and applications for horizontal SMAW, horizontal SMAW joints, and horizontal SMAW to specification.

WELD 1060 VERTICAL SHIELDED METAL ARC WELDING (30-70-4)
Prerequisites: None
Co-requisite: WELD 1040, WELD 1050
This course introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the vertical position. Qualification tests, vertical position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: vertical SMAW safety and health practices, selection and applications of electrodes for vertical SMAW, vertical SMAW joints, and vertical SMAW to specification.

WELD 1070 OVERHEAD SHIELDED METAL ARC WELDING (30-70-4)
Prerequisites: None
Co-requisite: WELD 1060
This course introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the overhead position. Qualification tests, overhead position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: overhead SMAW safety and health practices, selection and applications of electrodes for overhead SMAW, overhead SMAW joints, and overhead SMAW to specification.

WELD 1090 GAS METAL ARC WELDING (30-70-4)
Prerequisites: None
Co-requisite: WELD 1000
Provides knowledge of theory, safety practices, equipment and techniques required for successful gas metal arc welding. Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standard welds. Topics include: GMAW safety and health practices, GMAW theory, machines, and set up; transfer modes, wire selection, shielded gas selection, and GMAW joints in all positions.

WELD 1110 GAS TUNGSTEN ARC WELDING (30-70-4)
Prerequisites: None
Co-requisite: WELD 1000
Provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful gas tungsten arc welding. Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standard welds. Topics include: GTAW safety and health practices, shielding gases, metal cleaning procedures, GTAW machines and set up, selection of filler rods, GTAW weld positions, and production of GTAW beads, bead patterns, and joints.

WELD 1120 PREPARATION FOR INDUSTRIAL QUALIFICATION (15-75-3)
Prerequisites: WELD 1040, WELD 1070, WELD 1090, WELD 1110
Introduces industrial qualification methods, procedures, and requirements. Students are prepared to meet the qualification criteria of selected national welding codes and standards. Topics include: test methods and procedures, national codes and standards, fillet and groove weld specimens, and preparation for qualifications and job entry.

WELD 1150 ADVANCED GAS TUNGSTEN ARC WELDING (15-78-3)
Prerequisite: WELD 1000
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.

WELD 1151 FABRICATION PROCESSES (30-30-3)
Prerequisite: WELD 1030
Presents practices common in the welding and metal fabrication industry. Topics include: metal fabrication safety and health practices and metal fabrication procedures.

WELD 1152 PIPE WELDING (15-90-3)
Prerequisite: Program admission
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 45 degree angle pipe (6G).

WELD 1153 FLUX CORED ARC WELDING (30-0-4)
Prerequisite: WELD 1000
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.

WELD 1154 PLASMA CUTTING (30-45-3)
Prerequisite: WELD 1000
Provides knowledge of theory, safety practices, equipment, and techniques required for plasma cutting. Topics include: safety practices, plasma torch and theory, plasma machine set up and operation, and plasma cutting techniques.

WELD 1156 ORNAMENTAL IRON WORKS (15-75-3)
Prerequisites: WELD 1010, WELD 1030, WELD 1040, WELD 1090
Provides an introduction to ornamental ironworks with emphasis on safety practices, equipment and ornamental ironwork techniques. Topics include: introduction to ornamental ironworks and safety practices, use of scroll machine, and use of bar twister.

WELD 1330 METAL WELDING AND CUTTING TECHNIQUES (15-45-2)
Prerequisite: Provisional admission
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.

Learning Support Course Descriptions

ENGL 0090 LEARNING SUPPORT ENGLISH (45-30-3)
Prerequisite: None
Co-requisite: COLL 1500
This course uses a modular approach to emphasize the rules of grammar, punctuation, capitalization, subject/verb agreement, correct verb forms, spelling, writing, and revising skills for basic paragraph development. Students' progress at their own pace to master each module.

ENGL 0098 ENGLISH III (45-0-3)
Prerequisite: ENGL 0090 or appropriate English placement test score
Emphasizes the ability to communicate using written methods. Topics include writing, grammar, and revising.

MATH 0090 LEARNING SUPPORT MATH (45-30-3)
Prerequisite: None
Co-requisite: COLL 1500
This course uses the modular approach to emphasize in-depth arithmetic skills. Topics include number theory, whole numbers, fractions, decimals, percents, ratio/proportion, measurement, geometry, application problems, introduction to real numbers, and applications involving previously listed topics. Students' progress at their own pace to master each module.

MATH 0098 ELEMENTARY ALGEBRA (45-0-3)
Prerequisite: MATH 0090 or appropriate arithmetic or algebra placement test score
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.

MATH 0099 INTERMEDIATE ALGEBRA (45-0-3)
Prerequisite: MATH 0098 or appropriate algebra placement test score
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.

READ 0090 LEARNING SUPPORT READING (45-30-3)
Prerequisite: None
Co-requisite: COLL 1500
This course uses a modular approach to emphasize the strengthening of fundamental reading competencies, vocabulary, comprehension skills, critical reading skills, study skills, and content area reading skills. Students' progress at their own pace to master each module.

READ 0098 READING III (45-0-3)
Prerequisite: READ 0090 or appropriate entrance reading score
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.

Directory

- Office of the President
- Academic Affairs
- Administrative Financial Services
- Adult Education
- Economic Development
- Executive
- Facilities
- Institutional Effectiveness
- Satellite Operations
- Student Affairs
- Student Financial Services
- Technology Services
- Full-Time Faculty

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Index

Academic Advisement 40
Academic Misconduct 40
Academic Status 36
Academic Success Center 11, 16, 26, 34, 46, 502, 503
Academic Suspension 37
Accelerating Opportunity 100
Acceptable Computer and Internet Use 90
Accreditation 5
ACT WorkKeys Services Center 105
Admissions Policy 50
Admissions Procedures 56
Admissions Requirements 50
Adult Education 99
Advisory Committees 8
Aerospace, Trade & Industry Programs 106
Application Fee 64
Associate Degree General Education Core Courses 32
Attendance Requirements 42
Auditing a Course 43
Board of Directors 5
Business & Computer Technology 193
Business and Industry Services 104
Calendar 3, 9, 25, 29
Campus Maps 13
Campuses and Facilities 17
Career Services 94
CGTC Intellectual Property 89
College Assessment Requirement 57
College Divisions 6
College Foundation 8
Computer Training Center 104
Continuing Education 104
Course Expiration 43
Course Progression 43
Credit by Course Competency Exam 41
Credit Hour Tuition 63
Curriculum Changes 44
Declaration of a Major 44
Diploma General Education Core Courses 33
Drug Free School and Campuses 71
Dual Majors 44
Early Intervention Services 59
Email Communication 59
Emergency Procedures 21, 23
English Literacy/Civics Program 99
Federal Pell Grant 66
Federal Student Equal Opportunity Grant 67
Federal Work Study 67
Financial Aid Information 65
Financial Aid Refund Policy 68
GED Preparation 99
Georgia Virtual Technical Connection 30
Georgia's HOPE Program 66
GOAL Program 95
Grade Appeals 44
Grade Point Average Computation 37
Grading System 34
Graduation Ceremony 39
Graduation Information 38
Health Science Program Admission 57
History of the College 4
Honors Lists 38
Identity Theft Prevention 92
Information Directory 11
Jeanne Clery 23
Learning Support Program 33
Library 18
Lost and Found 19
Medical Emergency Procedures 22
Mission Statement 4
Non-Traditional Student Association 97
Online Courses 25, 30
Philosophy 4
Practicum, Internship, Co-Op and Clinical Courses 46
Program and Course Transfer Agreements 55
Public Safety & Professional Services 339
Quick Start 104
Readmission Guidelines 56
Refunds 65
Registration 9, 10, 47, 48, 50, 58, 59, 63, 64, 100
Senior Citizens 57

Special Services 94
Statement of Equal Opportunity 2, 72
Student Accident Insurance 64
Student Ambassador 97
Student Conduct Rules and Regulations ... 81
Student Disbursements 65
Student Disciplinary Policy and Procedures 77
Student Grievance Procedure 87
Student Liability Insurance 64
Student Organizations 95
Student Orientation 58
Student Right to Know Policy 89
Student Rights 71
Technical Education Warranty 2
Telephones 17, 19
The Wellness Center 95
Titans Athletics 95
Traffic Regulations 22
Transcripts 65
Transient Student Approval 57
Transition 360° 99
Tuition and Fees 63
Veterans' Benefits 67
Vision 4
Withdrawal and Dropping Courses 47
Work Ethics Grades 36



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